

AMENDED OPEN AGENDA
Missouri State Board of Embalmers
and Funeral Directors

September 8-9, 2010
Division of Professional Registration
3605 Missouri Blvd.
Jefferson City, Missouri

Wednesday, September 8, 2010 – 8:00 – 8:01 a.m. - OPEN MEETING

Call to Order
Roll Call

- 1. Approval of Agenda**
- 2. Legal Counsel Update (Introduction of new division counsel)**

Closed Meeting. The Board will move into closed session pursuant to Section 610.021 Subsection (14) and 324.001.8 RSMo for discussing educational transcripts and/or test scores and/or complaints and/or audits and/or investigative reports and/or other information pertaining to the licensee or applicant for licensure; Section 610.021 Subsection (1) RSMo for discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney; Section 610.021 Subsection (1) RSMo and 324.001.9 RSMo for deliberation on discipline; Section 610.021 Subsection (3) RSMo discussing hiring, firing, disciplining or promoting an employee of this agency; Section 610.021 Subsection (13) RSMo for making performance ratings pertaining to individual employees; Section 610.021 Subsection (7) RSMo for reviewing testing and examination materials; Section 610.021 Subsection (14) and Section 324.001.8 RSMo for proceedings required pursuant to a disciplinary order concerning medical, psychiatric, psychological, or alcoholism or drug dependency diagnosis or treatment of specific licensees; and Subsection of 610.021 RSMo for the purpose of reviewing and approving the closed minutes of previous meetings.

Thursday, September 9, 2010 – 9:15 a.m. OPEN MEETING

Call to Order
Roll Call

- 3. Approval of Minutes**
- 4. Executive Director Report**
- 5. Year End Statistics (July 1, 2009 – June 30, 2010)**
- 6. Rules**

7. **Legislation**
8. **Preneed Provider, Preneed Seller, Preneed Funeral Director, Preneed Agent renewal status**
9. **Preneed Provider and Preneed Seller Self Reporting Forms Update**
10. **Dept. of Health and Senior Services - Electronic Registration System Update**
11. **American Veterans STLA**
12. **Location of December board meeting**
13. **Open Discussion/Dialogue**
14. **Other**

Closed Meeting. The Board will move into closed session pursuant to Section 610.021 Subsection (14) and 324.001.8 RSMo for discussing educational transcripts and/or test scores and/or complaints and/or audits and/or investigative reports and/or other information pertaining to the licensee or applicant for licensure; Section 610.021 Subsection (1) RSMo for discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney; Section 610.021 Subsection (1) RSMo and 324.001.9 RSMo for deliberation on discipline; Section 610.021 Subsection (3) RSMo discussing hiring, firing, disciplining or promoting an employee of this agency; Section 610.021 Subsection (13) RSMo for making performance ratings pertaining to individual employees; Section 610.021 Subsection (7) RSMo for reviewing testing and examination materials; Section 610.021 Subsection (14) and Section 324.001.8 RSMo for proceedings required pursuant to a disciplinary order concerning medical, psychiatric, psychological, or alcoholism or drug dependency diagnosis or treatment of specific licensees; and Subsection of 610.021 RSMo for the purpose of reviewing and approving the closed minutes of previous meetings.

Adjournment

OPEN MEETING MINUTES
Missouri State Board of Embalmers
and Funeral Directors

December 8-9, 2009
InterContinental Kansas City at the Plaza (Fairmont)
401 Ward Parkway – Room 141
Kansas City, Missouri

Tuesday, December 8, 2009 9:30 a.m.

The meeting of the Missouri State Board of Embalmers and Funeral Directors was called to order by Martin Vernon, Chairman, at 9:30 a.m. on Tuesday, December 8, 2009 in the Fairmont meeting room of the InterContinental Kansas City at the Plaza (Fairmont), located at 401 Ward Parkway, Kansas City, Missouri.

Roll Call

Board Members Present

Martin Vernon, Chairman
Gary Fraker, Vice-Chairman
Todd Mahn, Secretary
John McCulloch, Member (was absent intermittently through today's meeting)
James Reinhard, Member
Joy Gerstein, Public Member

Staff Present

Becky Dunn, Executive Director
Tabatha Lenzini, Licensure Technician
Earl Kraus, Senior Legal Counsel
Sharon Euler, Assistant Attorney General

Approval of Agenda

A motion was made by Todd Mahn and seconded by Gary Fraker to approve the open agenda. Motion carried with all voting in favor with no votes in opposition. John McCulloch was absent for this portion of the meeting.

Closed Meeting

Motion was made by James Reinhard and seconded by Joy Gerstein to move into closed session and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from the closed meeting be closed pursuant to Section 610.021 Subsection (14) and 324.001.8 RSMo for discussing educational transcripts and/or test scores and/or complaints and/or audits and/or investigative reports and/or other information pertaining to the licensee or applicant for licensure; Section 610.021 Subsection (1) RSMo for discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney; Section 610.021 Subsection (1) RSMo and 324.001.9 RSMo for deliberation on discipline; Section 610.021 Subsection (3) RSMo discussing hiring, firing, disciplining or promoting an employee of this agency; Section 610.021 Subsection (13)

RSMo for making performance ratings pertaining to individual employees; Section 610.021 Subsection (7) RSMo for reviewing testing and examination materials; Section 610.021 Subsection (14) and Section 620.010.14 Subsection (5) RSMo for proceedings required pursuant to a disciplinary order concerning medical, psychiatric, psychological, or alcoholism or drug dependency diagnosis or treatment of specific licensees; and Subsection of 610.021 RSMo for the purpose of reviewing and approving the closed minutes of previous meetings. Motion carried with Gary Fraker, Todd Mahn, James Reinhard and Joy Gerstein voting in favor with no votes in opposition. John McCulloch was absent for this portion of the meeting.

Wednesday, December 9, 2009 – 9:00 a.m.

The meeting of the Missouri State Board of Embalmers and Funeral Directors was called to order by Martin Vernon, Chairman, at 9:30 a.m. on Wednesday, December 9, 2009 in the Fairmont meeting room of the InterContinental Kansas City at the Plaza (Fairmont), located at 401 Ward Parkway, Kansas City, Missouri.

Roll Call

Board Members Present

Martin Vernon, Chairman
Gary Fraker, Vice-Chairman
Todd Mahn, Secretary
James Reinhard, Member
Joy Gerstein, Public Member

Board Members Absent

John McCulloch, Member (absent for the entirety of today's meeting)

Staff Present

Becky Dunn, Executive Director
Tabatha Lenzini, Licensure Technician
Earl Kraus, Senior Legal Counsel
Sharon Euler, Assistant Attorney General

Approval of Minutes

December 2-4, 2008 Open Meeting Minutes

Motion was made by Gary Fraker and seconded by Todd Mahn to approve the December 2-4, 2008 Open Meeting Minutes as submitted. Motion carried with Gary Fraker, Todd Mahn, James Reinhard, and Joy Gerstein voting in favor with no votes in opposition. John McCulloch was absent for this portion of the meeting.

December 8, 2008 Open Meeting Minutes

Motion was made by Gary Fraker and seconded by Todd Mahn to approve the December 8, 2008 Open Meeting Minutes as submitted. Motion carried with Gary Fraker, Todd Mahn, James Reinhard, and Joy Gerstein voting in favor with no votes in opposition. John McCulloch was absent for this portion of the meeting.

December 11, 2008 Open Meeting Minutes

Motion was made by Gary Fraker and seconded by Todd Mahn to approve the December 11, 2008 Open Meeting Minutes as submitted. Motion carried with Gary Fraker, Todd Mahn, James Reinhard, and Joy Gerstein voting in favor with no votes in opposition. John McCulloch was absent for this portion of the meeting.

December 16, 2008 Open Meeting Minutes

Motion was made by Gary Fraker and seconded by Todd Mahn to approve the December 16, 2008 Open Meeting Minutes as submitted. Motion carried with Gary Fraker, Todd Mahn, James Reinhard, and Joy Gerstein voting in favor with no votes in opposition. John McCulloch was absent for this portion of the meeting.

July 29-30, 2009 Open Meeting Minutes

Motion was made by Gary Fraker and seconded by Todd Mahn to approve the July 29-30, 2009 Open Meeting Minutes as submitted. Motion carried with Gary Fraker, Todd Mahn, James Reinhard, and Joy Gerstein voting in favor with no votes in opposition. John McCulloch was absent for this portion of the meeting.

