VIRGINIA BOARD OF FUNERAL DIRECTORS AND EMBALMERS

Department of Health Professions
Perimeter Center
9960 Mayland Drive, Henrico VA 23233-1463
Board Room #4, Second Floor
January 13, 2015 at 10:00 a.m.

BOARD MEETING
AGENDA

CALL TO ORDER

ORDERING OF AGENDA

ACCEPTANCE OF MINUTES – Tab 1

- Board Meeting – August 20, 2014
- Public Hearing – October 7, 2014
- Exam Committee Meeting – December 10, 2014

INFORMAL CONFERENCES HELD (INFORMATIONAL ONLY)

PUBLIC COMMENT PERIOD

AGENCY DIRECTOR'S REPORT – David E. Brown, D.C

EXECUTIVE DIRECTOR'S REPORT – Lisa R. Hahn - Tab 2

NEW BUSINESS

- Legislative/Regulatory Reports– **Elaine Yeatts - Tab 3**
- Phoenix 11-3
- Electronic Death Registration System (EDRS)– **Janet Rainey, Vital Records**
- Drug Destruction and How the Funeral Profession Can Assist
- Unlicensed Activity

Tab 1

UNAPPROVED
VIRGINIA BOARD OF FUNERAL DIRECTORS AND EMBALMERS
BOARD MEETING MINUTES

The Virginia Board of Funeral Directors and Embalmers convened for a board meeting on Wednesday, August 20, 2014 at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, 2nd Floor, Board Room 2, Henrico, Virginia.

BOARD MEMBERS PRESENT
Christopher P. Vincent, FSL, Vice-President, Chair
Eric V. Wray, II, FSL, Secretary-Treasurer
Walter Ball, Citizen Member
Robert Oman, FSL
J. Paul Welch, FSL
Connie B. Steele, FSL
Louis R. Jones, FSL
R. Thomas Slusser, Jr., FSL

BOARD MEMBERS ABSENT
Junius H. Williams, Jr., Citizen Member, President

DHP STAFF PRESENT FOR ALL OR PART OF THE MEETING
Lisa R. Hahn, Executive Director
Lynne Helmick, Deputy Executive Director
David Brown, D.C., Agency Director
Elaine Yeatts, Senior Policy Analyst
Missy Currier, Deputy Executive Director

BOARD COUNSEL
Erin Barrett, Assistant Attorney General

QUORUM
With 8 members present a quorum was established.

GUESTS PRESENT
Paul Harris, Regulatory Support Services, Inc.
Karen McPherson, Virginia Morticians Association (VMA)
Lacy Whittaker, VFDA
W. Scott Johnson, First Choice Consulting LLC

CALL TO ORDER
Chris Vincent, Vice-President, called the meeting of the Virginia Board of Funeral Directors and Embalmers to order at 11:01 a.m. Mr. Vincent gave welcome to Dr. David Brown the Agency Director Tommy Slusser as the newest member nominated to the board. Mr. Vincent also asked the board members, staff and members of the audience to introduce themselves.

ORDERING OF AGENDA

Upon a motion by Eric Wray and properly seconded by Louis Jones, the board accepted the agenda as written. The motion passed unanimously.

ACCEPTANCE OF MINUTES

Upon a motion by Bob Oman and properly seconded by Louis Jones, the Board voted to accept the following Meeting Minutes:

- (2) Formal Hearings – May 8, 2014
- Legislative/Regulatory Meeting May 9, 2014
- Board Meeting – May 9, 2014
- Public Hearing – June 17, 2014

The motion carried by a majority vote. Tommy Slusser abstained from the vote since he was not present during the meetings.

PUBLIC COMMENT PERIOD

Mr. Vincent read the following public statement from Barry D. Robinson, Past President and Chairman of the Board, VMA that was sent to Lisa R Hahn, Executive Director of the Board:

> Due to a state board inspection this morning at the funeral home, I will not be attending today's board meeting. However, for public comments I would like to thank you, your staff and the entire board for supporting the Virginia Morticians Association over the past 2 years during my presidency. Thank you for the presentations, invitations to meetings, and answers to our questions. We look forward to a long time relationship with you, your staff, and the appointment members of the board.

AGENCY DIRECTORS REPORT – Dr. David Brown, D.C.

Dr. Brown welcomed Tommy Slusser to the board and thanked all the members for their hard work and dedication.

EXECUTIVE DIRECTOR'S REPORT – Lisa R. Hahn

Ms. Hahn also welcomed Tommy Slusser to the board and shared that she met with him the week prior to brief him on board procedures.

Expenditure and Revenue Summary

Ms. Hahn began by stating that further discussions would take place regarding the budget later in the meeting.

FY14

FY14 beginning with the cash balance as of June 30, 2013 of $(172,121); revenue received YTD FY 14 was $537,625; less the direct and In-Direct expenditures of $608,337; leaving the cash balance as of June 30, 2014 of $ (242,833).

Discipline Statistics

Ms. Hahn provided statistics as of August 6, 2014; 33 open cases; 24 in the Enforcement Division at the Investigative stage; 5 cases in the Probable Cause stage, 2 cases at the APD level; 2 cases in the informal stage; and 0 cases were at the formal stage. Ms. Hahn added that 23 funeral board Orders are being monitored for compliance.

Licensee Statistics

Ms. Hahn reported that as of August 6th there were; 1,507 Funeral Service Licensees, 175 Funeral Interns, 440 Funeral Establishments, 4 Embalmers, 51 Funeral Directors, 410 Funeral Service Supervisors, 65 Branch Establishments, 104 Crematories, 20 Continuing Education Providers, 72 Courtesy Card Holders and 47 Surface Transportation and Removal Services.

Virginia Performs

4th Quarter 2014:

- Licensing Standard less than 30 days – 100%
- Clearance Rate-64% (rec'd 11 – closed 7)
- Pending Caseload older than 250 days- 0%
- % of cases closed within 250 days- 86%
- Customer Satisfaction (Goal is 95%) –88.9% for Q42014 & 100%FY13

Ms. Hahn commended Lynne Helmick and Kathy Petersen as well as the board members for resolving cases in a timely manner while protecting the public first and foremost.

Ms. Hahn also mentioned that some of the survey comments were mostly related to confusion on the exam. Ms. Hahn stated that she would be contacting Professional Examination Service (PES), to try to identify where the confusion might be coming from.

Presentations

- Lisa Hahn - VFDA Central District Meeting; May 13th
- Lynne Helmick –VMA Convention – Williamsburg; June 19th
- Lisa Hahn – VFDA Annual Convention – VA Beach; June 29th

Board Business

Ms. Hahn shared the following with the board;

- She had attended the International Conference of Funeral Service Examining Boards (ICFSEB) Annual meeting in Orlando, FL in February and presented on the Model Practice Act.
- She was scheduled to attend another meeting the following week in Newport Beach, California to continue working with the committee on the Model Practice Act.
- Missy Currier would email the members the presentation on Alkaline Hydrolysis to keep everyone up to date with the information.
- Board Portal (SharePoint) Update –
  - Bob Oman and Chris Vincent continue to review cases on SharePoint. They have had an number of issues logging in to SharePoint. This software will be used primarily by members on the IFC Committees.
- CE Audit Results: 16% of the licensees audited were found to be non-compliant. They were issued Consent Orders and CCA's depending on the extent of the missing continuing education hours.

FY 14 Meeting Statistics

- **July 1, 2013 – June 30, 2014**
  - Board Meetings – 3
  - Formal Hearings – 6
  - IFC's – 7
  - Adhoc Committee's – 3
  - Regulatory/Legislative - 1
  - Public Hearings – 1

  - **Total meetings - 21**

Calendar

- **2014**
  - October 7th

- **2015 (Tentative)**
  - January 13th
  - April 14th
  - July 14th
  - October 2nd

Ms. Hahn concluded her report with information she had just received and that may have an effect on the funeral profession:

- Gay marriages in Virginia –same-sex marriages may become legal as early as the next day which may result in questions from licensees regarding next of kin designations.
- The Medical Examiner's office will be holding a meeting later today regarding the electronic filing of death certificates.

