

Oregon Mortuary & Cemetery Board  
Consumer-Industry Advisory Committee Meeting  
Tuesday, Feb. 20, 2007

Minutes

**Members Present:**

Jon Cummings,	Chair, OMCB (Board)
Joncile Martin,	OMCB
Rick Bennett,	AARP
Wally Ordeman,	OFDA
Tim Corbett,	CAO
Nancy Felton,	CAO
Don Ballantyne,	Crematories

**Members Absent:**

Christina Todd,	FCA
Scott Logan,	OFDA
John Springer,	Crematories

**Guest:**

Chad Dresselhaus,	AFCTS
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The meeting was called to order at 1pm

The minutes from Feb. 1, 2007 were reviewed and accepted as read.

**Old Business:**

Tim opened discussion regarding the fee increase issue and a letter from the CAO declaring their intent to oppose the Board's fee increase proposal of \$2.50 per case. Wally was asked by Jon if OFDA would be taking the same stance and Wally said yes. Wally was asked by Jon if there was a possibility the committee's recommended increase to the death certificate filing fee could be added to OFDA's current legislation on apprenticeship and reciprocity. Wally said he would consult some OFDA board members.

**New Business:**

Tim opens discussion on inspections of cemeteries, beginning with record keeping and required info to be on hand for inspections.

(At this point, it was agreed that for purposes of these minutes, the CAO recommended changes would not be itemized, but rather made available for review if requested. This document will be referred to as "exhibit A".)

Exhibit A (not attached) includes (highlights):

- \*Tag inspection and permit received by Vital Records
- \*Receipt of cremated remains
- \*Licensing
- \*Manager identification
- \*Advertising
- \*Maintenance funding type
- \*Preneed or preconstruction sales
- \*Confidentiality and sharing info with other agencies
- \*Interment records
- \*Records of ownership

Tim experienced “drive by” inspection. Then inspector requested documents to be sent. Was told they were behind on inspections, they were checking to make sure address was on form.

Rick asked what the purpose of asking several questions regarding cemetery maintenance funding is. No informed answer given.

Much discussion about, if you eliminate preneed & preconstruction sales questions from checklist, would another agency be looking at this?

Upon conclusion of CAO recommendations, the group moved to the CAO document dated Jan. 25<sup>th</sup>, 2007 (exhibit B) which is a much more comprehensive outline of suggested changes, citing statutory authority and showing that OAR’s were established that did not support the intent of the ORS’s.

Exhibit B (not attached) includes (highlights):

- \*plot ownership should be required documentation to be supplied upon inspection, many other items can be eliminated.
- \*removal of references to professional services
- \*examine many of the documents during investigations, not inspections
- \*goals for achieving certain number of inspections per quarter so as to maintain consistent inspection schedule.
- \*Classification schedule for prioritizing violations. Minor, Moderate, & Severe.
- \*Every other inspection could come with 1 or 2 day notice
- \*physical address requirement should pertain only to advertising
- \*exempt some cemeteries
- \*inspect grounds buildings
- \*endowment care calculations and trust provisions should be monitored by DCBS
- \*OMCB should attend annual conventions of the industry

During discussion of exhibit B, the group talked about the possibility of the inspector providing a handout that outlines the inspection that's about to take place and the compliance process in general. Also discussed what exemptions exist for some cemeteries and not others.

Upon conclusion of cemetery discussion, the group moved on to crematory inspection and received the suggested modifications from Don (exhibit C).

Exhibit C (not attached) includes (highlights):

- \*removal of section regarding when remains arrived at crematory and whether disposition occurred within 48 hours.
- \*removal of section regarding Vital Records receipt of mailed authorization.
- \*removal of advertising section
- \*removal of registration with Corporate Commission from Board's supposed authority.
- \*Five permanent records inspected could be pared down.

The group moved on to funeral home inspection. Wally provided the OFDA suggested changes to inspections (exhibit D).

Exhibit D (not attached) includes (highlights):

- \*Restrictiveness of who can clean prep room
- \*Removal of FTC monitoring by OMCB
- \*Removal of preneed sales monitoring, where DCBS does it.
- \*Removal of questions regarding funeral home holding cemetery records and listing of commonly used cemeteries.
- \*Removal of questions regarding whether the FSP signed the DC, & whether the SFGSS has "good" itemization.
- \*Paring down the five case studies to four, 2 burial and 2 cremation.

Jon suggested that licensees be encouraged to keep a completed checklist on file so as to make it more efficient when the inspector arrives or when an owner/manager is not available.

It was noted that someone will be invited to the next meeting to evaluate the Immediate Disposition Company checklist.

The group decided to take all of the day's info back with them to evaluate and consider. The group discussed the right approach to giving recommendations to the OMCB, be it "piece-meal" or all at once. It was agreed that piece-meal was preferable. The process after the Board receives it was also discussed. Nobody was quite sure what happens after the Board reviews the recommendations.

The group agreed on March 6<sup>th</sup> for the next meeting (it was later revised to be March 13<sup>th</sup> at 9am). Review & decisions about inspection recommendations will be covered and then move on to investigations.

The meeting was adjourned at 3:52pm.

Respectfully Submitted,  
Wally Ordeman

Revised 3/14/07