Executive Director's Report

Nothing to report at this time

Future Meeting Dates

Nothing to report at this time

The Board reviewed the public's comments pertaining to Senate Bill 1, and discussion was held. A court reporter was present and recorded the discussion. The transcript is a permanent part of the record and as such a summary of the discussion is not made a part of the official minutes of this meeting.

SB1 Implementation

Potential Emergency/Non Emergency Rule Discussion

E-Mail from Dewey Akers asking a definition of eligible for the licensure in the scope of corporation ownership and stating he could not find section 333.330. Motion made by Joy Gerstein with a second by James Reinhard for the Executive Director to send a letter to Mr. Akers with the explanations to his concerns. Motion carried with all voting in favor with no votes in opposition. John McCulloch was absent for this portion of the meeting.

Motion made by Todd Mahn and seconded by Gary Fraker to implement the requirement of fingerprinting of all licensees at the time of renewal and at the time of initial application. Motion carried with all voting in favor with no votes in opposition. John McCulloch was absent for this portion of the meeting.

Department of Health/Delayed Implementation Electronic Death Certificate

The board received a letter from Department of Health and Senior Services relating to the delay of electronic death certificate for additional development and in-house testing.

Open Discussion – Dialogue with General Public Attending Open Session Continuation and/of Completion of any Unfinished Open Session Business

Mr. Otto stated the MFDEA legislative day at the capital will be February 23rd starting at 10:00 a.m.

Mr. Otto stated the convention this year is the first week in May in Kansas City, back with Kansas and Nebraska.

Adjournment

A motion was made by Todd Mahn and seconded by Joy Gerstein to adjourn the meeting. Motion carried with Gary Fraker, Todd Mahn, James Reinhard and Joy Gerstein voting in favor with no votes in opposition. John McCulloch was absent for this portion of the meeting. The meeting adjourned at 11:45 a.m.

Executive Director: _____

Approved by the Board on: _____

Open Minutes
Missouri State Board of Embalmers
and Funeral Directors
June 18, 2009
3605 Missouri Boulevard, Suite 370
Jefferson City, Missouri

MAIL BALLOT

Board Members

Martin Vernon, Chairman
Gary Fraker, Vice-Chairman
Daniel T. Mahn, Secretary
John McCulloch, Member
James Reinhard, Member
Joy Gerstein, Public Member

Closed Session

The Chairperson declared the meeting be closed pursuant to Section 610.021 Subsection (14) and 324.001.8 RSMo for discussing educational transcripts and/or test scores and/or complaints and/or audits and/or investigative reports and/or other information pertaining to the licensee or applicant for licensure, and Section 610.021 Subsection (1) RSMo for discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney.

Executive Director _____

Approved by Board on _____

Open Minutes
Missouri State Board of Embalmers
and Funeral Directors
July 1, 2009
3605 Missouri Boulevard, Suite 370
Jefferson City, Missouri

MAIL BALLOT

Board Members

Martin Vernon, Chairman
Gary Fraker, Vice-Chairman
Daniel T. Mahn, Secretary
John McCulloch, Member
James Reinhard, Member
Joy Gerstein, Public Member

Closed Session

The Chairperson declared the meeting be closed pursuant to Section 610.021 Subsection (14) and 324.001.8 RSMo for discussing educational transcripts and/or test scores and/or complaints and/or audits and/or investigative reports and/or other information pertaining to the licensee or applicant for licensure.

Executive Director _____

Approved by Board on _____

Open Minutes
Missouri State Board of Embalmers
and Funeral Directors
November 17, 2009
3605 Missouri Boulevard, Suite 370
Jefferson City, Missouri

MAIL BALLOT

Board Members

Martin Vernon, Chairman
Gary Fraker, Vice-Chairman
Daniel T. Mahn, Secretary
John McCulloch, Member
James Reinhard, Member
Joy Gerstein, Public Member

Closed Session

The Chairperson declared the meeting be closed pursuant to Section 610.021 Subsection (14) and 324.001.8 RSMo for discussing educational transcripts and/or test scores and/or complaints and/or audits and/or investigative reports and/or other information pertaining to the licensee or applicant for licensure.

Executive Director _____

Approved by Board on _____

Open Minutes
Missouri State Board of Embalmers
and Funeral Directors
November 23, 2009
3605 Missouri Boulevard, Suite 370
Jefferson City, Missouri

MAIL BALLOT

Board Members

Martin Vernon, Chairman
Gary Fraker, Vice-Chairman
Daniel T. Mahn, Secretary
John McCulloch, Member
James Reinhard, Member
Joy Gerstein, Public Member

Closed Session

The Chairperson declared the meeting be closed pursuant to Section 610.021 Subsection (14) and 324.001.8 RSMo for discussing educational transcripts and/or test scores and/or complaints and/or audits and/or investigative reports and/or other information pertaining to the licensee or applicant for licensure.

Executive Director _____

Approved by Board on _____

Open Minutes
Missouri State Board of Embalmers
and Funeral Directors
December 30, 2009
3605 Missouri Boulevard, Suite 370
Jefferson City, Missouri

MAIL BALLOT

Board Members

Martin Vernon, Chairman
Gary Fraker, Vice-Chairman
Daniel T. Mahn, Secretary
John McCulloch, Member
James Reinhard, Member
Joy Gerstein, Public Member

Closed Session

The Chairperson declared the meeting be closed pursuant to Section 610.021 Subsection (14) and Section 324.001.8 RSMo for discussing educational transcripts and/or test scores and/or complaints and/or audits and/or investigative reports and/or other information pertaining to the licensee or applicant for licensure; Section 610.021 Subsection (1) RSMo for discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney.

Executive Director _____

Approved by Board on _____

Open Minutes
Missouri State Board of Embalmers
and Funeral Directors
January 12, 2010
3605 Missouri Boulevard, Suite 370
Jefferson City, Missouri

MAIL BALLOT

Board Members

Martin Vernon, Chairman
Gary Fraker, Vice-Chairman
Daniel T. Mahn, Secretary
John McCulloch, Member
James Reinhard, Member
Joy Gerstein, Public Member

Closed Session

The Chairperson declared the meeting be closed pursuant to Section 610.021 Subsection (14) and Section 324.001.8 RSMo for discussing educational transcripts and/or test scores and/or complaints and/or audits and/or investigative reports and/or other information pertaining to the licensee or applicant for licensure; Section 610.021 Subsection (1) RSMo for discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney.

Executive Director _____

Approved by Board on _____

Open Minutes
Missouri State Board of Embalmers
and Funeral Directors
March 17, 2010
3605 Missouri Boulevard, Suite 370
Jefferson City, Missouri

MAIL BALLOT

Board Members

Martin Vernon, Chairman
Gary Fraker, Vice-Chairman
Daniel T. Mahn, Secretary
John McCulloch, Member
James Reinhard, Member
Joy Gerstein, Public Member

Closed Session

The Chairperson declared the meeting be closed pursuant to Section 610.021 Subsection (14) and Section 324.001.8 RSMo for discussing educational transcripts and/or test scores and/or complaints and/or audits and/or investigative reports and/or other information pertaining to the licensee or applicant for licensure; Section 610.021 Subsection (1) RSMo for discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney.

Executive Director _____

Approved by Board on _____

Open Minutes
Missouri State Board of Embalmers
and Funeral Directors
April 13, 2010
3605 Missouri Boulevard, Suite 370
Jefferson City, Missouri

MAIL BALLOT

Board Members

Gary Fraker, Chairman
Daniel T. Mahn, Vice-Chairman
John McCulloch, Secretary
James Reinhard, Member
Martin Vernon, Member
Joy Gerstein, Public Member

Closed Session

The Chairperson declared the meeting be closed pursuant to Section 610.021 Subsection (14) and 324.001.8 RSMo for discussing educational transcripts and/or test scores and/or complaints and/or audits and/or investigative reports and/or other information pertaining to the licensee or applicant for licensure; Section 610.021 Subsection (1) RSMo for discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney.

Executive Director _____

Approved by Board on _____

Open Minutes
Missouri State Board of Embalmers
and Funeral Directors
April 19, 2010
3605 Missouri Boulevard, Suite 370
Jefferson City, Missouri

MAIL BALLOT

Board Members

Gary Fraker, Chairman
Daniel T. Mahn, Vice-Chairman
John McCulloch, Secretary
James Reinhard, Member
Martin Vernon, Member
Joy Gerstein, Public Member

Closed Session

The Chairperson declared the meeting be closed pursuant to Section 610.021 Subsection (14) and 324.001.8 RSMo for discussing educational transcripts and/or test scores and/or complaints and/or audits and/or investigative reports and/or other information pertaining to the licensee or applicant for licensure; Section 610.021 Subsection (1) RSMo for discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney.