NEW BUSINESS

Status of Regulatory Actions:

Ms. Yeatts reported on the status of the following Regulatory Actions (as of 8/7/14):

Chapter	Action / Stage Information
Regulations of the Board of Funeral Directors and Embalmers [18 VAC 65 - 20]	Fee increase [Action 3236] Proposed – *Register Date: 6/2/14 Comment Closed 8/1/14*
Regulations of the Board of Funeral Directors and Embalmers [18 VAC 65 - 20]	Identification of human remains [Action 3340] Proposed - *At Governor's Office for 53 days. Emergency Regulations expired on 9/30/13.*
Regulations of the Board of Funeral Directors and Embalmers [18 VAC 65 - 20]	Authorization for cremation [Action 4181] Final – Register Date: 6/30/14 Effective: 7/30/14

2015 Legislation:

Ms. Yeatts stated that DHP was working very hard on meeting the deadlines for the 2015 General Assembly Session. She indicated that a bill is expected to be introduced allowing for Nurse Practitioners and Physician Assistants to be appointed as local medical examiners to determine the cause of death for ME cases.

DHP Draft 2015 Legislation (Attachment #1)

Ms. Yeatts reviewed the draft legislation to be introduced by DHP during the 2015 General Assembly session. Upon a motion by Bob Oman and properly seconded by Eric Wray, the board votes to accept the draft legislation as written. The motion carried unanimously.

Fee Increase (Attachment #2):

Ms. Yeatts thoroughly reviewed the financial position and provided background to assist the board with the information they needed to make a decision on proposed fee increases. Ms. Yeatts also reported that the board received no public comment on the proposed regulation.

Ms. Yeatts explained the methodology for the fee increases by offering different options. She explained the difference in the options was a matter of timing and anticipation of the need for another fee increase.

Upon a motion by Bob Oman and properly seconded by Eric Wray, the board voted to adopt the final amendments for a fee increase with a two-time shortfall assessment. The motion passed unanimously.

Dr. Brown concluded the discussions by stating that getting fees in order have been his top priority since he started with the agency in March. He emphasized that the majority of the board's expenditures are outside of the board's control. The expenditures that are within the boards control have been reduced due to the efforts of Ms. Hahn and her staff who adopted several innovative ways to do their jobs more effectively while cutting costs. Other boards in the department have adopted some of these cost cutting measures.

BREAK

The board recessed at 12:05 and reconvened at 12:20 pm.

ELECTIONS

A motion was made by Eric Wray to nominate Bob Oman for the position of Secretary-Treasurer. Mr. Oman thanked Mr. Wray for the nomination but requested that the offer be rescinded as he had already served in the officer positions during his previous tenures on the board.

Following Mr. Oman's rescission, a second motion was made by Connie Steele to nominate Paul Welch as the Secretary-Treasurer. The motion was properly seconded by Bob Oman and the motion carried unanimously.

Upon a motion by Paul Welch and properly seconded by Walter Ball, the board voted to nominate Connie Steele as Vice-President. The motion carried unanimously.

Upon a motion by Louis Jones and properly seconded by Walter Ball, the board voted to re-elect Junius Williams for a second term as Board President. Voting in favor were; Louis Jones, Walter Ball and Connie Steele.

Upon a motion by Bob Oman and properly seconded by Eric Wray, the board voted to elect Chris Vincent as Board President; voting in favor were; Bob Oman, Eric Wray, Paul Welch, and

Tommy Slusser. By a majority of the vote, Christopher Vincent was elected as the new Board President.

Ms. Hahn congratulated the new slate of officers but added that she was thankful for the amazing work that Junius Williams contributed to the board during his tenure. Ms Hahn added that Chris Vincent wished to remain active on the Special Conference Committee and would therefore recommend that Junius Williams continue to Chair the formal hearings.

ADJOURNMENT:

With all business concluded, the meeting adjourned at 12:25 p.m.

Christopher P. Vincent, Jr., Vice -President	Lisa R. Hahn, Executive Director
Date	Date

Attachment #1

Department of Health Professions
2015 Session of the General Assembly

A bill to amend and reenact §§ 54.1-2800, 54.1-2802, 54.1-2806, 54.1-2815 and 54.1-2819 of the Code of Virginia, relating to the Board of Funeral Directors and Embalmers.

Be it enacted by the General Assembly of Virginia:

1. That §§ 54.1-2800, 54.1-2802, 54.1-2806, 54.1-2810, 54.1-2815 and 54.1-2819 of the Code of Virginia are amended and reenacted as follows:

§ 54.1-2800. Definitions.

As used in this chapter, unless the context requires a different meaning:

"Advertisement" means any information disseminated or placed before the public.

"At-need" means at the time of death or while death is imminent.

"Board" means the Board of Funeral Directors and Embalmers.

"Cremate" means to reduce a dead human body to ashes and bone fragments by the action of fire.

"Cremator" means a person or establishment that owns or operates a crematory or crematorium or cremates dead human bodies.

"Crematory" or "crematorium" means a facility containing a furnace for cremation of dead human bodies.

"Embalmer" means any person engaged in the practice of embalming.

"Embalming" means the ~~preservation and disinfection of the human dead by external or internal application of chemicals~~ process of chemically treating the dead human body by arterial injection and cavity treatment or, when necessary, hypodermic tissue injection to reduce the presence and growth of microorganisms to temporarily retard organic decomposition.

"Funeral directing" means the for-profit profession of directing or supervising funerals, preparing human dead for burial by means other than embalming, or making arrangements for funeral services or the financing of funeral services.

"Funeral director" means any person engaged in the practice of funeral directing.

"Funeral service establishment" means any main establishment, branch or chapel which is permanently affixed to the real estate and for which a certificate of occupancy has been issued by

the local building official where any part of the profession of funeral directing, the practice of funeral services, or the act of embalming is performed.

"Funeral service intern" means a person who is preparing to be licensed for the practice of funeral services under the direct supervision of a practitioner licensed by the Board.

"Funeral service licensee" means a person who is licensed in the practice of funeral services.

"In-person communication" means face-to-face communication and telephonic communication.

"Next of kin" means any of the following persons, regardless of the relationship to the decedent: any person designated to make arrangements for the disposition of the decedent's remains upon his death pursuant to § 54.1-2825, the legal spouse, child over 18 years of age, custodial parent, noncustodial parent, siblings over 18 years of age, guardian of minor child, guardian of minor siblings, maternal grandparents, paternal grandparents, maternal siblings over 18 years of age and paternal siblings over 18 years of age, or any other relative in the descending order of blood relationship.

"Practice of funeral services" means engaging in the care and disposition of the human dead, the preparation of the human dead for the funeral service, burial or cremation, the making of arrangements for the funeral service or for the financing of the funeral service and the selling or making of financial arrangements for the sale of funeral supplies to the public.

"Preneed" means at any time other than at-need.

"Preneed funeral contract" means any agreement where payment is made by the consumer prior to the receipt of services or supplies contracted for, which evidences arrangements prior to death for: (i) the providing of funeral services or (ii) the sale of funeral supplies.

"Preneed funeral planning" means the making of arrangements prior to death for: (i) the providing of funeral services or (ii) the sale of funeral supplies.

"Solicitation" means initiating contact with consumers with the intent of influencing their selection of a funeral plan or funeral service provider.

§ 54.1-2802. Board; appointment; terms; vacancies; meetings; quorum.

The Board of Funeral Directors and Embalmers shall consist of nine members as follows: seven funeral service licensees of the Board with at least five consecutive years of funeral service practice in this Commonwealth immediately prior to appointment and two citizen members. The terms of office shall be for four years from July 1. Appointments shall be made annually on or before June 30 as the terms of the members respectively expire. Appointments to the Board should generally represent the geographical areas of the Commonwealth. The Board shall annually elect a president, a vice-president and a secretary-treasurer.

The Board shall hold at least two meetings each year. In addition, the Board may meet as often as its duties require. Five members shall constitute a quorum. ~~No less than quarterly, the Board shall offer examinations for licensure. Such examinations for licensure are not required to be held in conjunction with meetings of the Board.~~

§ 54.1-2806. Refusal, suspension or revocation of license.

