

Monday – July 20, 2009

The Board of Embalmers and Funeral Directors met in regular session in the Riffe Center at 77 South High Street in Columbus, Ohio. John J. Hadley, President, called the meeting to order at 1:06 P.M. Other Board members present were: Linda M. Betzer, Ty D. Marsh, Robert J. Wasko, and Pamela Williams-Briggs. Staff Members present were: Michael T. Lyme, Inspector; Jennifer Baugess, Administrative Assistant, Linda Clark, Certification and Licensure Examiner; Lena Wright, Administrative Assistant and Ann Cunningham, Executive Director.

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On a motion by Ms. Betzer, seconded by Mrs. Williams-Briggs, the Board approved, as amended, the minutes of the meeting held on June 15-16, 2009. Ayes: 4. Nay: 0. Motion approved.

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Reorganization of the Board

Mr. Wasko nominated Mr. Hadley for president for Fiscal Year 2010, July 1, 2009 through June 30, 2010, seconded by Ms. Betzer. There being no other nominations, Mr. Hadley was elected by a unanimous vote. Ayes: 4. Nays: 0.

Ms. Betzer nominated Mr. Wasko for vice-president for Fiscal Year 2010, July 1, 2009 through June 30, 2010, seconded by Mrs. Williams-Briggs. There being no other nominations, Mr. Wasko was elected by a unanimous vote. Ayes: 4. Nays: 0.

Ms. Betzer nominated Mrs. Williams-Briggs for secretary-treasurer for Fiscal Year 2010, July 1, 2009 through June 30, 2010, seconded by Mr. Wasko. There being no other nominations, Mrs. Williams-Briggs was elected by a unanimous vote. Ayes: 4. Nays: 0.

Committee assignments are as follows:

Crematory Review Board - Mr. Hadley, Mr. Wasko, and Mr. Primm.

Apprenticeship Committee – Ms. Betzer, Mr. Wasko, and Mrs. Williams-Briggs.

Continuing Education Committee – Mr. Marsh, Mr. Primm and Mrs. Williams-Briggs

Preneed Committee – Ms. Betzer, Mr. Marsh, and Mr. Primm

Staff Committee – Mr. Hadley, Mr. Wasko, and Mrs. Williams-Briggs

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Executive Director's Report

Ms. Cunningham reported that Mr. Primm was unable to attend, and Mr. Marsh would arrive later.

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As previously reported, Mr. Hadley and Mr. Primm attended a required Ethics Training Class on June 5, 2009. After entering verification online, the Board Members requested confirmation in writing.

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Ms. Cunningham reported that Mrs. Williams-Briggs represented the Board at the Buckeye State Funeral Directors and Embalmers Association Convention on June 20, 2009, in BelTerra, Indiana. Mrs. Williams-Briggs was paid per diem and reimbursed for allowable travel expenses.

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The Executive Director attended a required Ethics Training Class on July 7, 2009.

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Ms. Cunningham reported that Fiscal Year 2010 arrived on July 1 without a budget. The three seven-day interim budgets covered payroll, leaving the Board with no temporary help to process continuing education applications, no educational consultant to evaluate college transcripts, and no hearing officer to conduct hearings for three weeks.

House Bill No. 1 [budget] is 3,120 pages long and the Omnibus Amendment attached by the Legislative Conference Committee is over 1,000 pages. The Board's appropriation for Fiscal Year 2010 is \$572,159 which is \$74,255 less than the Executive Budget recommendation of \$646,414. At the time of the meeting, the Board staff was adhering to strict guidelines to allot the lesser appropriation. The Board will determine what functions will be delayed or ceased due to budget restraints.

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Cost Savings Days [CSD] began July 1, 2009, each employee's bi-weekly wage is reduced by 3.076 hours for a total of 80 hours, and each employee must take ten days off without pay. The Board Employees agreed to use three CSD and, with approval from the Department of Administrative Services and OCSEA [Union], will close the Board Office on Friday, November 27, Thursday, December 24, and Thursday, December 31.

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#### Licensure

There were no applications for crematory facility license for consideration by the Board.

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There were no applications for crematory facility license pending receipt of the occupancy permit and a final inspection by the Board.

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There were no previously approved applications for the issuance of a crematory facility license after approval of the application, receipt of the occupancy permit, and the final inspection.