Executive Director _____

Approved by Board on _____

Open Minutes
Missouri State Board of Embalmers
and Funeral Directors
April 27, 2010
3605 Missouri Boulevard, Suite 370
Jefferson City, Missouri

MAIL BALLOT

Board Members

Gary Fraker, Chairman
Daniel T. Mahn, Vice-Chairman
John McCulloch, Secretary
James Reinhard, Member
Martin Vernon, Member
Joy Gerstein, Public Member

Closed Session

The Chairperson declared the meeting be closed pursuant to Section 610.021 Subsection (14) and 324.001.8 RSMo for discussing educational transcripts and/or test scores and/or complaints and/or audits and/or investigative reports and/or other information pertaining to the licensee or applicant for licensure; Section 610.021 Subsection (1) RSMo for discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney.

Executive Director _____

Approved by Board on _____

Open Minutes
Missouri State Board of Embalmers
and Funeral Directors
May 10, 2010
3605 Missouri Boulevard, Suite 370
Jefferson City, Missouri

MAIL BALLOT

Board Members

Gary Fraker, Chairman
Daniel T. Mahn, Vice-Chairman
John McCulloch, Secretary
James Reinhard, Member
Martin Vernon, Member
Joy Gerstein, Public Member

Closed Session

The Chairperson declared the meeting be closed pursuant to Section 610.021 Subsection (14) and 324.001.8 RSMo for discussing educational transcripts and/or test scores and/or complaints and/or audits and/or investigative reports and/or other information pertaining to the licensee or applicant for licensure; Section 610.021 Subsection (1) RSMo for discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney.

Executive Director _____

Approved by Board on _____

Open Minutes
Missouri State Board of Embalmers
and Funeral Directors
June 1, 2010
3605 Missouri Boulevard, Suite 370
Jefferson City, Missouri

MAIL BALLOT

Board Members

Gary Fraker, Chairman
Daniel T. Mahn, Vice-Chairman
John McCulloch, Secretary
James Reinhard, Member
Martin Vernon, Member
Joy Gerstein, Public Member

Closed Session

The Chairperson declared the meeting be closed pursuant to Section 610.021 Subsection (14) and 324.001.8 RSMo for discussing educational transcripts and/or test scores and/or complaints and/or audits and/or investigative reports and/or other information pertaining to the licensee or applicant for licensure; Section 610.021 Subsection (1) RSMo for discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney.

Executive Director _____

Approved by Board on _____

Open Minutes
Missouri State Board of Embalmers
and Funeral Directors
June 21, 2010
3605 Missouri Boulevard, Suite 370
Jefferson City, Missouri

MAIL BALLOT

Board Members

Gary Fraker, Chairman
Daniel T. Mahn, Vice-Chairman
John McCulloch, Secretary
James Reinhard, Member
Martin Vernon, Member
Joy Gerstein, Public Member

Closed Session

The Chairperson declared the meeting be closed pursuant to Section 610.021 Subsection (14) and 324.001.8 RSMo for discussing educational transcripts and/or test scores and/or complaints and/or audits and/or investigative reports and/or other information pertaining to the licensee or applicant for licensure; Section 610.021 Subsection (1) RSMo for discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney.

Executive Director _____

Approved by Board on _____

Open Minutes
Missouri State Board of Embalmers
and Funeral Directors
June 24, 2010
3605 Missouri Boulevard, Suite 370
Jefferson City, Missouri

MAIL BALLOT

Board Members

Gary Fraker, Chairman
Daniel T. Mahn, Vice-Chairman
John McCulloch, Secretary
James Reinhard, Member
Martin Vernon, Member
Joy Gerstein, Public Member

Closed Session

The Chairperson declared the meeting be closed pursuant to Section 610.021 Subsection (14) and 324.001.8 RSMo for discussing educational transcripts and/or test scores and/or complaints and/or audits and/or investigative reports and/or other information pertaining to the licensee or applicant for licensure; Section 610.021 Subsection (1) RSMo for discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney.

Executive Director _____

Approved by Board on _____

Open Minutes
Missouri State Board of Embalmers
and Funeral Directors
July 6, 2010
3605 Missouri Boulevard, Suite 370
Jefferson City, Missouri

MAIL BALLOT

Board Members

Gary Fraker, Chairman
Daniel T. Mahn, Vice-Chairman
John McCulloch, Secretary
James Reinhard, Member
Martin Vernon, Member
Joy Gerstein, Public Member

Closed Session

The Chairperson declared the meeting be closed pursuant to Section 610.021 Subsection (14) and 324.001.8 RSMo for discussing educational transcripts and/or test scores and/or complaints and/or audits and/or investigative reports and/or other information pertaining to the licensee or applicant for licensure; Section 610.021 Subsection (1) RSMo for discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney.

Executive Director _____

Approved by Board on _____

Open Minutes
Missouri State Board of Embalmers
and Funeral Directors
July 9, 2010
3605 Missouri Boulevard, Suite 370
Jefferson City, Missouri

MAIL BALLOT

Board Members

Gary Fraker, Chairman
Daniel T. Mahn, Vice-Chairman
John McCulloch, Secretary
James Reinhard, Member
Martin Vernon, Member
Joy Gerstein, Public Member

Closed Session

The Chairperson declared the meeting be closed pursuant to Section 610.021 Subsection (14) and 324.001.8 RSMo for discussing educational transcripts and/or test scores and/or complaints and/or audits and/or investigative reports and/or other information pertaining to the licensee or applicant for licensure; Section 610.021 Subsection (1) RSMo for discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney.

Executive Director _____

Approved by Board on _____

Open Minutes
Missouri State Board of Embalmers
and Funeral Directors
July 13, 2010
3605 Missouri Boulevard, Suite 370
Jefferson City, Missouri

MAIL BALLOT

Board Members

Gary Fraker, Chairman
Daniel T. Mahn, Vice-Chairman
John McCulloch, Secretary
James Reinhard, Member
Martin Vernon, Member
Joy Gerstein, Public Member

Closed Session

The Chairperson declared the meeting be closed pursuant to Section 610.021 Subsection (14) and 324.001.8 RSMo for discussing educational transcripts and/or test scores and/or complaints and/or audits and/or investigative reports and/or other information pertaining to the licensee or applicant for licensure; Section 610.021 Subsection (1) RSMo for discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney.

Executive Director _____

Approved by Board on _____

Open Minutes
Missouri State Board of Embalmers
and Funeral Directors
July 23, 2010
3605 Missouri Boulevard, Suite 370
Jefferson City, Missouri

MAIL BALLOT

Board Members

Gary Fraker, Chairman
Daniel T. Mahn, Vice-Chairman
John McCulloch, Secretary
James Reinhard, Member
Martin Vernon, Member
Joy Gerstein, Public Member

Closed Session

The Chairperson declared the meeting be closed pursuant to Section 610.021 Subsection (14) and 324.001.8 RSMo for discussing educational transcripts and/or test scores and/or complaints and/or audits and/or investigative reports and/or other information pertaining to the licensee or applicant for licensure; Section 610.021 Subsection (1) RSMo for discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney.

Executive Director _____

Approved by Board on _____

Open Minutes
Missouri State Board of Embalmers
and Funeral Directors
July 30, 2010
3605 Missouri Boulevard, Suite 370
Jefferson City, Missouri

MAIL BALLOT

Board Members

Gary Fraker, Chairman
Daniel T. Mahn, Vice-Chairman
John McCulloch, Secretary
James Reinhard, Member
Martin Vernon, Member
Joy Gerstein, Public Member

Closed Session

The Chairperson declared the meeting be closed pursuant to Section 610.021 Subsection (14) and 324.001.8 RSMo for discussing educational transcripts and/or test scores and/or complaints and/or audits and/or investigative reports and/or other information pertaining to the licensee or applicant for licensure; Section 610.021 Subsection (1) RSMo for discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney.