The Board may refuse to admit a candidate to any examination, refuse to issue a license to any applicant and may suspend a license for a stated period or indefinitely, or revoke any license or censure or reprimand any licensee or place him on probation for such time as it may designate for any of the following causes:

1. Conviction of any felony or any crime involving moral turpitude;

2. Unprofessional conduct which is likely to defraud or to deceive the public or clients;

3. Misrepresentation or fraud in the conduct of the funeral service profession, or in obtaining or renewing a license;

4. False or misleading advertising or solicitation;

5. Solicitation at-need or any preneed solicitation using in-person communication by the licensee, his agents, assistants or employees; however, general advertising and preneed solicitation, other than in-person communication, shall be allowed;

6. Employment by the licensee of persons known as "cappers" or "steerers," or "solicitors," or other such persons to obtain the services of a holder of a license for the practice of funeral service;

7. Employment directly or indirectly of any agent, employee or other person, on part or full time, or on a commission, for the purpose of calling upon individuals or institutions by whose influence dead human bodies may be turned over to a particular funeral establishment;

8. Direct or indirect payment or offer of payment of a commission to others by the licensee, his agents, or employees for the purpose of securing business;

9. Use of alcohol or drugs to the extent that such use renders him unsafe to practice his licensed activity;

10. Aiding or abetting an unlicensed person to practice within the funeral service profession;

11. Using profane, indecent or obscene language within the immediate hearing of the family or relatives of a deceased, whose body has not yet been interred or otherwise disposed of;

12. Solicitation or acceptance by a licensee of any commission or bonus or rebate in consideration of recommending or causing a dead human body to be disposed of in any crematory, mausoleum or cemetery;

13. Violation of any statute, ordinance or regulation affecting the handling, custody, care or transportation of dead human bodies;

14. Refusing to surrender promptly the custody of a dead human body upon the express order of the person lawfully entitled to custody;

15. Knowingly making any false statement on a certificate of death;

16. Violation of any provisions of Chapter 7 (§ 32.1-249 et seq.) of Title 32.1;

17. Failure to comply with § 54.1-2812, and to keep on file an itemized statement of funeral expenses in accordance with Board regulations;

18. Knowingly disposing of parts of human remains, including viscera, that are received with the body by the funeral establishment, in a manner different from that used for final disposition of the body, unless the persons authorizing the method of final disposition give written permission that the body parts may be disposed of in a manner different from that used to dispose of the body;

19. Violating or failing to comply with Federal Trade Commission rules regulating funeral industry practices;

20. Violating or cooperating with others to violate any provision of Chapters 1 (§ 54.1-100 et seq.) and 24 (§ 54.1-2400 et seq.), this chapter or the regulations of the Board of Funeral Directors and Embalmers or the Board of Health;

21. Failure to comply with the reporting requirements as set forth in § 54.1-2817 for registered funeral service interns;

22. Failure to provide proper and adequate supervision and training instruction to registered funeral service interns as required by regulations of the Board;

23. Violating any statute or regulation of the Board regarding the confidentiality of information pertaining to the deceased or the family of the deceased or permitting access to the body in a manner that is contrary to the lawful instructions of the next-of-kin of the deceased;

24. Failure to include, as part of the general price list for funeral services, a disclosure statement notifying the next of kin that certain funeral services may be provided off-premises by other funeral service providers;

25. Disciplinary action against a license, certificate or registration issued by another state, the District of Columbia or territory or possession of the United States; ~~and~~

26. Failure to ensure that a dead human body is maintained in refrigeration at no more than approximately 40 degrees Fahrenheit or embalmed if it is to be stored for more than 48 hours prior to disposition. A dead human body shall be maintained in refrigeration and shall not be embalmed in the absence of express permission by a next of kin of the deceased or a court order~~.~~; and

27. Mental or physical incapacity to practice his profession with safety to the public.

§ 54.1-2815. Application for license; how license signed; duration.

All applications for examination for a license for the practice of funeral service shall be upon forms furnished by the Board.

~~All licenses shall be signed by the president and secretary of the Board and stamped with the seal of the Board.~~

All licenses shall be issued or renewed for a period prescribed by the Board, not exceeding two years.

§ 54.1-2819. Registration of surface transportation and removal services.

Any person or private business, except a common carrier engaged in interstate commerce, the Commonwealth and its agencies, or an emergency medical services agency holding a permit issued by the Commissioner of Health pursuant to § 32.1-111.6, shall apply for and receive a registration as a transportation and removal service in order to be authorized to engage in the business of surface transportation or removal of dead human bodies in this Commonwealth.

Surface transportation and removal services shall not arrange or conduct funerals, provide for the care or preparation, including embalming, of dead human bodies, or sell or provide funeral-related goods and services without the issuance of a funeral service establishment license.

The Board of Funeral Directors and Embalmers shall promulgate regulations for such registration including proper procedures in the handling of all dead human bodies being transported, application process for registration, and establishment of registration fees. These regulations shall not require the use of a casket for transportation. No licensed funeral service establishment shall be required to receive such registration in addition to its funeral service establishment license. However, such establishment shall be subject to the regulations pertaining to transportation and removal services.

All registrations as a surface transportation and removal service shall be renewed annually and no person~~,~~ or private business ~~or funeral service establishment~~ shall engage in the business as a surface transportation and removal service without holding a valid registration.

Any surface transportation or removal service which is not registered or persons who knowingly engage in transportation or removal services without registration shall be subject to the disciplinary actions provided in this chapter.

This section shall not be construed to prohibit private individuals from transporting or removing the remains of deceased family members and relatives either by preference or in observation of religious beliefs and customs.

ATTACHMENT #2

Board of Funeral Directors and Embalmers

Fee Proposal

18VAC65-20-70. Required fees.

A. The following fees shall apply for initial licensure or registration:

1. License to practice funeral service or as a funeral director or an embalmer	~~$275~~ 325
2. Funeral service establishment license	~~$500~~ 600
3. Surface transportation and removal service registration	~~$300~~ 325
4. Courtesy card	~~$275~~ 325
5. Crematory	~~$200~~ 250
6. Waiver of full-time manager requirement	$150

B. The following fees shall apply for renewal of licensure or registration:

1. License to practice funeral service or as a funeral director or an embalmer	~~$175~~ 225
2. Funeral service establishment license	~~$300~~ 400
3. Surface transportation and removal service registration	~~$250~~ 300
4. Courtesy card	~~$275~~ 300
5. Crematory	~~$150~~ 200
6.Waiver of full-time manager requirement	$100

C. The following fees shall apply for late renewal of licensure or registration up to one year following expiration:

1. License to practice funeral service or as a funeral director or an embalmer	~~$60~~ 75

2. Funeral service establishment license	~~$100~~ 135
3.Surface transportation and removal service registration	~~$85~~ 100
4.Courtesy card	~~$90~~ 100
5. Crematory	~~$50~~ 75
6. Waiver of full-time manager requirement	$35

D. The following fees shall apply for reinstatement of licensure or registration:

1. License to practice funeral service or as a funeral director or an embalmer	~~$275~~ 400
2. Establishment license	~~$500~~ 635
3. Surface transportation and removal service registration	~~$350~~ 425
4. Courtesy card	~~$275~~ 425
5. Crematory	~~$225~~ 275
6. Reinstatement following suspension	~~$500~~ 1,000
7. Reinstatement following revocation	~~$1,000~~ 2,000

E. Other fees.

1. Change of manager or establishment name	~~$75~~ 100
2. Verification of license or registration to another state	$50
3. Duplicate license, registration, or courtesy card	~~$15~~ 25
4. Duplicate wall certificates	$60
5. Change of ownership	$100
6. Nonroutine reinspection (i.e., structural change to preparation room, change of location or ownership)	~~$300~~ 400

F. Fees for approval of continuing education providers.

1. Application or renewal for continuing education provider	~~$300~~ 400
2. Late renewal of continuing education provider approval	$100
3. Review of additional courses not included on initial or renewal application	$300

18VAC65-20-154. Inactive license.