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There were no applications for embalming facility license.

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There were no applications for embalming facility license pending receipt of the occupancy permit and a final inspection by the Board.

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There were no previously approved applications for the issuance of an embalming facility license after approval of the application, receipt of the occupancy permit, and the final inspection.

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On a motion by Mr. Wasko, seconded by Mrs. Williams-Briggs, the Board approved applications for funeral home license Ayes: 4. Nays: 0.

<u>License No.</u>	<u>Firm Title</u>	<u>Location</u>	<u>Inspection</u>
FH003081	Imwalle-Naegele Mem.	St Bernard	04/07/09
FH003082	David R Jasin-Hoening FH	Toledo	07/23/08
FH003080	Hay FH	Cincinnati	02/17/09

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On a motion by Mr. Wasko, seconded by Mrs. Williams-Briggs, the Board approved one application for funeral home license pending receipt of the occupancy permit and a final inspection by the Board. Ayes: 4. Nays: 0.

<u>Firm Title</u>	<u>Location</u>	<u>County</u>
Best FH	Middlefield	Geauga

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There were no previously approved applications for the issuance of a funeral home license after approval of the application, receipt of the occupancy permit, and the final inspection.

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Mrs. Clark reported on registrations, apprenticeships, and initial licenses to the Board Members.

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On a motion by Mr. Wasko, seconded by Mrs. Williams-Briggs, the Board issued embalmer and/or funeral director licenses to qualified applicants. Ayes: 4. Nays: 0. Motion approved. [See attached list]

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The Board reviewed a list of individuals who were issued embalmer and/or funeral director registration numbers during the month of June 2009. [See attached list]

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The Board reviewed a list of individuals who certified embalmer and/or funeral director apprenticeships during the month of June 2009. [See attached list]

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The Board reviewed a compilation of apprentice quarterly reports, master quarterly reports and Board apprentice interviews submitted during the month of June 2009. [See attached list]

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The Board reviewed a letter from Jean A. Corliss concerning her funeral director apprenticeship. On a motion by Mr. Wasko, seconded by Mrs. Williams-Briggs, the Board approved Ms. Corliss' request to complete the required fifty funerals by serving her apprenticeship between the Holloway-Williams Funeral Home and the McFarland & Sons Funeral Home in Warren Ohio. Ayes: 4. Nays: 0. Motion approved.

The Board reviewed a letter from Stephanie J. Zachrich concerning part-time employment during her apprenticeship. On a motion by Mrs. Williams-Briggs, seconded by Ms. Betzer, the Board approved Ms. Zachrich's request to work part time for less than five hours per week as a substitute therapist during her apprenticeship. Ayes: 4. Nays: 0. Motion approved.

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Fiscal

Ms. Wright presented the fiscal portion of the Board meeting and the Board Members reviewed the revenue journal indicating that the Board collected \$3,740.00 in June, for a total of \$1,164,019.65 for Fiscal Year 2009. Also, the Board reviewed the journal of 48 vouchers and encumbrances for June, and the Budget Overview chart of allotments and expenses.

Mr. Marsh arrived at this point in the meeting.

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On motion by Mr. Wasko, seconded by Ms. Betzer, the Board approved the personal service contract with Blaugrund, Herbert & Martin to serve as hearing officer for Fiscal Year 2010 in the amount of \$4,683.50 pending the availability of funds. Roll call vote: Betzer, Aye; Hadley, Aye; Marsh, Aye; Wasko, Aye; Williams-Briggs, Aye.

On motion by Mr. Wasko, seconded by Ms. Betzer, the Board approved the personal service contract with Donald Neff to serve as educational consultant for Fiscal Year 2010 in the amount of \$1,000.00 pending the availability of funds. Roll call vote: Betzer, Aye; Hadley, Aye; Marsh, Aye; Wasko, Aye; Williams-Briggs, Aye

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#### Committee Report

Without the staff-prepared list, the Continuing Education Committee met before Board Meeting to review applications for approval of continuing education activities. On a motion by Mrs. Williams-Briggs, seconded by Mr. Wasko, the Board approved the applications for continuing education, pending complete evaluation by the staff. Ayes: 5. Nays: 0. The list will be prepared and distributed to the Board at the August meeting. The list will be posted on the Board's website.