Executive Director _____

Approved by Board on _____

Open Minutes
Missouri State Board of Embalmers
and Funeral Directors
August 6, 2010
3605 Missouri Boulevard, Suite 370
Jefferson City, Missouri

MAIL BALLOT

Board Members

Gary Fraker, Chairman
Daniel T. Mahn, Vice-Chairman
John McCulloch, Secretary
James Reinhard, Member
Martin Vernon, Member
Joy Gerstein, Public Member

Closed Session

The Chairperson declared the meeting be closed pursuant to Section 610.021 Subsection (14) and 324.001.8 RSMo for discussing educational transcripts and/or test scores and/or complaints and/or audits and/or investigative reports and/or other information pertaining to the licensee or applicant for licensure; Section 610.021 Subsection (1) RSMo for discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney.

Executive Director _____

Approved by Board on _____

Open Minutes
Missouri State Board of Embalmers
and Funeral Directors
August 11, 2010
3605 Missouri Boulevard, Suite 370
Jefferson City, Missouri

MAIL BALLOT

Board Members

Gary Fraker, Chairman
Daniel T. Mahn, Vice-Chairman
John McCulloch, Secretary
James Reinhard, Member
Martin Vernon, Member
Joy Gerstein, Public Member

Closed Session

The Chairperson declared the meeting be closed pursuant to Section 610.021 Subsection (14) and 324.001.8 RSMo for discussing educational transcripts and/or test scores and/or complaints and/or audits and/or investigative reports and/or other information pertaining to the licensee or applicant for licensure; Section 610.021 Subsection (1) RSMo for discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney.

Executive Director _____

Approved by Board on _____

EMBALMERS/FUNERAL DIRECTORS YEAR END REPORT

<u>ACTIVE LICENSEES</u>	2006	2007	2008	2009	2010
Temporary		1	0	0	0
Embalmers	1099	1147	1155	1127	1063
Funeral Directors	2331	2431	2425	2347	2204
Limited Funeral Directors	11	12	15	14	22
Funeral Establishments	697	695	695	696	681
Preneed Providers	616	612	612	612	569
Preneed Sellers	348	348	348	349	337
Preneed Agents					148
Preneed Funeral Director Agents					971
Retired Embalmers	13		14	0	15
Retired Funeral Directors	39		52	1	34
Total	5195	5262	5250	5145	5995
<u>LICENSES ISSUED</u>	2006	2007	2008	2009	2010
Temporary Funeral Director		1	1	0	0
Limited Funeral Director		1	3	2	8
Funeral Directors		73	70	60	56
Embalmers		26	34	34	38
Funeral Establishments		51	43	24	30
Preneed Sellers					339
Preneed Providers					574
Preneed Funeral Director Agents					971
Preneed Agents					148
Total		152	151	120	2164
<u>EXAMINATION ADMINISTRATION</u>	2006	2007	2008	2009	2010
Missouri Law Examinations	144	81	132	143	329
State Board Arts Examinations	59	76	59	77	72
Embalmer Oral Examinations	21	22	20	24	18
<u>INSPECTIONS</u>	2006	2007	2008	2009	2010
Inspections	676	660	708	699	678
Violations	85	83	36	38	156
<u>COMPLAINTS</u>	2006	2007	2008	2009	2010
Total Consumer Complaints	55	46	187	127	44
Investigations - Board Initiated					44
Complaints - Board Initiated					2
Denials					12
Investigations					
Chapter 436 Investigation	65	25	13	4	52
Chapter 436 Examination of Books & Records	6	4	3	0	0
Chapter 436 Audit		2	1	0	2
Chapter 333 Investigations					5

<u>DISCIPLINE</u>	2006	2007	2008	2009	2010
License Revocation	3	6	1	0	16
Licenses Placed on Probation	3	10	10	3	15
Licenses Suspended	0	4	9	1	0
Licenses Suspended per § 324.010	0	0	1	12	0
Public Letter of Censure	0	0	0	2	0
Board Permanent Injunction	1	0	1	0	0
Restraining Order, Stipulated Agreement				6	0
Voluntary Surrendered					1

PRENEED SELLER ANNUAL REPORTING

This section will be reported after the seller reporting period due to the Implementation of Senate Bill 1 (preneed funeral contract law).

Missouri State Board of Embalmers and Funeral Directors 2010 RENEWAL LICENSE AND ANNUAL REPORT
 3605 Missouri Blvd.(Physical)
 P.O. Box 7001
 Jefferson City, MO 65102
 (573) 751-0813
 Website: <http://pr.mo.gov/embalmers.asp>
 Email: embalm@pr.mo.gov

PRENEED SELLER
RENEWAL FEE: \$200.00
PER CONTRACT FEE \$36.00

Mailing Address: _____ Physical Address: _____

County: _____
 Telephone: _____
 Change in Telephone: _____
 Fax: _____
 Change in Fax: _____
 E-mail: _____

Businesses engaged in the retail sale of goods in Missouri must possess a no tax due clearance letter from the Department of Revenue at the time of license renewal. § 144.083 RSMo. (Cum Supp 2008). You can verify your tax compliance at <http://dor.mo.gov/tax/business/sales/notaxdue/index.htm>. If you have any questions regarding taxes contact the Department of Revenue at 573/751/9268 or email: taxclearance@dor.mo.gov

	YES	NO
1. This business engages in the sale of goods at retail in Missouri. The following questions must be completed.	<input type="checkbox"/>	<input type="checkbox"/>
2. My retail business has filed and paid all of its Missouri sales and withholding tax obligations.	<input type="checkbox"/>	<input type="checkbox"/>
3. What is your Missouri state tax ID number? _____ (8 numeric characters) Your renewal may be rejected if tax id number isn't provided.		

INSTRUCTIONS

- YOU MAY APPLY FOR RENEWAL FILE ANNUAL REPORT OF YOUR PRENEED LICENSE UPON RECEIPT OF THIS NOTICE. THIS RENEWAL IS DUE FOR BY OCTOBER 31, 2010 PURSUANT TO 436.460 RSMo, IF A SELLER FAILS TO FILE THE ANNUAL REPORT ON OR BEFORE OCTOBER 31, 2010 THE PRENEED SELLER LICENSE SHALL AUTOMATICALLY BE SUSPENDED UNTIL SUCH TIME AS THE ANNUAL REPORT IS FILED AND ALL APPLICABLE FEES HAVE BEEN PAID.
If the annual report is filed after October 31, 2010, the preneed seller will be required to submit a late fee of \$200.00.
- In order to provide sufficient time for processing, please return your renewal with the proper fee and all supporting documents as soon as possible.
- Return this renewal and the fee of \$200.00 PLUS \$36.00 PER PRENEED CONTRACT sold since August 28, 2009 as required in Section 436.460 RSMo. All checks or money orders shall be made payable to STATE BOARD OF EMBALMERS & FUNERAL DIRECTORS. Please be sure that all pages of this notice are returned with supporting documents. You must return the original renewal to the Board office. No self generated renewal forms will be processed.
- All fees are non-refundable.

No seller, preneed agent shall process or accept a loan against any investment or asset of or belonging to a preneed trust. As of August 29, 2009, no preneed seller, preneed agent, or agent shall use any existing preneed contract as collateral or security pledged for a loan to take preneed funds on any existing preneed contract as a loan or for any purpose other than as authorized by chapter 436.

Please carefully read the instructions on each page of this renewal and when completed, sign & notarize the forms where indicated.

The information appearing on this renewal is the information currently contained in the records of the State Board of Embalmers and Funeral Directors on the above named seller. You are responsible for the accuracy of this information. Please examine this renewal carefully and make any correction, deletions or additions.

SECTION A: THIS REPORT INCLUDES ALL PRENEED CONTRACTS SOLD FROM August 28, 2009 to August 31, 2010.

PRENEED SELLER ANNUAL REPORTING NOTICE

Preneed Seller Number: _____

SECTION B Please verify the following information. If blank, please complete in detail.

	Yes	No
• The owner(s) according to the Board's record is: _____	<input type="checkbox"/>	<input type="checkbox"/>
• If the establishment is a corporation, the MO Tax ID # according to the Board's records is: _____ is this correct?	<input type="checkbox"/>	<input type="checkbox"/>
• If this establishment is a sole proprietor or a partnership, please list the social security number(s) of _____	<input type="checkbox"/>	<input type="checkbox"/>
• The manager in charge of this licensed seller pursuant to 20 CSR 2120-3.200 is: _____	<input type="checkbox"/>	<input type="checkbox"/>

SECTION C:

According to the Board's records this seller has entered into a written agreement with the following persons who are authorized to provide preneed contracts. In order for the Board to update our records, please indicate by checking Yes or No if these licenses are associated with this license. If none are listed, please use the space provided to update your record.