A. A funeral service licensee, funeral director or embalmer who holds a current, unrestricted license in Virginia shall, upon a request for inactive status on the renewal application and

submission of the required renewal fee of $~~90~~115, be issued an inactive license. The fee for late renewal up to one year following expiration of an inactive license shall be $~~30~~40.

1. An inactive licensee shall not be entitled to perform any act requiring a license to practice funeral service in Virginia.

2. The holder of an inactive license shall not be required to meet continuing education requirements, except as may be required for reactivation in subsection B of this section.

B. A funeral service licensee, funeral director or embalmer who holds an inactive license may reactivate his license by:

1. Paying the difference between the renewal fee for an inactive license and that of an active license for the year in which the license is being reactivated; and

2. Providing proof of completion of the number of continuing competency hours required for the period in which the license has been inactive, not to exceed three years.

18VAC65-40-40. Fees.

A. The following fees shall be paid as applicable for registration:

1. Funeral service intern registration~~, reinstatement or renewal~~	$~~100~~150
2. Funeral service intern renewal	$125
~~2.~~3. Late fee for renewal up to one year after expiration	$~~35~~45
~~3.~~4. Duplicate copy of intern registration	$25
~~4.~~5. Returned check	$35
~~5.~~6. Registration of supervisor	$~~25~~35
~~6.~~7. Change of supervisor	$~~25~~35
~~7.~~8. Reinstatement fee	$~~170~~195

B. Fees shall be made payable to the Treasurer of Virginia and shall not be refundable once submitted.

VIRGINIA BOARD OF FUNERAL DIRECTORS & EMBALMERS
PUBLIC HEARING
UNAPPROVED MINUTES

The Virginia Board of Funeral Directors & Embalmers convened for a Public Hearing on Tuesday, October 7, 2014 at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, 2nd Floor, Training Room #2, Henrico, Virginia.

Board Members Present: None

DHP Staff Present:
Missy Currier, Deputy Executive Director
Lynne Helmick, Deputy Executive Director

Guests Present: None

CALLED TO ORDER

Ms. Currier called the public hearing to order at 10:00 a.m.

Ms. Currier stated that this was a public hearing to receive comments on proposed amendments to the Board of Funeral Directors and Embalmers regulations relating to Authorization for Cremation. Copies of the proposed regulations were provided for the public.

PUBLIC COMMENT PERIOD

No comment was received.

CLOSING STATMENTS

Ms. Currier closed the meeting by stating that written comments on the proposed action should be directed to Lisa R. Hahn, Executive Director, Board of Funeral Directors & Embalmers, Perimeter Center, 9960 Mayland Drive, Suite 300, Henrico, VA 23233-1463 or by e-mail to lisa.hahn@dhp.virginia.gov. Electronic comment may be posted on the Virginia Regulatory Town Hall at www.townhall.virginia.gov or sent by e-mail. The comment period will close on December 5, 2014.

ADJOURNMENT

The public hearing adjourned at 10:20 a.m.

Christopher P. Vincent, President	Lisa R. Hahn, Executive Director
Date	Date

Unapproved

VIRGINIA BOARD OF FUNERAL DIRECTORS AND EMBALMERS

Examination Committee Meeting Minutes

The Committee of the Virginia Board of Funeral Directors and Embalmers convened for a meeting on Wednesday, December 10, 2014 at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, 2nd Floor, Hearing Room 5, Henrico, Virginia.

COMMITEE MEMBERS PRESENT
Eric Wray, FSL, Committee Chair
Junius Williams, Citizen Member
Tommy Slusser, FSL

DHP STAFF PRESENT
Lisa R. Hahn, Executive Director
Lynne Helmick, Deputy Executive Director

GUESTS PRESENT
Patsy Steele, Professional Credential Services, Inc.

CALL TO ORDER

Mr. Wray called the Committee meeting of the Virginia Board of Funeral Directors and Embalmers to order at 10:25 a.m.

CLOSED SESSION: Upon a motion by Mr. Williams, and duly seconded by Mr. Slusser, the Committee voted to convene a closed meeting pursuant to §2.2-3711.A (27) of the Code of Virginia, for the purpose of reviewing the state examination questions. Additionally, he moved that Ms. Hahn, Ms. Helmick, and Ms. Steele attend the closed meeting because their presence in the closed meeting was deemed necessary and would aid the Committee in its discussions. The Committee entered into closed session at 10:28 a.m.

RECONVENE: Having certified that the matters discussed in the preceding closed session met the requirements of §2.2-3712 of the Code, the Committee re-convened in open session at 3:02 p.m.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 3:03 p.m.

Eric Wray, Chair	Lisa R. Hahn, Executive Director
Date	Date

Tab 2

Virgina Department of Health Professions
Cash Balance
As of November 30, 2014

	104- Funeral Directors and Emba
Board Cash Balance as of June 30, 2014	$ (242,833)
YTD FY15 Revenue	24,860
Less: YTD FY15 Direct and In-Direct Expenditures	262,703
Board Cash Balance as of November 30, 2014	(480,676)

Virginia Department of Health Professions
Revenue Report
July 1, 2014 through November 30, 2014

Board of Funeral Directors and Embalmers	Revenue Operating Budget	TOTAL	(Over) Under Revenue Operating Budget	% of Budget Remaining
Revenue				
2400 · Fee Revenue				
2401 · Application Fee	36,425.00	15,950.00	20,475.00	56.2%
2406 · License & Renewal Fee	469,165.00	4,400.00	464,765.00	99.1%
2407 · Dup. License Certificate Fee	240.00	120.00	120.00	50.0%
2409 · Board Endorsement - Out	3,850.00	1,350.00	2,500.00	64.9%
2421 · Monetary Penalty & Late Fees	3,270.00	90.00	3,180.00	97.2%
2430 · Board Changes Fee	3,875.00	1,950.00	1,925.00	49.7%
2432 · Misc. Fee (Bad Check Fee)	35.00	0.00	35.00	100.0%
9060 · Miscellaneous Revenue	3,900.00	1,000.00	2,900.00	74.4%
Total Revenue	**520,760.00**	**24,860.00**	**495,900.00**	**95.2%**