The Apprenticeship Committee will meet after the Board adjourns on Tuesday.

Ms Betzer and Mr. Marsh reported that the Preened Committee met prior to the Board meeting, and discussed possible statutory language changes and the compilation of potential technical problems in the current law to be presented to the Legislature, and determined that the Board will act in a transparent manner dealing with discovered inconsistencies in the law.

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Inspector Lyme presented Inspector Anderson's monthly report for June 2009 in his absence which will be attached to the July minutes.

Inspector Lyme presented his monthly report for July 2009 which will be attached to the July minutes.

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Mrs. Baugess reported that there are sixteen pending complaints, fourteen charged complaints pending hearing, settlements or Board Ordered Compliance.

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There were no forfeitures.

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The Board has six hearings to be scheduled.

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The Hearing Officer has two outstanding Reports and Recommendations.



Mrs. Baugess reported that the North America Cemetery Regulators Association changed its name to the North American Death Care Regulators Association.



In June 2009, the Board received the amendments to change the manager and/or the funeral director actually in charge of and ultimately responsible for the funeral homes listed below.

<u>License</u>	<u>Facility</u>	<u>Licensee</u>	<u>Type</u>	<u>County</u>
FH002939	Ingling Williams FH	Hapner, James	AIC	Clark
FH002941	Jackson Lytle Williams FH	Hapner, James	AIC	Clark
FH002941	Jackson Lytle Williams FH	Dunmore, Chris	MGR	Clark
FH002603	Oberlin-Turnbull FH	Johnson, Charles	MGR	Defiance
FH002940	Ingling Williams FH	Hapner, James	AIC	Greene
FH002942	Jackson Lytle Williams FH	Hapner, James	AIC	Greene
FH002942	Jackson Lytle Williams FH	Hapner, James	MGR	Greene



Compliance Motion No. 1

On a motion by Mr. Wasko, seconded by Mr. Marsh, the Board voted to close three investigatory files because of no violation or jurisdiction and/or complaint settled by involved parties. Roll call vote: Betzer, Aye; Hadley, Aye; Marsh, Aye; Wasko, Aye, Williams-Briggs, Aye.



Fiscal [continued]

At this point in the meeting, the Board Members welcomed John Cunningham, Manager of the Central Service [CSA], who offered additional insight into the fiscal situation. CSA serves several licensing boards by processing human resources and fiscal items, including but not limited to, payroll and vouchers. Mr. Cunningham suggested the Board prepare a functional analysis of its expenditures, cost-cutting actions, and revenue collection to demonstrate the Board's fiscal responsibility. The analysis would be used in preparing a request for increased appropriation before the Controlling Board.

Compliance Issue No.1

The Board staff contacted the Office of Vital Statistics Ohio Department of Health and posed the following questions: By signing a death certificate, what is the funeral director signing? Is the funeral director stating that the funeral director performed the funeral service or met with the family or had direct involvement? Can a funeral director sign a death certificate if the funeral director had no involvement/contact with the funeral/final disposition?

The Department of Health responded by quoting R.C. 3705.16 which states in part: that the personal and statistical information in the death certificate shall be obtained from the best qualified person or sources available by the funeral director or other person in charge of the final disposition of the remains...The funeral director or other person in charge of the final disposition of the remains shall then present the death certificate to the physician or coroner for certification of the cause of death. In addition, R.C.4705.01(J) defines

final disposition to mean “the interment, cremation, removal from the state, donation, or other authorized disposition of a dead body or fetal death.”

The legal counsel for the Department of Health stated “Reading the two statues together, it is my opinion that a funeral director who signs the death certificate must be in charge of the decedent’s “final remains.” It is not solely that any funeral director may sign, (although it may be a person other than a funeral director) but that it must be the funeral director in charge of the final disposition of the remains. If there is no relationship between the signing funeral director and the final disposition of the remains, R.C. 3705.01 does not provide the funeral director with statutory authority to sign the death certificate.

The Board Members agreed with the response from the Department of Health, and clarified that “other person” is for families that tend to the final disposition of their loved ones, and do not pay someone for the services but handle all aspects of the funeral themselves.



Compliance Issue No. 2

On a motion by Mrs. Williams-Briggs, seconded by Mr. Marsh, the Board voted to remove from the table the request to continue the operation of the J. Jeffrey Fretti Funeral Home after the death of Mr. Fretti. Ayes: 5. Nays: 0. Motion approved.