License # Name

Yes No

SECTION D:

Seller agrees to maintain in Missouri any books or records which contain information about seller's preneed contract sales and services in Missouri. Said books and records are in the custody of:

NAME OF LOCATION OR PERSON: _____

ADDRESS: _____

SECTION E: Complete this section only if books and records are kept outside of Missouri

Seller's books and records which contain information about seller's preneed contract sales and services in Missouri are in the custody of:

Name	Address	Phone	Contact Person

SECTION F: Report all preneed contracts that were written from August 28, 2009 - August 31, 2010
(Do not report any contracts sold by a third party seller)

Number of Preneed contracts sold: (Give totals for each)	Face Value of these contracts:
Contracts in which payments are deposited into a <u>trust</u> . (do not report amounts you have trusted with a third party seller)	\$
Contracts in which payments are deposited into <u>joint</u> accounts	\$
All <u>insurance</u> funded preneed contracts.	\$
* Total Number of Contracts Sold	Total Face Value of All Contracts: \$

* Multiply this total number times \$36.00 and this will be the fee you will remit to the State Board of Embalmers and Funeral Directors. You must pay \$36.00 for each contract sold during this reporting period.

Amount of Fee Enclosed: \$ _____

MAKE CHECK PAYABLE TO THE STATE BOARD OF EMBALMERS AND FUNERAL DIRECTORS

PRENEED SELLER RENEWAL 2010

SECTION H: Authorization

I hereby authorize the Board to request from the trustee listed in Section G a copy of any trust statement, as part of an investigation, examination or audit of the preneed seller.

Applicant Signature	Title
Print Name	

SECTION I: Certification (section to be completed by a corporate officer of the trust)
 I certify under oath that the information listed in Section G that is required by sections 26.60.2 subdivisions (1) to (7) is complete and correct and attested to by a corporate officer of the trust. The trustee shall be subject to the penalty of making a false affidavit or declaration. In lieu of completing this certification, a computer print out generated certified, signed & notarized by the trustee that contains the information required by this section may be attached to this renewal.

Notary Section	Corporate Officer/Trustee Signature	NOTARY PUBLIC SEAL/STAMP
Corporate officer of trustee print name and		
State of Missouri	County of	
Subscribed and sworn to (affirmed) before me this _____ day of _____, 20____		
Notary public signature	Commission expires on:	
Notary public print name:		

SAMPLE FORM DO NOT USE FOR RENEWAL

PRENEED SELLER RENEWAL 2010

SECTION K: Certification (section to be completed by a corporate officer of the financial institution)
I certify under oath that the information listed in **Section J** that is required by section 436-460.2 subdivisions (1) to (7) is complete and correct and attested to by an authorized representative of the financial institution. The agent shall be subject to the penalty of making a false affidavit or declaration. In lieu of completing this certification, a signed & notarized computer print out generated, certified, signed & notarized by the financial institution that contains the information required by Section J may be attached to this renewal.

Notary Section	Authorized representative signature:	NOTARY PUBLIC SEAL/STAMP
	Authorized representative print name and title	
State of Missouri	County of	
I, _____, do hereby certify (or affirmed) before me this _____ day of _____, 20____.		
Notary public signature	Commission expires on:	
Notary public print name:		

SAMPLE FORM DO NOT USE FOR RENEWAL

PRENEED SELLER RENEWAL 2010

SECTION O: CONSENT TO INVESTIGATE, EXAMINE AND/OR AUDIT ACCOUNTS, BOOKS AND RECORDS AND ATTESTATION

I hereby authorize and instruct the financial institution(s) listed and the custodian listed to allow at any time without prior notice any inspector, examiner, or auditor of the State Board of Embalmers & Funeral Directors to investigate, examine and/or audit seller's trust account(s), books and records. I understand that the State Board of Embalmers and Funeral Directors may order this investigation, examination and/or audit at its discretion, and I consent to such an investigation, examination and/or audit. I hereby swear that the information herein contained, as well as all information on any attachment(s) to this renewal is true and complete in every respect and has not been altered or revised.

NOTARY SECTION	Applicant Signature	NOTARY PUBLIC SEAL/STAMP
	Applicant Title	
State of MISSOURI	COUNTY OF	
Subscribed and sworn to (or affirmed) before me this _____ day of _____, 20____		
Notary Public Signature		
Please Print Name		

SAMPLE FORM DO NOT USE FOR RENEWAL

Missouri State Board of Embalmers and Funeral Directors

3605 Missouri Blvd.(Physical)
 P.O. Box 7001
 Jefferson City, MO 65102
 (573) 751-0813
 Website: <http://pr.mo.gov/embalmers.asp>
 Email: embalm@pr.mo.gov

**2010 RENEWAL LICENSE
 PRENEED PROVIDER**

FEE: \$0.00

Mailing Address: _____ Physical Address: _____

County: _____
 Telephone: _____
 Change in Telephone: _____
 Fax: _____
 Change in Fax: _____
 Email: _____

Businesses engaged in the retail sale of goods in Missouri must possess a no tax due clearance letter from the Department of Revenue at the time of license renewal. § 144.083 RSMo. (Cum Supp 2008). You can verify your tax compliance status at <http://dor.mo.gov/tax/business/sales/notaxdue/index.htm>. If you have any questions regarding taxes contact the Department of Revenue at 573/751/9268 or email: taxclearance@dor.mo.gov

	YES	NO
1. This business engages in the sale of goods at retail in Missouri. The following questions must be completed.	<input type="checkbox"/>	<input type="checkbox"/>
2. My retail business has filed and paid all of its Missouri sales and withholding tax obligations.	<input type="checkbox"/>	<input type="checkbox"/>
3. What is your Missouri state tax ID number? _____ (8 numeric characters)		

Your renewal may be rejected if tax id number isn't provided.

INSTRUCTIONS

1. YOU MAY APPLY FOR RENEWAL OF YOUR PRENEED LICENSE UPON RECEIPT OF THIS NOTICE. THIS RENEWAL IS DUE BY OCTOBER 31, 2010. IF YOU FAIL TO RENEW THIS LICENSE BY OCTOBER 31, 2010 THIS LICENSE WILL EXPIRE. If the renewal is filed after October 31, 2010 the preneed provider will be required to submit a late fee of \$100.00.
 2. IN ORDER TO PROVIDE SUFFICIENT TIME FOR PROCESSING, PLEASE RETURN THIS NOTICE WITH THE PROPER RENEWAL FEE AS SOON AS POSSIBLE.
 3. Please be sure that all pages of this notice are returned. You must return the original renewal to the board office. No self generated forms will be processed.
 4. All fees are non-refundable.
- No seller, provider, or preneed agent shall procure or attempt to obtain a loan against any investment or asset of or belonging to a preneed trust. As of August 31, 2009, no preneed seller, provider, or agent shall use any existing preneed contract as collateral or security for a loan or take preneed funds of any existing preneed contract as a loan or for any purpose other than as authorized by chapter 436, RSMo.

Please carefully read the instructions on each page of this renewal and when completed, sign and notarize the forms where indicated.

The information appearing on this report is information currently contained in the records of the State Board of Embalmers and Funeral Directors for the above named provider. You are responsible for the accuracy of this information. Please examine this form carefully and note any corrections, deletions or additions.

SECTION A: This report is for the time period of August 28, 2009 to August 31, 2010.

SECTION B: Please verify the following information. If blank, please complete in detail.
 please complete in detail.)

	Yes	No
• The owner(s) according to the Board's records is:	<input type="checkbox"/>	<input type="checkbox"/>
• If the establishment is a corporation the MO Tax ID # according to the Board's records is: _____ is this correct?	<input type="checkbox"/>	<input type="checkbox"/>
• If this establishment is a sole proprietor or a partnership please list the social security number(s) of the owners.	<input type="checkbox"/>	<input type="checkbox"/>

PRENEED PROVIDER ANNUAL REPORTING NOTICE

Preneed Provider Number:

SECTION C:

According to the Board's records this provider has entered into a written agreement with the following firms who are authorized to sell preneed contracts. In order for the Board to update our records please indicate by checking Yes or No if these licenses are associated with this registration. Please use the space provided to update your record.

License # Name

Yes No

Section D:

Provider agrees to maintain in Missouri any books or records which contain information about provider's preneed contract sales and services in Missouri. Said books and records are in the custody of:

NAME OF LOCATION OR PERSON:

ADDRESS:

and are available for inspection at said address.