Commonwealth of Virginia

Budget to Actual-Department by Account

CARDINAL

November 30, 2014

Dept of Health Professions
BOARD OF FUNERAL DIRECTORS

Account	Description	Operational Budget	Current Year Expenditures	(Over) Under Operational Budget	% of Budget Remaining
5011110	Employer Retire Contrb-Def Ben	10,168.00	4,458.33	5,709.67	0.56
5011120	Salary Social Securty&Medicare	6,309.00	2,613.62	3,695.38	0.59
5011140	Group Life Insurance	1,089.00	441.28	647.72	0.59
5011150	Employer Health Ins Premium	18,048.00	8,095.71	9,952.29	0.55
5011160	Retiree Health Ins Cr Premium	965.00	387.79	577.21	0.60
5011170	VSDB & Longterm Disability Ins	602.00	233.45	368.55	0.61
5011230	Salaries, Classified	82,466.00	36,712.39	45,753.61	0.55
5011250	Salaries, Overtime	0.00	13.87	(13.87)	0.00
5011380	Deferred Comp Match Payments	840.00	298.50	541.50	0.64
5011620	Salaries, Annual Leave Balance	0.00	46.32	(46.32)	0.00
5011630	Salaries, Sick Leave Balances	0.00	93.36	(93.36)	0.00
5012110	Express Services	200.00	0.00	200.00	1.00
5012140	Postal Services	3,500.00	542.66	2,957.34	0.84
5012150	Printing Services	1,500.00	91.64	1,408.36	0.94
5012160	Telecom Services (VITA)	300.00	122.02	177.98	0.59
5012170	Telecom Services (Non-State)	0.00	173.36	(173.36)	0.00
5012210	Organization Memberships	1,200.00	0.00	1,200.00	1.00
5012220	Publication Subscriptions	600.00	0.00	600.00	1.00
5012240	Employee Trainng/Workshop/Conf	1,000.00	0.00	1,000.00	1.00
5012250	Employee Tuition Reimbursement	1,000.00	0.00	1,000.00	1.00
5012270	Employee Training Travel	800.00	0.00	800.00	1.00
5012420	Fiscal Services	9,520.00	45.09	9,474.91	1.00
5012440	Management Services	120.00	6.98	113.02	0.94
5012470	Legal Services	150.00	0.00	150.00	1.00
5012510	Custodial Services	0.00	17.84	(17.84)	0.00
5012530	Equipment Repair & Maint Srvc	40.00	0.00	40.00	1.00
5012630	Clerical Services	5,500.00	0.00	5,500.00	1.00
5012640	Food & Dietary Services	2,100.00	176.76	1,923.24	0.92
5012660	Manual Labor Services	1,200.00	3.94	1,196.06	1.00
5012670	Production Services	1,120.00	191.64	928.36	0.83
5012680	Skilled Services	3,910.00	0.00	3,910.00	1.00
5012820	Travel, Personal Vehicle	5,100.00	1,206.07	3,893.93	0.76
5012830	Travel, Public Carriers	700.00	0.00	700.00	1.00
5012850	Travel, Subsistence & Lodging	1,600.00	0.00	1,600.00	1.00
5012880	Travel, Meal Reimb-Not Rpt Irs	750.00	0.00	750.00	1.00
5013120	Office Supplies	1,500.00	181.97	1,318.03	0.88
5013130	Stationary & Forms	675.00	0.00	675.00	1.00
5013350	Packaging & Shipping Supplies	85.00	0.00	85.00	1.00
5013540	Mechancal Repair & Maint Matrl	0.00	0.00	0.00	0.00
5013620	Food & Dietary Supplies	30.00	0.00	30.00	1.00
5013630	Food Service Supplies	90.00	0.00	90.00	1.00
5013730	Computer Operating Supplies	15.00	0.00	15.00	1.00
5015160	Property Insurance	36.00	30.42	5.58	0.16
5015350	Building Rentals	15.00	4.86	10.14	0.68
5015390	Bldg Rental-NonState DGS Adm	9,517.00	4,019.81	5,497.19	0.58
5015510	General Liability Insurance	135.00	109.19	25.81	0.19
5015540	Surety Bonds	8.00	6.44	1.56	0.20
5022240	Reference Equipment	0.00	0.00	0.00	0.00
5022610	Office Appurtenances	132.00	0.00	132.00	1.00
	Expenditures	**$174,635.00**	**$60,325.31**	**$114,309.69**	**65.46%**

Department of Health Professions
Board of Funeral Director and Embalmers
Cost Allocation Expenditures
30-Nov-14
FY 2015

9001 · Allocated Expenditures	FY15 Budget	Current Year Expenditures	(Over) Under Operational Budget	% of Budget Remaining
9206 · Funeral\LTCA\PT	99,318.85	44,658.47	54,660.38	55.0%
9301 · DP Operations & Equipment	102,613.08	32,858.06	69,755.02	68.0%
9302 · Human Resources	12,499.93	10,130.89	2,369.04	19.0%
9303 · Finance	23,379.58	14,082.59	9,296.99	39.8%
9304 · Director's Office	14,192.18	6,753.80	7,438.38	52.4%
9305 · Enforcement	193,148.40	71,297.27	121,851.13	63.1%
9306 · Administrative Proceedings	35,769.84	8,673.79	27,096.05	75.8%
9307 · Impaired Practitioners		0.00	-	
9308 · Attorney General	45,850.44	7,835.97	38,014.47	82.9%
9309 · Board of Health Professions	7,439.40	3,233.17	4,206.23	56.5%
9310 · SRTA		0.00	-	
9311 · Maintenance and Repairs	479.64	0.00	479.64	100.0%
9313 · Emp. Recognition Program	344.64	3.64	341.00	98.9%
9314 · Conference Center	252.24	79.09	173.15	68.6%
9315 · Pgm Devlpmnt & Implment	8,237.43	2,770.90	5,466.53	66.4%
987900 · Cash Trsfr Out- Appr Act Pt. 3	1,371.72	0.00	1,371.72	100.0%
Total	**544,897.37**	**202,377.63**	**342,519.74**	**62.9%**

Virgina Department of Health Professions
Cash Balance
As of September 30, 2014

	104- Funeral Directors and Emba
Board Cash Balance as of June 30, 2014	$ (242,833)
YTD FY15 Revenue	13,915
Less: YTD FY15 Direct and In-Direct Expenditures	165,407
Board Cash Balance as of September 30, 2014	(394,325)

Virginia Dept. of Health Professions
Revenue and Expenditures Summary
July 1, 2014 through Sept. 30, 2014

	104- Funeral Directors and Emba			
	Jul '14 - Sept 14	Budget	$ Over Budget	% of Budget
Revenue				
2400 · Fee Revenue				
2401 · Application Fee	8,650.00	36,425.00	-27,775.00	23.75%
2402 · Examination Fee	0.00			
2406 · License & Renewal Fee	2,690.00	469,165.00	-466,475.00	0.57%
2407 · Dup. License Certificate Fee	105.00	240.00	-135.00	43.75%
2408 · Board Endorsement - In	0.00			
2409 · Board Endorsement - Out	450.00	3,850.00	-3,400.00	11.69%
2421 · Monetary Penalty & Late Fees	-105.00	3,270.00	-3,375.00	-3.21%
2430 · Board Changes Fee	1,425.00	3,875.00	-2,450.00	36.77%
2432 · Misc. Fee (Bad Check Fee)	0.00	35.00	-35.00	0.0%
Total 2400 · Fee Revenue	13,215.00	516,860.00	-503,645.00	2.56%
2600 · Fees for Miscellaneous Services				
2660 · Administrative Fees	0.00			
Total 2600 · Fees for Miscellaneous Services	0.00			
3000 · Sales of Prop. & Commodities				
3002 · Overpayments	0.00			
3007 · Sales of Goods/Svces to State	0.00			
3020 · Misc. Sales-Dishonored Payments	0.00			
Total 3000 · Sales of Prop. & Commodities	0.00			
9000 · Other Revenue				
9060 · Miscellaneous Revenue	700.00	3,900.00	-3,200.00	17.95%
9084 · Refund- Prior Yr Disb	0.00			
Total 9000 · Other Revenue	700.00	3,900.00	-3,200.00	17.95%
Total Revenue	13,915.00	520,760.00	-506,845.00	2.67%
Expenditures				
1100 · Personal Services				
1110 · Employee Benefits				
1111 · Employer Retirement Contrib.	2,821.57	10,168.00	-7,346.43	27.75%
1112 · Fed Old-Age Ins- Sal St Emp	1,706.97	6,309.00	-4,602.03	27.06%
1113 · Fed Old-Age Ins- Wage Earners	0.00			
1114 · Group Insurance	283.32	1,089.00	-805.68	26.02%
1115 · Medical/Hospitalization Ins.	5,226.71	18,048.00	-12,821.29	28.96%
1116 · Retiree Medical/Hospitalizatn	248.39	965.00	-716.61	25.74%
1117 · Long term Disability Ins	145.85	602.00	-456.15	24.23%
Total 1110 · Employee Benefits	10,432.81	37,181.00	-26,748.19	28.06%
1120 · Salaries				
1123 · Salaries, Classified	24,052.28	82,466.00	-58,413.72	29.17%
1125 · Salaries, Overtime	0.00			
Total 1120 · Salaries	24,052.28	82,466.00	-58,413.72	29.17%
1130 · Special Payments				
1131 · Bonuses and Incentives	0.00			
1138 · Deferred Compnstn Match Pmts	192.50	840.00	-647.50	22.92%

Virginia Dept. of Health Professions
Revenue and Expenditures Summary
July 1, 2014 through Sept. 30, 2014

