

Oregon Mortuary & Cemetery Board
Consumer-Industry Advisory Committee Meeting
Tuesday, April 3, 2007

Minutes

Members Present:

Jon Cummings	Chair, OMCB
Joncile Martin	OMCB
Wally Ordeman	OFDA
Tim Corbett	CAO
Don Ballantyne	Crematories
Scott Logan	OFDA
John Springer	Crematories
Nancy Felton	CAO

Members Absent:

Rick Bennett	AARP
Christina Todd	FCAO

Guests:

Chad Dresselhaus	AFCTS
Mark Stehn	OFDA

The meeting was called to order at 9:00 a.m.

Minutes:

The minutes from the February 20, 2007 meeting and the March 13, 2007 meeting were approved.

Old Business:

The Immediate Disposition checklist review was deferred until we receive input from Kathy Wentz-Phelps. Copies of the proposed changes were distributed to the committee for review but no action taken. Copy of the suggested changes attached. J. Martin will contact Kathy Wentz-Phelps to get status on her recommendations.

J. Martin distributed a March 14, 2007 email response from David Koach regarding statutory authority for staff checking FTC compliance during inspections. Copy of that email is attached. J. Martin suggested that if the committee decides to recommend that OMCB not inspect for

compliance with FTC requirements, we should offer an alternative method for ensuring that these requirements are being met by licensees. One suggestion (T. Corbett) was to go back to the legislature and get a specific bill passed giving OMCB such authority. Another suggestion (W. Ordeman) was that staff could review some FTC requirements when they looked at cases during inspections. W. Ordeman suggested that we stay with the recommendation to remove all FTC items from the Funeral Establishment checklist (pp. 4 – 7) but leave inspection list as in on case studies with the exception of the last question (i.e., “SFGSS has good itemization of packages”).

New Business:

The committee spent some time discussing how to present our recommendations to the OMCB. One idea was to present a list of suggested changes to the checklists while another idea was to actually mark up the checklist with specific deletions, additions, and changes. The group believes that the latter idea will be more visual and, therefore, easier to understand and follow. Rather than hand write in the edits, the group thought using Word to insert comments would be effective. Jon Cummings will check with Carla to see if the checklists are available in Word or can be converted to Word. If so, we will use Word; if not, we will cut and paste the lists.

We will also put the justifications for the changes within the body of the checklist plus will have a sheet with explanations of over-arching issues (i.e. broad suggestions, process questions, etc.).

T. Corbett suggested that at the May 22, 2007 Board meeting, we discuss general principles and get buy-in. Then we will explain the specific changes to each checklist. Our recommendations will not be in the Board packet but rather will be given to the Board that day. There will be a small presentation by members of each group (i.e., funeral directors, cemeteries, crematories, etc.) with broad issues as well as specific suggestions.

C. Dresselhaus asked if we might need a special meeting for reviewing all the changes. After some discussion of the pros and cons of this idea, Jon Cummings will ask the Board president, Jim Ward, about the possibility of a workshop after the regular session.

In preparation for the presentation to the OMCB, we revisited the individual checklists to ensure that all were comfortable with the suggested edits. A lengthy discussion regarding preneed sales ensued. Committee still believes the licensing process should cover the issue. Staff should check licensed persons prior to an inspection and then

review contracts to ensure that only those licensed persons are signing contracts. (W. Ordeman will draft specific language to address this in the inspection list. W. Ordeman will also check funeral establishment renewals to see if the preneed salesmen are listed on same. If so, we will not need language for the inspection sheets.)

Funeral Establishment Inspection Checklists:

- Wally Ordeman reviewed his previous suggestions. On page 8, all questions regarding preneed sales would be removed except “preneed salesperson registered with Board”.
- Delete all cemetery records on page 9. Inspectors should detail specific inspection criteria when they arrive (e.g., if looking at both the funeral establishment and the cemetery, that should be made clear initially).
- Change question re FSP signing death certificate. Question should say “Is someone authorized to sign?”
- Four case studies should be enough; five is now the number reviewed.

Cemetery Inspection Checklists:

- T. Corbett reviewed his previous suggestions. There was some discussion of the suggestions but no substantive changes were made. Tim did suggest that OMCB needs to set up some avenue for persons to appeal the results of an inspection or the interpretation of staff regarding requirements. We will address this issue later.

Crematory Inspection Checklist:

- Don Ballantyne reviewed his previous suggestions. No substantive changes were made to the original suggestions.

Members will come prepared with a written draft of their broad ideas as well as the specific changes to the inspection sheet that is used on their particular branch of the industry. These changes will be reviewed and voted on at the meeting so that final papers will then be completed prior to the May 22nd, OMCB meeting.

Next meeting: April 24, 2007 at 9:00 a.m. in AARP office

The meeting was adjourned at 12:30 p.m.

Written by Juncile Martin
April 5, 2007