Section E: List all preneed contracts that were in existence with a preneed provider as of August 27, 1982 pursuant to 436.053 RSMo, if any. (In lieu of completing the table below you may attach a spreadsheet to this report which contains the information listed below)

Name on contract	Financial institution where funds are held	Original date of preneed contract	Face (nominal) value of preneed contract	Total amount paid on this preneed contract (cash, check, etc.)	Account number of joint account (CD, passbook, etc.)	Is the contract paid in full

SECTION F: Complete this section only if books and records are kept outside of Missouri
 Provider's books and records which contain information about provider's preneed contract sales and services in Missouri after August 13, 1982 are in the custody of:

Name	Address	Phone	Contact Person

SECTION G: Notary Section (This section must be completed)

I hereby authorize and instruct the financial institution(s) listed and the custodian listed to allow at any time without prior notice any inspector, examiner, or auditor of the State Board of Embalmers and Funeral Directors to investigate, examine and/or audit any trust account(s), books and records. I understand that the State Board of Embalmers and Funeral Directors may order this investigation, examination and/or audit at its discretion, and I consent to such an investigation, examination and/or audit. I hereby swear that the information herein contained, as well as all information on any attachments) to this report, is true and complete in every respect and has not been altered or revised.

NOTARY SECTION	Applicant Signature:		NOTARY PUBLIC SEAL/STAMP
	Applicant Title:		
State of MISSOURI	COUNTY OF		
Subscribed and sworn to (or affirmed) before me this _____ day of _____, 20____			
Notary Public Signature:			
Please Print Name:			



The Board requests that you complete and file this report with the Board by **January 31, 2011**. This report will be used by the Board as a component of its financial examination as required under sections 436.470.2 and 333.315.

This form must be accompanied by a validation document from the insurance company listed below that validates each policy. Complete one form for each insurance company used by the preneed seller completing this report. In lieu of completing Section Two a computer print out generated by your firm that contains the minimum information required, may be attached to this form.

SECTION ONE:

(please print name of seller) _____

Name and Address of Insurance Company: _____

Seller license number: _____

Provider license number (if applicable): _____

Date Report Completed: _____

SECTION TWO: List all active insurance preneed contracts (if additional space is necessary please use page two)

Insured name	Original date of preneed contract	Preneed contract number (if applicable)	Insurance policy number	Face value of contract	Is the contract in force	Type of insurance (single pay, multiple pay, annuity)	Is the contract paid in full	Any misc. funding relative to the preneed contract

SECTION THREE: Please include supporting documentation from the insurance company that verifies the following totals.

Total number of active preneed contracts _____

Total face value of active preneed contracts _____

SECTION FOUR: Notary Section

I hereby swear that the information herein contained, as well as all information on any attachment(s) to this report, is true and complete in every respect and has not been altered or revised.

NOTARY SECTION	SIGNATURE	NOTARY PUBLIC SEAL/STAMP	
	PLEASE PRINT NAME AND TITLE		
STATE OF MISSOURI	COUNTY		
Subscribed and sworn to (or affirmed) before me this _____ day of _____, 20____.			
NOTARY PUBLIC SIGNATURE	COMMISSION EXPIRES		
NOTARY PUBLIC PRINTED NAME			



STATE OF MISSOURI
DIVISION OF PROFESSIONAL REGISTRATION

Report of Active Trust Funded Pre-Need Contracts
(Include all Trust Funded Pre-Need Contracts written thru August 31, 2010)

STATE BOARD OF EMBALMERS AND FUNERAL DIRECTORS
3605 MISSOURI BOULEVARD
P.O. BOX 423

JEFFERSON CITY MO 65102
TELEPHONE (573) 751-0813
FAX (573) 751-1155
TTY (800) 735-2966
WEBSITE: <http://pr.mo.gov/embalmers.asp>

The Board requests that you complete and file this report with the Board by **January 31, 2011**. This report will be used by the Board as a component of its financial examination as required under sections 436.470.2 and 333.315.

This form must be accompanied by a validation document from your trustee verifying the following funds are in trust. Complete one form for each pre-need trustee used by the preneed seller completing this report. In lieu of completing Section Two a computer print out generated by your firm that contains the information required, may be attached to this form.

SECTION ONE:

(please print name of seller)

Name and Address of Trustee:

Seller license number:

Provider license number (if applicable):

Date Report Completed:

SECTION TWO: List all active trust accounts (if additional space is necessary please use page two)

Beneficiary name (who the contract is intended for)

Original date preneed contract written

Preneed contract number (if applicable)

Face value of contract

Total amount paid on contract by consumer

Is the contract Paid In Full

Any misc. funding relative to the preneed contract

SECTION THREE: Please include supporting documentation from the financial institution that verifies the following totals.

Total number of active preneed contracts

Total face value of active preneed contracts

Total amount paid by consumer on active preneed contracts

SECTION FOUR: Notary Section

I hereby swear that the information herein contained, as well as all information on any attachment(s) to this report, is true and complete in every respect and has not been altered or revised.

NOTARY SECTION

SIGNATURE

PLEASE PRINT NAME AND TITLE

STATE OF MISSOURI

COUNTY

Subscribed and sworn to (or affirmed) before me this _____ day of _____, 20____.

NOTARY PUBLIC SIGNATURE

COMMISSION EXPIRES

NOTARY PUBLIC PRINTED NAME

NOTARY PUBLIC SEAL/STAMP



The Board requests that you complete and file this report with the Board by **January 31, 2011**. This report will be used by the Board as a component of its financial examination as required under sections 436.470.2 and 333.315.

This form must be accompanied by a validation document from your financial institution verifying the following funds are in joint accounts. Complete one form for each financial institution that holds preneed joint accounts for the preneed seller/preneed provider completing this report. In lieu of completing Section Two a computer print out generated by your firm that contains the information required, may be attached to this form.

SECTION ONE

(please print name of seller/provider) _____

Name and Address of Financial Institution holding Joint Accounts: _____

Provider license number (if applicable): _____

SELLER license number (if applicable): _____

Date Report Completed: _____

SECTION TWO: List all active joint preneed contracts (if additional space is necessary please use page two)

Beneficiary name (for whom the contract is intended)	Original date preneed contract written	Contract number (if applicable)	Face value of preneed contract	Total amount paid on this contract by consumer	Type of joint account (CD, Passbook, etc.)	Individual account number of joint account (CD, Passbook, etc.)	Is the contract Paid In Full	Any misc. funding relative to the preneed contract

SECTION THREE: Please include supporting documentation from the financial institution that verifies the following totals.

Total number of active preneed contracts	Total face value of active preneed contracts	Total amount paid by consumer on active preneed contracts
--	--	---

SECTION FOUR: Notary Section

I hereby swear that the information herein contained, as well as all information on any attachment(s) to this report, is true and complete in every respect and has not been altered or revised.

NOTARY SECTION

SIGNATURE _____

PLEASE PRINT NAME AND TITLE _____

COUNTY _____

STATE OF MISSOURI

Subscribed and sworn to (or affirmed) before me this _____ day of _____, 20____.

NOTARY PUBLIC SIGNATURE _____

COMMISSION EXPIRES _____

NOTARY PUBLIC PRINTED NAME _____

NOTARY PUBLIC SEAL/STAMP _____

Sebastian, Sandy

From: Toebben, Tanya
Sent: Thursday, September 02, 2010 3:58 PM
Subject: EDR Update-DHSS
Attachments: EDRS Update 09 02 10.pdf

This information is being sent to all Local Registrars, Local Public Health Administrators, Deputy Registrars. The update will be sent to all Funeral Directors and Certifiers tomorrow.

The attached memo is to provide an update regarding the status of the Electronic Death Registration System (EDRS) and other issues relating to registration of certificates of death.

CONFIDENTIALITY STATEMENT:

This electronic communication is from the Missouri Department of Health and Senior Services and is confidential, privileged and intended only for the use of the recipient named above. If you are not the intended recipient or the employee or agent responsible for delivering this information to the intended recipient, unauthorized disclosure, copying, distribution or use of the contents of this transmission is strictly prohibited. If you have received this message in error, please notify the sender immediately.



MEMO

TO: Local Registrars
Local Health Department Administrators

Funeral Directors
Certifiers

FROM: Ivra J. Cross,
State Registrar

SUBJECT: EDRS Update

DATE: September 2, 2010

This memo provides an update regarding the Electronic Registration System and other information.