On a motion by Mrs. Williams-Briggs, seconded by Mr. Marsh, the Board voted to allow the J. Jeffrey Fretti Funeral Home to continue operations until April 12, 2010, at which time the estate may request another twelve months, close the funeral home, or submit a new application for funeral home license. Ayes: 5, Nays: 0. Motion approved.



Compliance Motion No. 3

Mrs. Williams-Briggs made a motion to close a complaint involving a funeral director who allegedly used inappropriate language when serving a family. The motion was seconded by Mr. Wasko. Mr. Marsh called the question, and Mrs. Williams-Briggs withdrew the motion.

On a motion by Ms. Betzer, seconded by Mr. Marsh, the Board voted to issue a reprimand to Larry Nafzger and David Schoedinger as funeral director actually in charge and ultimately responsible for the Schoedinger Funeral Home on Cleveland Avenue. Roll call vote: Betzer, Aye; Hadley, Aye; Marsh, Aye; Wasko, Abstain; Williams-Briggs, Nay. The concurrence of at least four members is necessary for the Board to take any action, and the motion failed for lack of a concurrence.

On a motion by Ms. Betzer, seconded by Mr. Wasko, the Board voted to issue a reprimand to Larry Nafzger and a warning letter to David Schoedinger as the funeral director actually in charge and ultimately responsible for the Schoedinger Funeral Home on Cleveland Avenue. Roll call vote: Betzer, Aye; Hadley, Aye; Marsh, Aye; Wasko, Aye; Williams-Briggs, Aye.

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The Board meeting recessed at 4:07 P.M.

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Tuesday – July 21, 2009

The Board reconvened at 8:10 A.M. in the Riffe Center in Columbus, Ohio. President John J. Hadley presided. Present were: Linda M. Betzer, Ty D. Marsh, Robert J. Wasko, Pamela Williams-Briggs, Assistant Attorney General, Walter McNamara, Jennifer Baugess, Michael T. Lyme, and Ann Cunningham. Barbara Hadley observed the Board meeting.

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Compliance Motion No. 2

The following motions were made pursuant to the report and recommendation of Hearing Officer, Marc E. Myers, on the hearing held March 24, 2009 concerning the Board's denial of the applications for reciprocal license submitted by Theodore J. Schleifer, III. No objections to the Report and Recommendation were submitted for consideration prior to the Board meeting.

Motion by Mr. Marsh, seconded by Mr. Wasko, to approve the Hearing Officer's Finding of Facts. Roll call vote: Betzer, Nay; Hadley, Aye; Marsh, Aye; Wasko, Aye; Williams-Briggs, Aye.

Motion by Mr. Marsh, seconded by Mr. Wasko, to approve the Hearing Officer's Conclusions of Law. Roll call vote: Betzer, Aye; Hadley, Aye; Marsh, Aye; Wasko, Aye; Williams-Briggs, Aye.

Motion by Mr. Marsh, seconded by Mr. Wasko, to approve the Hearing Officer's Recommendation to grant licensure as a funeral director by reciprocity provided he meets all testing requirements that may be imposed by the Board. Roll call vote: Betzer, Nay; Hadley, Aye; Marsh, Aye; Wasko, Aye; Williams-Briggs, Nay.

The concurrence of at least four members is necessary for the Board to take any action, and the motion failed for lack of a concurrence.

On a motion by Mr. Wasko, seconded by Ms. Betzer, the Board voted to table agenda item Compliance Motion No. 2. Aye: 5. Nays: 0. Motion approved.

Mr. Marsh requested the Staff Committee review the procedure for creating "charge" letters, and to adjust the procedure to prevent errors in the future.

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Assistant Attorney General Walter McNamara presented a proposed settlement agreement negotiated by Mr. McNamara and Scott Gilligan, attorney for Deborah Weaver, Herbert T. Walker, III and the Walker Funeral Homes. In addition, the Board reviewed three applications for facility license: Walker Funeral Home [Hamilton Avenue], Walker Funeral Home [Queen City] and Walker Funeral Group, Inc. [embalming facility.]

