

TFSC Division of Responsibilities

September 12, 2017

In compliance with Tex. Occ. Code Section 651.104, Division of Responsibilities, the Commission sets the following policy:

Commissioners have the following responsibilities:

- Implements Act by passing rules
- Sets annual Commission goals
- Approves Strategic Plan, Legislative Appropriation Request, Operating Budget, Annual Financial Report and other required reports
- Renders decisions on SOAH proposals for decision
- Reviews quarterly performance reports and other operation status reports
- Hires ED and conducts annual performance evaluation of ED
- Chair appoints committees with specific responsibilities to work directly with staff
- Ensures that agency expends its funds appropriately and efficiently and in accordance with state laws
- Monitors standards of the profession
- Sets fees
- Determines licensure status of all applicants with criminal history that includes a felony
- Consults AG General Counsel on agency lawsuits and other legal issues
- Adheres to Commission mission to protect the public

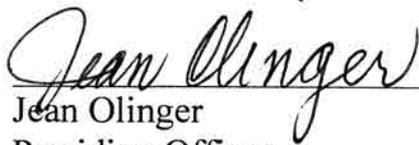
Staff have the following responsibilities:

- Performs all responsibilities in accordance with the Act and Commission rules
- Establishes procedures, documents procedures and adheres to procedures
- Processes applications for licensure
- Investigates complaints
- Inspects all funeral establishments in accordance with law
- Dismisses non-substantiated complaints
- Renews licenses annually
- Collects and processes all required fees
- Drafts and negotiates agreed orders for Executive Director approval
- Adheres to all state and federal laws and directives to state agencies, including but not limited to open records and open meetings and human resource and salary matters

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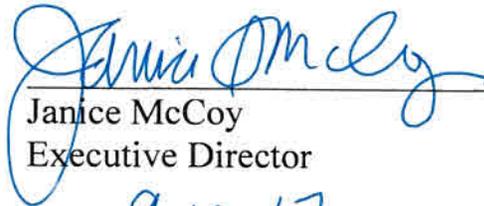
- Expends funds necessary for agency operations in accordance with state laws and state regulations
- Adheres to state financial accounting requirements
- Prepares mandated reports
- Prepares budget request for appropriations
- Informs and makes recommendations to the Commission on various items of relevancy to Commission's mission and responsibilities of the agency
- Determines licensure status of all applicants with criminal history of less than felony
- Responds to all inquiries from the public and other entities



Jean Olinger
Presiding Officer

9-12-17

Date Signed



Janice McCoy
Executive Director

9-12-17

Date Signed