

DON'T BURY THE LEAD

THE OFFICIAL NEWSLETTER OF THE OREGON MORTUARY & CEMETERY BOARD (OMCB)



Ocean View Cemetery



OMCB MISSION

The mission of the Board is to protect public health, safety, and welfare by fairly and efficiently performing its licensing, inspection, and enforcement duties; by promoting professional behavior and standards in all facets of the Oregon death care industry; and, by maintaining constructive relationships with licensees, those they serve and others with an interest in the Board's activities. In order to protect the public, it is the Board's responsibility to ensure that all of Oregon's death care facilities are properly licensed. The Board is self-supporting and derives its financing from licensing, examination, and a portion of the death certificate filing fee (not the fees derived from the purchase of a certified copy of a death certificate).

We'd like to highlight your facility in an upcoming issue of OMCB's Newsletter! Complete the [Newsletter Facility Spotlight Form](#) to be considered!

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UPCOMING BOARD MEETINGS

Tuesday, July 9th, 2024

- General Session will begin at 9am
- Portland State Office Building, Room 1D
800 NE Oregon Street
Portland, OR 97232
- For a link to join the meeting virtually via Microsoft Teams, email mortuary.board@omcb.oregon.gov

2024 OMCB BOARD MEMBERS

Rob Gaskill, President
Embalmer / Funeral Service Practitioner |
Estacada

Ruggiero Canizares, Vice President
Public Member | Eugene

Nancy Felton, Secretary/Treasurer
Cemetery Operator | Tigard

Craig Collins
Crematory Operator | Portland

Debra C. Harris
Public Member | Portland

Kevin Loveland
Embalmer / Funeral Service Practitioner |
La Grande

Angela McKenzie-Tucker
Cemetery Operator | Portland

Neal Niagus
Public Member | Portland

Elizabeth Pacheco
Public Member | Merrill

Melissa Porter
Cemetery Operator | Pendleton

RECORD KEEPING REQUIREMENTS FOR OPERATING CEMETERIES

Per OAR 830-040-0000(7) All licensees and licensed facilities must keep a detailed, accurate, and permanent record of all transactions that are performed for the care, preparation and final disposition of human remains.

Board staff understands the word "transaction" to mean anything done by the licensed facility for the care of each decedent.

For every interment, including cremated remains, the record must set forth as a minimum:

(a) Name of decedent and, when applicable, the identifying metal disc number provided by the State Registrar's office; (b) Date of death; (c) Name of person arranging for delivery of goods and services and the person authorizing the final disposition; (d) Name of place of disposition. In cemetery records, the "name of place" means exact location of the interment of human remains by crypt, niche, or by grave, lot and plot; (e) The name of the funeral service practitioner, cemetery, crematory or alternative disposition facility personnel responsible for making and executing the arrangements pertaining to the delivery of goods and services; (f) The name of the embalmer and funeral establishment responsible for embalming (applies only to funeral establishment records).

For every final disposition (including burial and entombment) or scattering, the rule requires:

Written permission for final disposition and scattering services from the person who has the right to control disposition of the human remains pursuant to ORS 97.130(1) and (2). The record of such authorization must include at a minimum: printed name, signature and phone number of the authorizing agent and relationship to the deceased, date and time permission was obtained, and printed name and signature of the licensee or facility representative acquiring the authorization.

Additionally, for a scattering:

Pursuant to OAR 830-030-0000(10), when a licensee arranges for the scattering of cremated remains, the licensee must include in the licensee's permanent records the final location of the cremated remains and make the identifying metal disc a part of the licensee's permanent record (if the metal disc is available at the time of arrangement).

ADMINISTRATIVE RULE UPDATES

New Permanent Rule: Facility Manager Requirements

The Oregon Mortuary & Cemetery Board completed administrative rulemaking that amends licensing requirements to ensure proper supervision of facilities. Amendments to [OAR 830-030-0000](#) went into effect July 1, 2024.

In accordance with [OAR 830-030-0000\(13\)](#), facilities must have an assigned manager **at all times**. As a reminder, the facility must notify the Board in writing within 30 days of the assignment. For funeral establishments and immediate disposition companies, the assigned manager must be an Oregon licensed funeral service practitioner.

Pursuant to [OAR 830-030-0000\(13\)\(a\)](#), the assigned manager of a funeral establishment must reside within 200 miles of all facilities they are assigned to manage. In accordance with [OAR 830-030-0000\(14\)](#), the assigned manager or a facility principal must submit a written request to the Board for an exception to the 200-mile residency requirement if it is necessary for them to reside farther than 200 miles from the funeral establishment they are assigned to manage. Please see subsections of [OAR 830-030-0000\(14\)](#) for what is required to be included in the written request. The exception for a temporary absence shall be no longer than 60 days.

In accordance with [OAR 830-030-0000\(15\)](#), the written request for an exception is subject to board approval. The Board may deny the request and require the facility to assign a new manager and submit a change of principal application for all impacted facilities.