	104- Funeral Directors and Emba			
	Jul '14 - Sept 14	Budget	$ Over Budget	% of Budget
Total 1130 · Special Payments	192.50	840.00	-647.50	22.92%
1140 · Wages				
1141 · Wages, General	0.00			
Total 1140 · Wages	0.00			
1150 · Disability Benefits				
1153 · Short-trm Disability Benefits	0.00			
Total 1150 · Disability Benefits	0.00			
1160 · Terminatn Personal Svce Costs				
1162 · Salaries, Annual Leave Balanc	0.00			
1166 · Defined Contribution Match - Hy	0.00			
Total 1160 · Terminatn Personal Svce Costs	0.00			
Total 1100 · Personal Services	34,677.59	120,487.00	-85,809.41	28.78%
1200 · Contractual Services				
1210 · Communication Services				
1211 · Express Services	0.00	200.00	-200.00	0.0%
1212 · Outbound Freight Services	0.00			
1213 · Messenger Services	0.00			
1214 · Postal Services	301.02	3,500.00	-3,198.98	8.6%
1215 · Printing Services	0.00	1,500.00	-1,500.00	0.0%
1216 · Telecommunications Svcs (DIT)	75.46	300.00	-224.54	25.15%
1217 · Telecomm. Svcs (Non-State)	110.32			
1219 · Inbound Freight Services	0.00			
Total 1210 · Communication Services	486.80	5,500.00	-5,013.20	8.85%
1220 · Employee Development Services				
1221 · Organization Memberships	0.00	1,200.00	-1,200.00	0.0%
1222 · Publication Subscriptions	0.00	600.00	-600.00	0.0%
1224 · Emp Trning Courses, Wkshp & Cnf	0.00	1,000.00	-1,000.00	0.0%
1225 · Employee Tuition Reimbursement	0.00	1,000.00	-1,000.00	0.0%
1227 · Emp Trning- Trns, Ldgng & Meals	0.00	800.00	-800.00	0.0%
Total 1220 · Employee Development Services	0.00	4,600.00	-4,600.00	0.0%
1230 · Health Services				
1236 · X-ray and Laboratory Services	0.00			
Total 1230 · Health Services	0.00			
1240 · Mgmnt and Informational Svcs				
1242 · Fiscal Services	41.12	9,520.00	-9,478.88	0.43%
1244 · Management Services	6.41	120.00	-113.59	5.34%
1246 · Public Infrmtnl & Relation Svcs	0.00			
1247 · Legal Services	0.00	150.00	-150.00	0.0%
Total 1240 · Mgmnt and Informational Svcs	47.53	9,790.00	-9,742.47	0.49%
1250 · Repair and Maintenance Svcs				
1251 · Custodial Services	14.54			
1252 · Electrical Rep & Maintenance	0.00			

Virginia Dept. of Health Professions
Revenue and Expenditures Summary
July 1, 2014 through Sept. 30, 2014

	104- Funeral Directors and Emba			
	Jul '14 - Sept 14	Budget	$ Over Budget	% of Budget
1253 · Equip Repair & Maintenance	0.00	40.00	-40.00	0.0%
1256 · Mechanical Rep & Maint Svcs	0.00			
1257 · Plant Rep & Maintenance Svcs	0.00			
Total 1250 · Repair and Maintenance Svcs	14.54	40.00	-25.46	36.35%
1260 · Support Services				
1263 · Clerical Services	0.00	5,500.00	-5,500.00	0.0%
1264 · Food & Dietary Services	0.00	2,100.00	-2,100.00	0.0%
1266 · Manual Labor Services	0.58	1,200.00	-1,199.42	0.05%
1267 · Production Services	167.56	1,120.00	-952.44	14.96%
1268 · Skilled Services	0.00	3,910.00	-3,910.00	0.0%
Total 1260 · Support Services	168.14	13,830.00	-13,661.86	1.22%
1280 · Transportation Services				
1282 · Travel, Personal Vehicle	1,003.41	5,100.00	-4,096.59	19.68%
1283 · Travel, Public Carriers	0.00	700.00	-700.00	0.0%
1284 · Travel, State Vehicles	0.00			
1285 · Travel, Subsistence & Lodging	0.00	1,600.00	-1,600.00	0.0%
1288 · Trvl, Meal Reimb- Not Rprtble	0.00	750.00	-750.00	0.0%
Total 1280 · Transportation Services	1,003.41	8,150.00	-7,146.59	12.31%
Total 1200 · Contractual Services	1,720.42	41,910.00	-40,189.58	4.11%
1300 · Supplies And Materials				
1310 · Administrative Supplies				
1311 · Apparel Supplies	0.00			
1312 · Office Supplies	110.32	1,500.00	-1,389.68	7.36%
1313 · Stationery and Forms	0.00	675.00	-675.00	0.0%
Total 1310 · Administrative Supplies	110.32	2,175.00	-2,064.68	5.07%
1320 · Energy Supplies				
1323 · Gasoline	0.00			
Total 1320 · Energy Supplies	0.00			
1330 · Manufctrng and Merch Supplies				
1335 · Packaging and Shipping Suppl	0.00	85.00	-85.00	0.0%
Total 1330 · Manufctrng and Merch Supplies	0.00	85.00	-85.00	0.0%
1350 · Repair and Maint. Supplies				
1352 · Custodial Rep & Maint Mat'ls	0.00			
1353 · Electrical Repair and Maint	0.00			
Total 1350 · Repair and Maint. Supplies	0.00			
1360 · Residential Supplies				
1362 · Food and Dietary Supplies	0.00	30.00	-30.00	0.0%
1363 · Food Service Supplies	0.00	90.00	-90.00	0.0%
1364 · Laundry and Linen Supplies	0.00			
1365 · Personal Care Supplies	0.00			
Total 1360 · Residential Supplies	0.00	120.00	-120.00	0.0%
1370 · Specific Use Supplies				

Virginia Dept. of Health Professions
Revenue and Expenditures Summary
July 1, 2014 through Sept. 30, 2014

	104- Funeral Directors and Emba			
	Jul '14 - Sept 14	Budget	$ Over Budget	% of Budget
1373 · Computer Operating Supplies	0.00	15.00	-15.00	0.0%
Total 1370 · Specific Use Supplies	0.00	15.00	-15.00	0.0%
Total 1300 · Supplies And Materials	110.32	2,395.00	-2,284.68	4.61%
1400 · Transfer Payments				
1410 · Awards, Contrib., and Claims				
1413 · Premiums	0.00			
1415 · Unemployment Compnsatn Reimb	0.00			
Total 1410 · Awards, Contrib., and Claims	0.00			
Total 1400 · Transfer Payments	0.00			
1500 · Continuous Charges				
1510 · Insurance-Fixed Assets				
1512 · Automobile Liability	0.00			
1516 · Property Insurance	30.42	36.00	-5.58	84.5%
Total 1510 · Insurance-Fixed Assets	30.42	36.00	-5.58	84.5%
1530 · Operating Lease Payments				
1534 · Equipment Rentals	0.00			
1535 · Building Rentals	2.43	15.00	-12.57	16.2%
1539 · Building Rentals - Non State	2,389.95	9,517.00	-7,127.05	25.11%
Total 1530 · Operating Lease Payments	2,392.38	9,532.00	-7,139.62	25.1%
1540 · Service Charges				
1546 · S Purch Ch. Card Check Fee	0.00			
Total 1540 · Service Charges	0.00			
1550 · Insurance-Operations				
1551 · General Liability Insurance	109.19	135.00	-25.81	80.88%
1554 · Surety Bonds	6.44	8.00	-1.56	80.5%
Total 1550 · Insurance-Operations	115.63	143.00	-27.37	80.86%
Total 1500 · Continuous Charges	2,538.43	9,711.00	-7,172.57	26.14%
2200 · Equipment Expenditures				
2220 · Educational & Cultural Equip				
2224 · Reference Equipment	0.00			
Total 2220 · Educational & Cultural Equip	0.00			
2230 · Electrnc & Photographic Equip				
2238 · Electronic & Photo Equip Impr	0.00			
Total 2230 · Electrnc & Photographic Equip	0.00			
2260 · Office Equipment				
2261 · Office Appurtenances	0.00	132.00	-132.00	0.0%
2262 · Office Furniture	0.00			
2263 · Office Incidentals	0.00			
2264 · Office Machines	0.00			
2268 · Office Equipment Improvements	0.00			

