



Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Robert R. Neall, Secretary

Board of Morticians and Funeral Directors

4201 Patterson Avenue
Baltimore, Maryland 21215-2299

February 14, 2020

Ms. Victoria L. Gruber
Executive Director, Maryland Department of Legislative Services
90 State Circle
Annapolis, Maryland 21401

Re: Report required by SB 548/Ch. 824 (Section 3), 2017, and HB 824/Ch. 823 (Section 3), 2017 (MSAR # 11091)

Dear Ms. Gruber:

The report required by SB 548/Ch. 824 (Section 3), 2017, and HB 824/Ch. 823 (Section 3), 2017 (MSAR # 11091) was due January 1, 2018. Due to 100% employee turnover since enactment of these bills, and the installation of a new Board President, the reporting requirements of this legislation were not realized until notification from Ms. Sarah Albert, Mandated Reports Specialist, Department of Legislative Services on February 5, 2020.

The Board of Morticians and Funeral Directors' (the "Board") requirement was to conduct a workload analysis to determine whether fees collected from each group regulated by the Board adequately reflect the costs associated with regulating that group, and an internal fiscal analysis, including a reassessment of its fee schedule. Subsequently, the Board was required to provide a report on 1) the findings of the Board's workload analysis, 2) internal fiscal analysis and reassessment of its fee schedule, and 3) any proposed changes to the Board's fee schedule. Additionally, the Board was required to provide a status report on filling the then-vacant staff position, and if filled, the impact of filling the position on the Board's expenditures, the fund balance, and the number of overtime hours worked by the Board staff.

Please accept this response to the findings of the Board's workload analysis. It was determined that to properly administer all requirements for the Board, four employees with a forty-hour-per-week schedule are required. Due to lack of filled positions since 2017, current employee costs and fees were used for this analysis. The total cost for four employees' salaries is \$188,587.00 per year. The Board does not receive any funds from the State. The licensing fees produce the required funds to run the Board. The current fee schedule (COMAR 10.29.04.02, effective since February 13, 1995) produced revenues of \$373,955.00 in FY18 and \$696,605.00 in FY19. The FY20 revenues are projected to be \$433,000.00. The Board's expenditures were \$515,850.55 in FY18 and \$629,976.00 in FY19. Revenues and expenditures in FY18 produced a negative

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balance of \$141,895.55. Revenues and expenditures in FY19 produced a positive balance of \$66,089.00. The Maryland Department of Health's fiscal officer for the Health Occupations Boards balanced the budget across multiple boards to eliminate negative balances. The disparity in year-to-year revenues is based on collection of select categories of fees on a two-year cycle; however, the average is not consistent year over year. Based on the revenue-to-expenditure ratio, there is a negative balance that either requires adjustment to the Board's fee schedule, or an adjustment to fees collected for review of applications for approval of Continuing Education Requirements (CEUs).

Please accept this response regarding the status on filling vacant staff positions. The Board requires four full-time employees, to include an Executive Director, Licensing Coordinator, Inspector, and Administrative Support. As of the date of this report, all positions have been filled with the exception of the Administrative Support position. A selection for Administrative Support has been made, but the selected individual declined. Another recruitment has already been initiated. There are no requirements for overtime.

If you have any questions regarding this report, please contact the undersigned at 410-764-4792 or christy.collins@maryland.gov.

Sincerely,

Christy L. Collins, MBA
Executive Director
Maryland State Board of Morticians and Funeral Directors

cc Dr. Mark Bailey, President, Maryland Board of Morticians and Funeral Directors
Deborah Donohue, Assistant Attorney General, Interim Board Counsel, Maryland Board
of Morticians and Funeral Directors
Sarah Albert, Department of Legislative Services (5 copies)