Pursuant to [OAR 830-030-0000\(13\)\(b\)](#), the assigned manager of an alternative disposition facility, cemetery authority, crematory authority, or an immediate disposition company, must be able to arrive at all facilities they are assigned to manage within 12 hours.

The new requirements do not apply to vacations. That being said, the manager of the location is still responsible for the actions of the facility's employees while they are on vacation and should ensure proper management is enforced while they are away.

New Temporary Rule: Apprenticeship Requirements

The Oregon Mortuary & Cemetery Board (OMCB) initiated administrative rulemaking that amends language to remove licensing barriers and to clarify what is required for completion of an apprenticeship by submitting a [Temporary Administrative Rule](#) to amend sections of [OAR 830-011-0020](#). The Temporary Administrative Rule went into effect July 1, 2024.

An administrative rules advisory committee will be established in the near future for the purpose of discussing this and other related issues further. If you are interested in participating, please contact OMCB Education & Compliance Program Manager, Mallory Kenney, at mallory.kenney@omcb.oregon.gov, by Wednesday, July 31.



MEET OMCB'S EXECUTIVE BOARD



Rob Gaskill, President

Rob began working in the funeral service profession in 1984. At the age of 19, he was the youngest licensed funeral director in the entire State of Oregon. Rob has spent most of his career in Portland and then went to work for Estacada Funeral Chapel and Sandy Funeral Home in 2002. He moved his family to Estacada in 2005 and purchased Estacada Funeral Chapel in 2016. He has immersed himself in the community by serving in various capacities including the City Council, the City Budget Committee, the Arts Commission, and two retirement housing facilities. Rob also served as the Chairman of Mt. Hood Hospice Board and is the former Chamber of Commerce President. Rob also enjoys playing bass guitar with a country music band. He is really enjoying serving as an OMCB

board member and finds it a great learning experience and feels like he has a good grasp on being an advocate for the public and the profession.



Ruggie Canizares, Vice President

Ruggiero (Ruggie) S. Canizares, PT, MS, MBA, CMPT, is a practicing physical therapist and received his PT degree from University of Santo Tomas, his Master's in Exercise Physiology from Southern Connecticut State University, his Master's in Business Administration from Northwest Christian University (MBA Sigma Beta Delta International Honor Society), and his Certified Manual Physical Therapist (CMPT - certified "with distinction") from The North American Institute of Orthopedic Manual Therapy. Ruggie practiced in various clinical settings including acute care, in-patient rehabilitation, nursing home and long-term care, and in-school pediatrics. He currently owns a private practice that has been operational since 2008 and works per diem as a Home Health

Physical Therapist in a local regional hospital.

In 2011, Ruggie was appointed to the Oregon Physical Therapy Licensing Board and completed his second four-year term in 2019. Ruggie served as Board Vice-chair from 2014 to 2018, and as Board Chair from 2018 to 2019. Ruggie has been active in regulation nationally, actively involved with The Federation of State Boards of Physical Therapy (FSBPT) since 2014 as a delegate/alternate delegate and served two terms on the Finance Committee. Ruggie was elected in October 2018 and is currently serving his second term as FSBPT Treasurer. Ruggie continues to pursue excellence in regulation, being involved in learning current challenges and leading practices in regulation in other professions through participating in national and international conferences such as CLEAR, WCPT, FSBPT, and INPTRA



Nancy Felton, Secretary/Treasurer

Nancy has worked in the funeral & cemetery industry for over 42 years and began her career in 1978 at Portland Memorial, where she started in the bookkeeping department. After working various clerical positions at Portland Memorial, she became licensed as a Funeral Service Practitioner in 1986. In 1987, Portland Memorial sold and Nancy became the Manager for Forest Lawn Cemetery in Gresham until 1989, when she became the Manager for Sunnyside Little Chapel of the Chimes/Chimes Memorial Gardens. In 1995, Nancy accepted the position as General Manager of Crescent Grove Cemetery in Tigard and continues to work in that capacity. Nancy has served as a board member for the Cemetery Association of Oregon from 1992-2010 and 2015-2017, and

served as President and Secretary. She served as the Cemetery Association of Oregon's liaison with the Oregon Mortuary and Cemetery Board for over 20 years. In 2017, Nancy was appointed as an OMCB board member and now is the Secretary/Treasurer.

Nancy resides in East County with her husband Wayne; she loves spending time with her family and cherishes her grandchildren.