Virginia Dept. of Health Professions
Revenue and Expenditures Summary
July 1, 2014 through Sept. 30, 2014

	104- Funeral Directors and Emba			
	Jul '14 - Sept 14	Budget	$ Over Budget	% of Budget
Total 2260 · Office Equipment	0.00	132.00	-132.00	0.0%
2270 · Specific Use Equipment				
2271 · Household Equipment	0.00			
Total 2270 · Specific Use Equipment	0.00			
Total 2200 · Equipment Expenditures	0.00	132.00	-132.00	0.0%
Total Expenditures	39,046.76	174,635.00	-135,588.24	22.36%
9001 · Allocated Expenditures				
9201 · Behavioral Science Exec	0.00			
9202 · Opt\VM\ASLP Exec Dir	0.00			
9204 · Nursing / Nurse Aid	0.00			
9206 · Funeral\LTCA\PT	28,146.42	99,318.85	-71,172.43	28.34%
9301 · DP Operations & Equipment	20,488.16	102,613.08	-82,124.92	19.97%
9302 · Human Resources	3,902.70	12,499.93	-8,597.23	31.22%
9303 · Finance	7,469.17	23,379.58	-15,910.41	31.95%
9304 · Director's Office	3,936.03	14,192.18	-10,256.15	27.73%
9305 · Enforcement	45,407.89	193,148.40	-147,740.51	23.51%
9306 · Administrative Proceedings	5,263.17	35,769.84	-30,506.67	14.71%
9307 · Impaired Practitioners	0.00			
9308 · Attorney General	7,835.97	45,850.44	-38,014.47	17.09%
9309 · Board of Health Professions	2,032.49	7,439.40	-5,406.91	27.32%
9310 · SRTA	0.00			
9311 · Maintenance and Repairs	0.00	479.64	-479.64	0.0%
9313 · Emp. Recognition Program	2.36	344.64	-342.28	0.69%
9314 · Conference Center	53.17	252.24	-199.07	21.08%
9315 · Pgm Devlpmnt & Implmentn	1,822.66	8,237.43	-6,414.77	22.13%
Total 9001 · Allocated Expenditures	126,360.19	543,525.65	-417,165.46	23.25%
987900 · Cash Trsfr Out- Appr Act Pt. 3	0.00	1,371.72	-1,371.72	0.0%
Total Direct, Allocated and Cash Transfers Expenditures	165,406.95	719,532.37	-554,125.42	22.99%
Net Cash Surplus\Shortfall	-151,491.95	-198,772.37	47,280.42	76.21%

Disciplinary Case Report for Funeral Directors
January 13, 2015

Investigations	20
Probable Cause	8
APD	4
Informal Stage	0
Formal Stage	1
Total	**33**

FDE Orders currently being monitored by Compliance Manager - **20**

Data as of 12/22/2014

License Count Report for Funeral Directors
January 13, 2015

Branch Establishment	68
Continuing Education Provider	23
Courtesy Card	74
Crematories	104
Funeral Establishments	438
Funeral Service Interns	200
Embalmer	4
Funeral Service Director	51
Funeral Service Licensee's	1,529
Funeral Service Supervisors	423
Surface Transportation & Removal Services	50
Total	2,964

Data as of 12/22/2014

Virginia Department of Health Professions

Patient Care Disciplinary Case Processing Times: Quarterly Performance Measurement, Q1 2011 - Q1 2015

David E. Brown, D.C.
Director

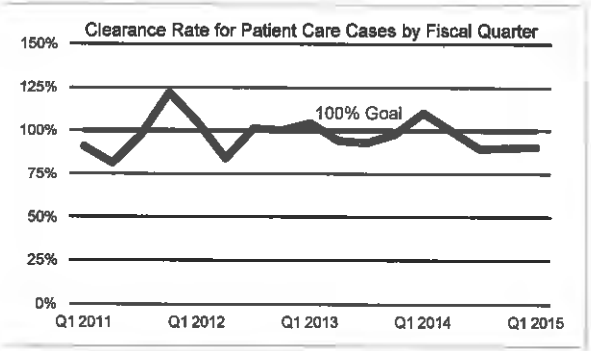
"To ensure safe and competent patient care by licensing health professionals, enforcing standards of practice, and providing information to health care practitioners and the public."
DHP Mission Statement

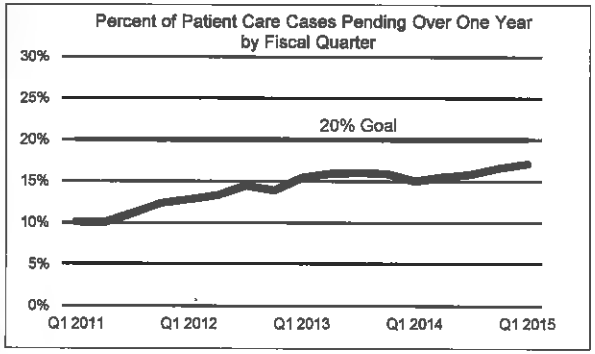
In order to uphold its mission relating to discipline, DHP continually assesses and reports on performance. Extensive trend information is provided on the DHP website, in biennial reports, and, most recently, on Virginia Performs through Key Performance Measures (KPMs). KPMs offer a concise, balanced, and data-based way to measure disciplinary case processing. These three measures, taken together, enable staff to identify and focus on areas of greatest importance in managing the disciplinary caseload; Clearance Rate, Age of Pending Caseload and Time to Disposition uphold the objectives of the DHP mission statement. The following pages show the KPMs by board, listed in order by caseload volume; volume is defined as the number of cases received during the previous 4 quarters. In addition, readers should be aware that vertical scales on the line charts change, both across boards and measures, in order to accommodate varying degrees of data fluctuation.

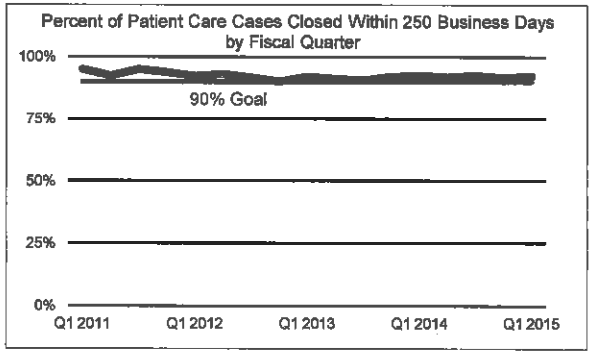
Clearance Rate - the number of closed cases as a percentage of the number of received cases. A 100% clearance rate means that the agency is closing the same number of cases as it receives each quarter. DHP's goal is to maintain a 100% clearance rate of allegations of misconduct through the end of FY 2016. The current quarter's clearance rate is 91%, with 994 patient care cases received and 902 closed.

Age of Pending Caseload - the percent of open patient care cases over 250 business days old. This measure tracks the backlog of patient care cases older than 250 business days to aid management in providing specific closure targets. The goal is to maintain the percentage of open patient care cases older than 250 business days at no more than 20% through the end of FY 2016. That goal continues to be achieved with the percent of cases pending over 250 business days maintaining an average of 16% for the past 11 quarters. For the last quarter shown, there were 2,397 patient care cases pending, with 411 pending over 250 business days.

Time to Disposition - the percent of patient care cases closed within 250 business days for cases received within the preceding eight quarters. This moving eight-quarter window approach captures the vast majority of cases closed in a given quarter and effectively removes any undue influence of the oldest cases on the measure. The goal is to resolve 90% of patient care cases within 250 business days through the end of FY 2016. That goal continues to be achieved with 92% percent of patient care cases being resolved within 250 business days this past quarter. During the last quarter, there were 894 patient care cases closed, with 824 closed within 250 business days.