Information regarding Senate Bill 754, new legislation the governor recently signed into law was provided in the July update. This new law became effective August 28, 2010 and will require all data providers to use the electronic system for registering vital events. There are differing versions of the bill summary posted on the General Assembly website which has prompted questions. The link to access the full bill text of the truly agreed to and finally passed SB754 is below along with the bill text affecting Vital Records.

Correction Process

Currently, staff enters data into the electronic system from the paper records that are submitted for registration. If a correction or amendment is needed and the record is not on the system yet, please contact the local registrar in the county where the certificate was filed to ask for the date they forwarded the record to the state BVR and include this information with your request for corrections. Staff will be able to locate the record more quickly with this date and can process the request in the usual manner. Once the request is received and the record is located, allow a minimum of 5-7 working days for the record to be corrected and available for issuance at the local registrar's office.

On-Line Verification of Social Security Number

The functionality component of the on-line verification software for the Social Security Administration is complete and is currently being tested. This component is designed to automatically route fact of death information to the Social Security Administration to verify a match of the Social Security Number. Eventually, this will eliminate the need for funeral directors to submit the 721 SSA form to Social Security.

www.dhss.mo.gov

Healthy Missourians for life.

The Missouri Department of Health and Senior Services will be the leader in promoting, protecting and partnering for Health.

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER: Services provided on a nondiscriminatory basis.

Training

The first series of training will be scheduled for early fall in Jefferson City with a limited group. This group will include several funeral homes, trade services, medical examiners, coroners, and physicians. Initial testing by these groups will ensure roles are assigned correctly; entries are proper based on edits and cross-edit checks according to the National Center for Health Statistics (NCHS) standards or recommendations; ensure routing capabilities between data providers; and, will allow for an evaluation of functionality and quality of data before the system will be considered operational.

SENATE BILL NO. 754
95TH GENERAL ASSEMBLY
2010

DEATH CERTIFICATES

http://www.senate.mo.gov/10info/BTS_Web/Bill.aspx?SessionType=R&BillID=3164377

Sections 193.145 and 193.265 of the truly agreed to and finally passed Senate Bill 754 signed by the Governor that pertain to the electronic registration system are printed below.

193.145. 1. A certificate of death for each death which occurs in this state shall be filed with the local registrar, or as otherwise directed by the state registrar, within five days after death and shall be registered if such certificate has been completed and filed pursuant to this section. **All data providers in the death registration process, including but not limited to the state registrar, local registrars, the state medical examiner, county medical examiners, coroners, funeral directors or persons acting as such, embalmers, sheriffs, attending physicians and resident physicians, and the chief medical officers of licensed health care facilities, and other public or private institutions providing medical care, treatment, or confinement to persons shall be required to utilize any electronic death registration system adopted under subsection 1 of section 193.265 within six months of the system being certified by the director of the department of health and senior services, or the director's designee, to be operational and available to all data providers in the death registration process. Nothing in this subsection shall prevent the state registrar from adopting pilot programs or voluntary electronic death**

MEMORANDUM

September 2, 2010

Page Three

registration programs until such time as the system can be certified; however, no such pilot or voluntary electronic death registration program shall prevent the filing of a death certificate with the local registrar or the ability to obtain certified copies of death certificated under subsection 2 of section 193.265 until six months after such certification that the system is operational.

The bold bracket below indicates this statement has been removed.

193.265. 1. For the issuance of a certification or copy of a death record, the applicant shall pay a fee of thirteen dollars for the first certification or copy and a fee of ten dollars for each additional copy ordered at that time. For the issuance of a certification or copy of a birth, marriage, divorce, or fetal death record, the applicant shall pay a fee of fifteen dollars.

All fees shall be deposited to the state department of revenue. Beginning August 28, 2004, for each vital

records fee collected, the director of revenue shall credit four dollars to the general revenue fund, five dollars to the children's trust fund, one dollar shall be credited to the endowed care cemetery audit fund, and three dollars for the first copy of death records and five dollars for birth, marriage, divorce, and fetal death records shall be credited to the Missouri public services health fund established in section 192.900, RSMo. Money in the endowed care cemetery audit fund shall be available by appropriation to the division of professional registration to pay its expenses in administering sections 214.270 to 214.410, RSMo. All interest earned on money deposited in the endowed care cemetery audit fund shall be credited to the endowed care cemetery fund. Notwithstanding the provisions of section 33.080, RSMo, to the contrary, money placed in the endowed care cemetery audit fund shall not be transferred and placed to the credit of general revenue until the amount in the fund at the end of the biennium exceeds three times the amount of the appropriation from the endowed care cemetery audit fund for the preceding fiscal year. The money deposited in the public health services fund under this section shall be deposited in a separate account in the fund, and moneys in such account, upon appropriation, shall be used to automate and improve the state vital records system, and develop and maintain an electronic birth and death registration system **[which shall be implemented no later than December 31, 2009]**. For any search of the files and records, when no record is found, the state shall be entitled to a fee equal to the amount for a certification of a vital record for a five-year search to be paid by the applicant. For the processing of each legitimation, adoption, court order or recording after the registrant's twelfth birthday, the state shall be entitled to a fee equal to the amount for a certification of a vital record. Except whenever a certified copy or copies of a vital record is required to perfect any claim of any person on relief, or any dependent of any person who was on relief for any claim upon the

MEMORANDUM

government of the state or United States, the state registrar shall, upon request, furnish a certified copy or so many certified copies as are necessary, without any fee or compensation therefore.

2. For the issuance of a certification of a death record by the local registrar, the applicant shall pay a fee of thirteen dollars for the first certification or copy and a fee of ten dollars for each additional copy ordered at that time. For the issuance of a certification or copy of a birth, marriage, divorce, or fetal death record, the applicant shall pay a fee of fifteen dollars. All fees shall be deposited to the official city or county health agency. A certified copy of a death record by the local registrar can only be issued within twenty-four hours of receipt of the record by the local registrar. Computer-generated certifications of death records may be issued by the local registrar after twenty-four hours of receipt of the records. The fees paid to the official county health agency shall be retained by the local agency for local public health purposes.



MEMO

TO: Local Registrars
Local Health Department Administrators
Funeral Directors
Certifiers

FROM: Ivra J. Cross,
State Registrar

SUBJECT: EDRS Update

DATE: July 28, 2010

This memo is to provide an update regarding the Electronic Registration System and other information.

The Department of Health and Senior Services is pleased to announce that the governor recently signed into law, Senate Bill 754 that requires all data providers to use the electronic registration system. The current death registration system is a manual, paper-based system. This out-of-date technology is difficult to maintain and does not allow for early detection of disease and/or mortality trends. The statewide mandate to use the electronic system will allow the capability of electronic transmission of fact of death, demographic and cause of death information by funeral directors, certifiers and/or medical examiners/coroners for deaths occurring in the state of Missouri. The system will comply with the NCHS 2003 Revised U.S. Standard Certificate of Death and Report of Fetal Death. This electronic system is expected to reduce reporting delays, improve data quality, eliminate the need for unnecessary corrections, allow for Social Security Administration verification of the deceased's Social Security Number and allow for more rapid identification of sentinel events, such as influenza-related mortality, in a more secure environment than today's manual, paper-based system. The electronic registration will eventually phase out the role of the local registrar to issue certified copies from the paper certificate. However, the electronic system is designed to make certified copies available at the local level within 24 hours of successful registration through the state centralized database. This good news is a win-win situation for everyone involved in the registration process.

Staff continues to key paper records into the electronic system. Some errors that require correction affidavits continue to be observed. The ages not being calculated, transposing or incorrect Social Security Numbers, required fields left blank such as a time of death or manner of death, marital status, etc., cause delays in keying data into the electronic system and delays in issuing additional certified copies by the local registrar.

www.dhss.mo.gov

Healthy Missourians for life.

The Missouri Department of Health and Senior Services will be the leader in promoting, protecting and partnering for Health.

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER: Services provided on a nondiscriminatory basis.

MEMORANDUM

July 28, 2010

Page Two

On-Line Verification of Social Security Number

The testing and functionality component of the on-line verification software is scheduled to be complete by the first week in August.

Training

A training plan is being developed for implementation of the EDRS. As you may recall in previous updates, options that were being considered included training in Jefferson City, DHSS district offices, and/or arrange for data providers to participate in webinar trainings where travel to a facility should not be necessary. The first series of trainings will be scheduled for the fall, to be held in Jefferson City with a limited test group. This will allow an evaluation of functionality and quality of data and to develop frequently asked questions (FAQs) before the next series of trainings begin. As providers are trained, we anticipate adding those providers into the live production environment. This means that cases entered into the EDRS by funeral directors and certifiers will be actual cases that are handled by those funeral homes. We anticipate the next series of training to be conducted will be facilities that handle a large to medium volume of cases, and then on to smaller volume of cases. We are also proposing to work with the funeral directors and the certifiers that collaborate with each other on a regular basis so that these funeral directors and certifiers will begin to use the system at the same time.