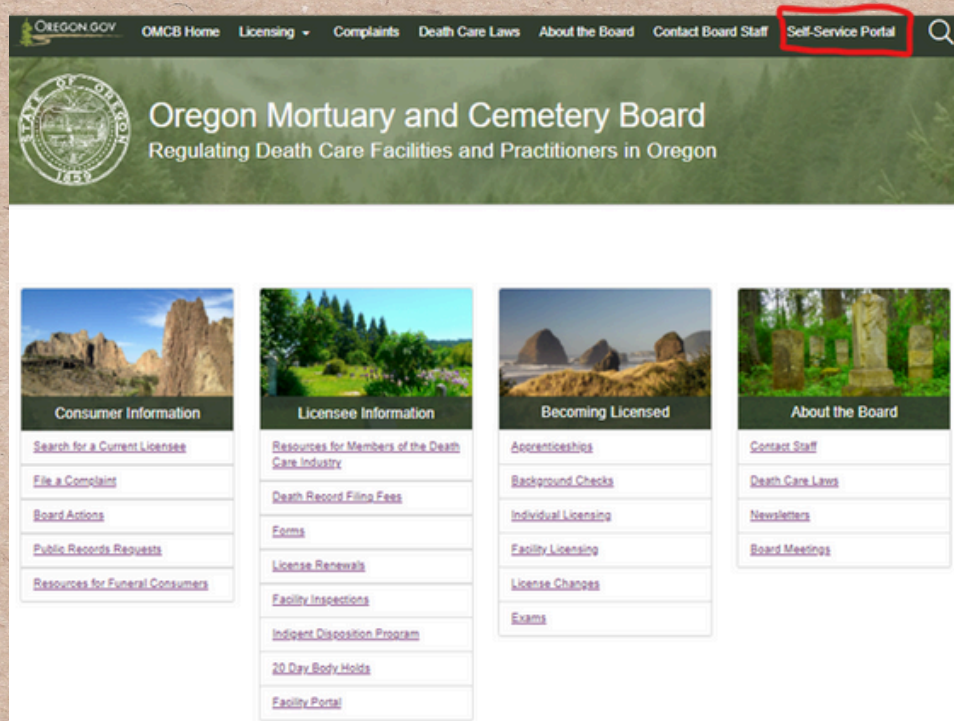
O PORTAL, WHERE ART THOU?

For the last many years, as part of an effort to maximize efficiency, the Board has been working hard to modernize our licensing and records system. Part of this move included the creation of 3 online portals, with various user-interface features, for some of the common aspects of our agency.

Hopefully, finding the Portal you are looking for hasn't caused you too much sorrow.

So, where can you find these fancy new Portals we speak of, and what are the different Portals for?

The direct URL to the specific portal can be used, or you can also use the "Self Service Portal" page to see and access all the options. The "Self Service Portal" page access can be found at the very top of our OMCB website homepage:



Applicant Portal

The Applicant Portal is for new individual applicants seeking initial licensure, and for those individuals with current licensure who are seeking a different type of license. From within this portal, you can apply and pay for the following license types:

- Apprentice Embalmer
- Apprentice Funeral Service Practitioner
- Combination Funeral Service Practitioner/ Embalmer
- Death Care Consultant
- Embalmer
- Funeral Service Practitioner
- Intern Permit
- Preneed Salesperson

When applying, please be sure to scroll through all the application options to find the one you are looking for, before making a selection. Note that once an application has been started, it is not possible to go back or start another application without staff involvement.

Be aware that the login information for the Applicant Portal requires an email address and a password, and not a license number. The same login information for the Applicant Portal can be used to access the Licensee Portal.

O PORTAL, WHERE ART THOU? (CONTINUED)

Licensee Portal

The Licensee Portal is for those who already have one or more of the following license types:

- Apprentice Embalmer
- Apprentice Funeral Service Practitioner
- Combination Funeral Service Practitioner/ Embalmer
- Death Care Consultant
- Embalmer
- Funeral Service Practitioner
- Intern Permit
- Preneed Salesperson

The Licensee Portal can be used to do the following:

- Renew your individual license, when applicable
- Pay invoices
- Keep employment and personal information up-to-date
- Print a copy of your individual license

Be aware that the login information for the Licensee Portal requires an email address and a password, and not a license number. The same login information for the Licensee Portal can be used to access the Applicant Portal.

Facility Portal

The Facility Portal is for the following license types:

- Alternative Disposition Facilities
- Cemeteries
- Crematoriums
- Funeral Establishments
- Immediate Disposition Companies

The Facility Portal can be used to do the following:

- Renew a Facility license, when applicable
- Pay invoices, including those for death record filing fees
- Keep contact and other information up-to-date
- Print a copy of the Facility license

Be aware that the login information for the Facility Portal requires the facility license number (i.e. CE-0000) and a password, and not an email address.

We understand that our technological transitions have had a major impact on our licensees, both individuals and facilities, as well as other industry members. We appreciate everyone's understanding and patience as we embrace the changes and continue to fine-tune our new system.



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Please note: The OMCB office, which is located in the Portland State Office Building (PSOB), is secured at all times and requires badge access to enter. To ensure that the appropriate staff member is available, please contact them in advance to schedule a visit.