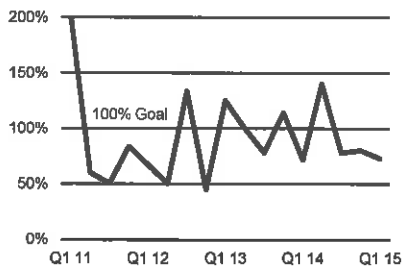
Submitted: 10/3/2014

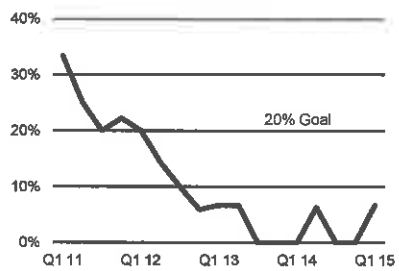
Prepared by: VisualResearch, Inc.

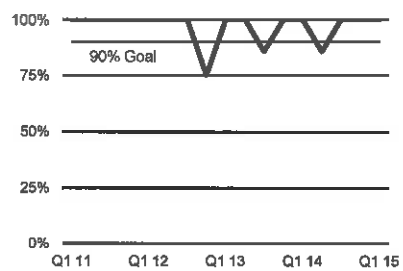
Virginia Department of Health Professions - Patient Care Disciplinary Case Processing Times, by Board

Clearance Rate | **Age of Pending Caseload** (percent of cases pending over one year) | **Percent Closed in 250 Business Days**

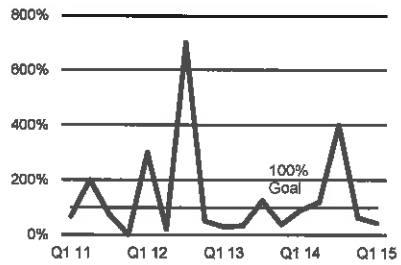
Physical Therapy - In Q1 2015, the clearance rate was 73%, the Pending Caseload older than 250 business days was 7% and the percent closed within 250 business days was 100%.
Q1 2015 Caseloads:
Received=11, Closed=8
Pending over 250 days=1
Closed within 250 days=8

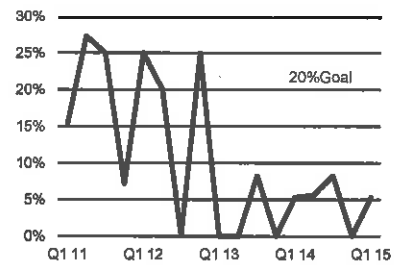


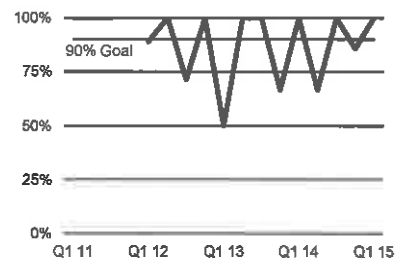




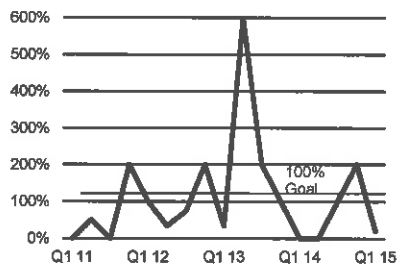
Funeral - In Q1 2015, the clearance rate was 43%, the Pending Caseload older than 250 business days was 5% and the percent closed within 250 business days was 100%.
Q1 2015 Caseloads:
Received=7, Closed=3
Pending over 250 days=1
Closed within 250 days=3

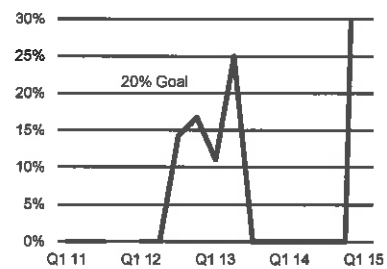


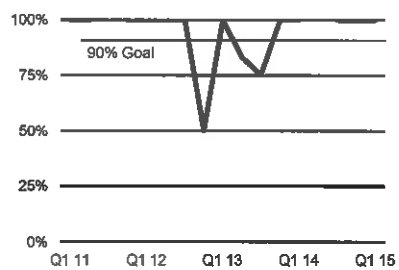




Audiology - In Q1 2015, the clearance rate was 20% the Pending Caseload older than 250 business days was 100% and the percent closed within 250 business days was 100%.
Q1 2015 Caseloads:
Received=5, Closed=1
Pending over 250 days=5
Closed within 250 days=1







Note: Vertical scales on line charts change, both across boards and measures, in order to accommodate varying degrees of data fluctuation.

Submitted: 10/3/2014

Prepared by: VisualResearch, Inc.

Virginia Department of Health Professions

APPLICANT SATISFACTION SURVEY RESULTS

APPROVAL RATE

FISCAL YEAR 2015, QUARTER ENDING 9/30/2014

Quarter Breakdown	
Quarter 1	July 1st - September 30th
Quarter 2	October 1st - December 31st
Quarter 3	January 1st - March 31st
Quarter 4	April 1st - June 30th

***Applicant Satisfaction Surveys are sent to all initial applicants. The survey includes six categories for which applicants rate their satisfaction on a scale from one to four, one and two being degrees of satisfaction, three and four being degrees of disatisfaction. This report calculates the percentage of total responses falling into the approval range. An "n/a" is used if no response was received for that board during the specified timeframe.**

Board	CURRENT 09/30/14	06/30/14	03/31/14	12/31/13	09/30/13	06/30/13	03/31/13	12/31/12	09/30/12	06/30/12	03/31/12	12/31/11
Audiology/Speech Pathology	89.6%	100.0%	100.0%	85.7%	94.8%	100.0%	100.0%	100.0%	97.0%	86.7%	100.0%	100.0%
Counseling	85.5%	92.8%	87.7%	83.2%	80.1%	76.3%	69.9%	78.0%	60.3%	74.5%	71.6%	63.0%
Dentistry	86.3%	88.9%	92.3%	95.9%	90.9%	94.7%	98.7%	94.1%	92.9%	93.7%	96.6%	98.3%
Funeral Directing	N/A	100.0%	88.9%	100.0%	100.0%	100.0%	n/a	100.0%	100.0%	100.0%	n/a	100.0%
Long Term Care Administrator	83.3%	100.0%	88.9%	100.0%	100.0%	n/a	100.0%	100.0%	100.0%	81.0%	100.0%	100.0%
Medicine	92.2%	95.0%	92.2%	91.8%	91.1%	87.5%	94.4%	86.2%	93.9%	95.4%	95.1%	97.0%
Nurse Aide	95.6%	100.0%	96.5%	99.7%	97.2%	99.1%	97.6%	96.8%	97.1%	97.5%	97.7%	97.5%
Nursing	95.6%	94.5%	94.5%	96.4%	94.3%	96.5%	94.4%	93.7%	95.7%	94.7%	97.9%	96.3%
Optometry	100.0%	N/A	N/A	100.0%	100.0%	100.0%	n/a	n/a	n/a	100.0%	100.0%	100.0%
Pharmacy	98.8%	99.1%	97.6%	98.1%	97.7%	97.3%	97.5%	98.8%	97.5%	98.1%	96.1%	96.7%
Physical Therapy	94.3%	90.5%	100.0%	98.7%	96.9%	98.6%	100.0%	96.6%	95.3%	98.2%	100.0%	100.0%
Psychology	89.6%	96.0%	88.9%	92.6%	88.6%	99.1%	89.6%	78.7%	92.8%	90.2%	98.8%	85.0%
Social Work	92.0%	88.5%	95.8%	90.7%	86.6%	94.9%	84.7%	87.3%	84.2%	86.9%	85.6%	83.3%
Veterinary Medicine	100.0%	100.0%	100.0%	100.0%	97.4%	93.3%	83.3%	100.0%	100.0%	98.7%	88.9%	100.0%
AGENCY	*94.2%*	*95.1%*	*94.2%*	*95.0%*	*93.6%*	*93.5%*	*93.5%*	*91.9%*	*94.7%*	*94.5%*	*95.5%*	*95.6%*

Tab 3

Information will be provided at the meeting