On a motion by Mr. Wasko, seconded by Mrs. Williams-Briggs, the Board voted to table agenda item Compliance motion No. 4 involving the proposed settlement agreement and the three applications for facility license. Ayes: 5. Nays: 0. Motion approved.



Compliance Mail No. 1

The Board reviewed a letter from Mark Adams, Adams Funeral Home concerning transfer of preneed. Assuming the receiving funeral home is less expensive, Mr. Adams asked if it was acceptable for the receiving funeral home to offer the consumer [at the time of transfer] or the family [at time of need] the option of either receiving the funds or having the excess funds go to a charity.

Secretary to remind Mr. Adams of the new preneed law which contains language on excess funds and transfer fees, but does not address what happens to excess fees if the contract was established for Medicaid purposes. Secretary to suggest that Mr. Adams address that question to the Ohio Department of Job and Family Services.



On a motion by Mr. Wasko, seconded by Ms. Betzer, the Board meeting adjourned at 9:23 A.M. Ayes: 5. Nays: 0. Motion approved.

The Following Individuals Were Issued Registration Numbers  
During The Month of June '09

<b>Registration Number</b>	<b>Name</b>	<b>City</b>	<b>Effective Date</b>
Emb-0309 Fd-0468	Ellison, Sarah E.	Georgetown	06/16/09
Emb-0310 Fd-0471	Ewing, Edward J.	Zanesville	06/23/092
Emb-0311 Fd-0472	Hayes, Zack D.	Portsmouth	06/23/09
Emb-0312 Fd-0473	Ingle, Alison A	Kettering	06/23/09
Fd-0469	Jardine, Crystal T.	Strongsville	06/16/09
Fd-0467	Lenhart, Glenn J.	Avon	06/03/09
Fd-0470	Loucka, Richard A.	Bedford	06/16/09
Emb-0313 Fd-0474	McLin, Christopher W.	Wellston	06/23/09
Fd-0475	Rosenacker, April L.	Cincinnati	06/23/09
Emb-0314 Fd-0476	Smith, Cassie	Booneville Ky	06/25/09

Certifications

Apprenticeships Certified During The Month Of June 2009

<b>License Number</b>	<b>Apprentice Name</b>	<b>Funeral Home</b>	<b>City</b>	<b>Effective Date</b>
EMB-0309 FD-0468	Ellison, Sarah E.	Cahall Funeral Home	Georgetown	06/22/09
EMB-0310 FD-0471	Ewing, Edward J.	Snouffer Funeral Home	Zanesville	06/23/09
EMB-0311 FD-0472	Hayes, Zachary D.	Brant Funeral Service	Portsmouth	06/28/09
EMB-0308 FD-0466	Holdcroft, Marian P.	Bolin-Dierkes FH	Zanesville	06/01/09
FD-0469	Jardine, Crystal T.	Jardine Funeral Home	Strongsville	06/17/09
EMB-0255 FD-0375	Johnson, Pamela L.	Walker Funeral Home	Cincinnati	06/05/09
FD-0467	Lenhart, Glenn J.	Misencik Funeral Home	Avon	06/03/09

Initial Licenses To Be Granted By Motion Of The Board - July 2009

<b>License Number</b>	<b>Name</b>	<b>City</b>	<b>Effective Date</b>
EMB-9356 A FD-9363	Clevenger, Julie D.	Elyria	07/20/09
FD-9364	Gretta, Douglas A.	Garfield Hts	07/20/09
FD-9365	Hoekstra, Mary E.	Granville	07/20/09
EMB-9357 A FD-9366	Holt, Danielle K.	Marion	07/20/09
EMB-9358 A FD-9367	Liming Jr., Roger D.	Grove City	07/20/09
EMB-9359 A FD-9368	Murphy, Brandon M.	Tiffin	07/20/09
EMB-9360 A FD-9369	Randolph, Michael W.	Wilmington	07/20/09
EMB-9361 A FD-9370	Sizemore, James S.	Lima	07/20/09
EMB-9362 A FD-9371	Webster, Benjamin R.	Cincinnati	07/20/09