Clarification of Embalming Statement

This is to clarify whether the embalmer is required to sign the embalmer's statement when the disposition of the deceased is to be removed out-of-state. If the body is embalmed in Missouri and the disposition is to remove out-of-state, the embalmer must sign the statement indicating the body was embalmed. If the body is removed out-of-state without being embalmed, there is no need for an embalmer to sign the statement. If the embalmer has a license authorized to embalm in other states, and embalms a deceased in another state who expired in Missouri then the statement must be signed.

If you have questions or concerns regarding this update, please contact Ivra J. Cross, at 573-526-0348 or ivra.cross@dhss.mo.gov.



FAX

TO: Becky Dunn

COMPANY NAME: _____

FAX NUMBER: 573-751-1155

FROM: Bill Smith

DATE: 6/25/10

REGARDING: AMERICAN VETERAN STLA

TOTAL NUMBER OF PAGES INCLUDING COVER: _____

PHONE NUMBER FOR FOLLOW-UP: _____

COMMENTS:

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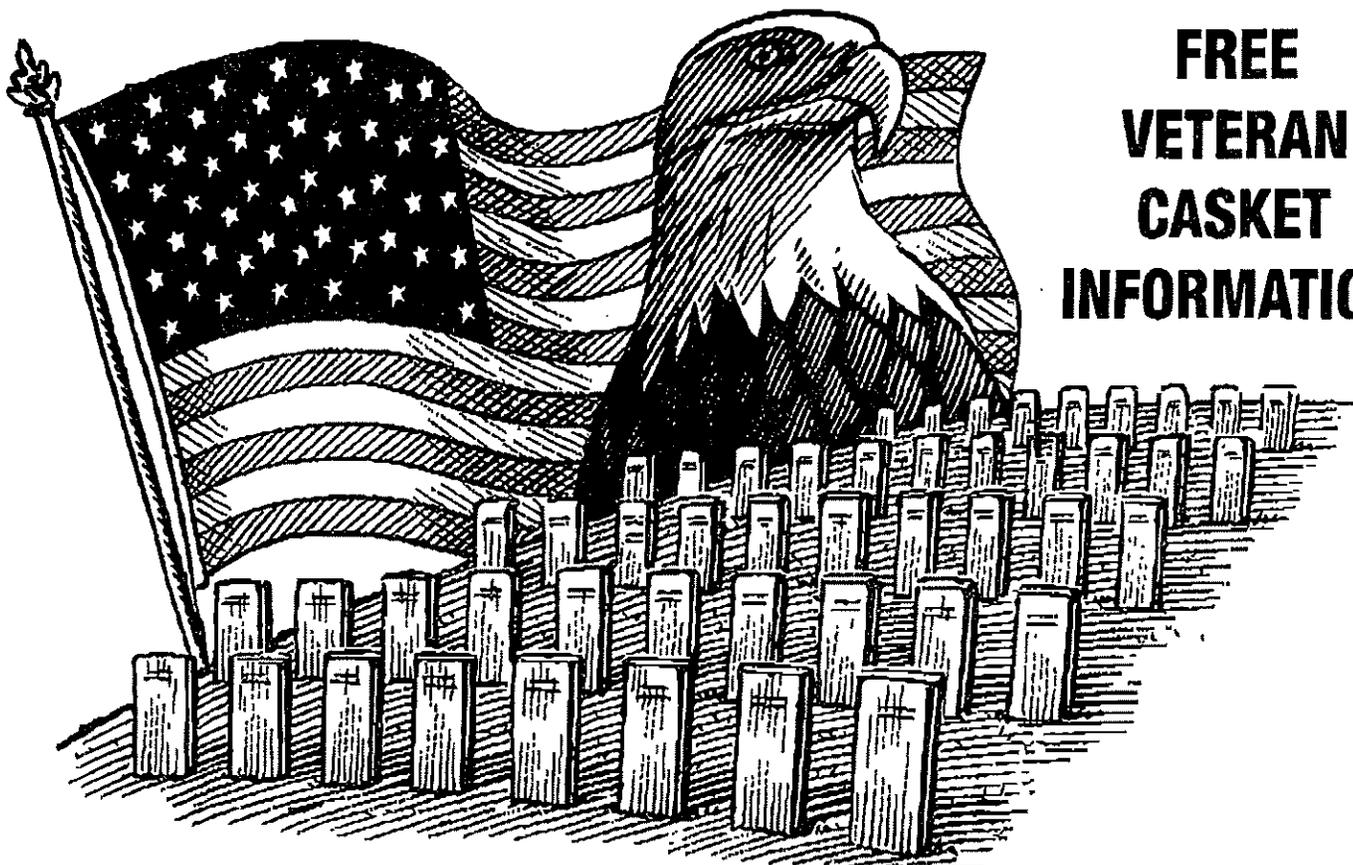
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AMERICAN VETERAN STLA

Not affiliated with the Department of Veterans Affairs, the National Cemetery Administration, or any Local, State or Federal government agency

FREE VETERAN CASKET INFORMATION



(FRONT)

VETERAN'S NOTICE

IF YOU ARE A VETERAN, PLEASE TAKE TIME TO READ THIS NOTICE.

Don't be fooled, the St. Louis Area has a National Cemetery. You and your Spouse may be entitled to a FREE Burial. Even if you own lots in another cemetery, YOU can still **RECEIVE YOUR FREE VETERANS CASKET INFORMATION.**



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Announcement to Veterans, National Guard* or Reserves*



SEND TODAY

As a Veteran you may be Entitled To:

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FREE Veteran Casket

FREE Outer Burial Container

Information

FREE Opening and Closing

FREE Department of

FREE Marker

Veterans Affairs Booklet

Military Honors

IMPORTANT - ACT NOW *Fill Out and Mail TODAY!*

*National Guard and Reserve Personnel are only eligible if they meet specific criteria.

 **ATTENTION VETERANS**

IMPORTANT INFORMATION FOR VETERANS

★★ **MAIL TODAY** ★★

Name _____

Address _____

City & State _____ Zip _____

Phone _____

Date of Discharge _____

Branch of Service _____

I am Interested In (Please check one)

Myself Only Myself and Spouse

I am a: Veteran Ex-Serviceman National Guard Member

MAIL NOW!

We will provide complete details
with No Obligation on your part.

**THE ABOVE-DESCRIBED INFORMATION FOR
VETERANS IS NOT SUPPORTED FINANCIALLY
OR OTHERWISE BY THE DEPARTMENT OF
VETERANS AFFAIRS, THE NATIONAL CEMETER'
ADMINISTRATION, OR ANY LOCAL, STATE OR
FEDERAL GOVERNMENT AGENCY.**

(BACK)

2010

<p>JANUARY 2010</p> <p>S U N M T W T F S</p> <p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>	<p>FEBRUARY 2010</p> <p>S U N M T W T F S</p> <p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28</p>	<p>MARCH 2010</p> <p>S U N M T W T F S</p> <p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>	<p>APRIL 2010</p> <p>S U N M T W T F S</p> <p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30</p>
<p>MAY 2010</p> <p>S U N M T W T F S</p> <p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>	<p>JUNE 2010</p> <p>S U N M T W T F S</p> <p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30</p>	<p>JULY 2010</p> <p>S U N M T W T F S</p> <p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>	<p>AUGUST 2010</p> <p>S U N M T W T F S</p> <p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>
<p>SEPTEMBER 2010</p> <p>S U N M T W T F S</p> <p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30</p>	<p>OCTOBER 2010</p> <p>S U N M T W T F S</p> <p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>	<p>NOVEMBER 2010</p> <p>S U N M T W T F S</p> <p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30</p>	<p>DECEMBER 2010</p> <p>S U N M T W T F S</p> <p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>

2011

JANUARY 2011	FEBRUARY 2011	MARCH 2011	APRIL 2011
<p>SUN MON TUE WED THU FRI SAT</p> <p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>	<p>SUN MON TUE WED THU FRI SAT</p> <p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28</p>	<p>SUN MON TUE WED THU FRI SAT</p> <p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>	<p>SUN MON TUE WED THU FRI SAT</p> <p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30</p>
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