Board Meeting: 20-Jul-2009

Fiscal Year 2010

<i>Board Meeting</i>	<i>JUL</i>	<i>AUG</i>	<i>SEP</i>	<i>OCT</i>	<i>NOV</i>	<i>DEC</i>	<i>JAN</i>	<i>FEB</i>	<i>MAR</i>	<i>APR</i>	<i>MAY</i>	<i>JUN</i>	<i>FY</i>
<i>Registrations</i>													<i>total</i>
embalmer	6												6
funeral director	10												10
total	16		0	0	0	0	0	0	0	0	0	0	16

<i>Certified Apprentices</i>													<i>total</i>
embalmer	5												5
funeral director	7												7
total	12		0	0	0	0	0	0	0	0	0	0	12

<i>Embalmer Apprentice Reports</i>													<i>total</i>
quarterly report	97												97
master report	16												16
Board Member interview	2												2
total	115		0	0	0	0	0	0	0	0	0	0	115

<i>Funeral Director apprentice reports</i>													<i>total</i>
quarterly report	246												246
master report	41												41
Board Member interview	7												7
total	294		0	0	0	0	0	0	0	0	0	0	294

<i>New Licenses Issued</i>													<i>total</i>
embalmer	7												7
funeral director	9												9
total	16		0	0	0	0	0	0	0	0	0	0	16

Figures represent actual number of documents received by Board Office in designated month.

Time period start: 6/7/2009 end: 7/18/2009 Board Meeting 20-Jul-2009 FY 2010

<i>Board Meeting</i>	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Year total	
mileage	4,327												4,327	
apprentices	1												1	
<i>Inspections - Annual</i>													<i>completed</i>	<i>remaining</i>
Crem Fac	48	6											6	42
Emb Fac	3	1											1	2
FH	611	81											81	530
<b>Total</b>	<b>662</b>	<b>88</b>	<b>0</b>	<b>88</b>	<b>574</b>									
<i>Inspections - Follow-up</i>													<i>completed</i>	
Crem Fac	0												0	
Emb Fac	0												0	
FH	0												0	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Inspections - New Facility</i>													<i>completed</i>	
Crem Fac	0												0	
Emb Fac	0												0	
FH	0												0	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Investigations	5												5	
Violations	7												7	
Bd meetings	days	2											2	
Bd office	days	2											2	
Hearings	days	0											0	
Training	days	0											0	

There are twenty-six pay periods each Fiscal Year.

Inspectors submit one travel expense report every pay period [two weeks.]

This Inspector's report covers two 2-week expense report periods prior to Board Meeting.

Twice each Fiscal Year, the report covers three 2-week expense report periods.

Apprentices = number of apprentices the inspector talked with during a facility inspection.

Inspections - number of facilities inspected, number may include times when facility is not opened or no one is present.

Investigations = number of tasks; interviews with consumers/licenseses, procurement of court records/death certificates, meeting with other state/law enforcement agencies, etc.

Violations - number of violations noted on inspection reports.

Board meeting = number of days spent in Board Meeting.

Board Office = number of days spent in Board Office for AAG/Inspectors meetings, review of complaints, hearings, etc.

Training = number of days spent in class/training

Time period start: 6/7/2009 end: 7/18/2009 Board Meeting 20-Jul-2009 FY 2010

<i>Board Meeting</i>	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Year total	
mileage	3,041												3,041	
apprentices	1												1	
<i>Inspections - Annual</i>													<i>completed</i>	<i>remaining</i>
Crem Fac	50	2											2	48
Emb Fac	1	0											0	1
FH	560	51											51	509
<b>Total</b>	<b>611</b>	<b>53</b>	<b>0</b>	<b>53</b>	<b>558</b>									
<i>Inspections - Follow-up</i>													<i>completed</i>	
Crem Fac	0												0	
Emb Fac	0												0	
FH	0												0	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Inspections - New Facility</i>													<i>completed</i>	
Crem Fac	0												0	
Emb Fac	0												0	
FH	0												0	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Investigations	4												4	
Violations	2												2	
Bd meetings	days	2											2	
Bd office	days	3											3	
Hearings	days	0											0	
Training	days	0											0	

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Investigations = number of tasks; interviews with consumers/licenseses, procurement of court records/death certificates, meeting with other state/law enforcement agencies, etc.

Violations - number of violations noted on inspection reports.

Board meeting = number of days spent in Board Meeting.

Board Office = number of days spent in Board Office for AAG/Inspectors meetings, review of complaints, hearings, etc.

Training = number of days spent in class/training