

Legislative Appropriations Request
For Fiscal Years 2022 and 2023

**Submitted to the
Office of the Governor, Budget Division
and the Legislative Budget Board**

by

Texas Funeral Service Commission

Submitted September 23, 2020

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2022-2023 Administrator's Statement

OVERVIEW

The Texas Funeral Service Commission (TFSC) operates under the authority of Texas Occupations Code, Chapter 651; Texas Health and Safety Code, Chapter 716; and Title 22 Texas Administrative Code, Part 10. The TFSC is the licensing and regulatory agency for funeral directors/embalmers and for funeral/commercial embalming/crematory establishments.

The agency's mission statement stresses the agency's mandate to protect the public from deceptive funeral practices so that the disposition of the deceased is conducted by professional and ethical funeral service personnel.

The TFSC serves the public of Texas and is accountable to the public. The TFSC strives to be responsible, ethical and open in its actions, being ever mindful of its obligation to utilize state funds and resources in a cost effective and efficient manner. From the year 2010 – 2015, the fatality rate in Texas rose 11% while the general population grew 9%. It is estimated that there are approximately 29 million people living in Texas (2019) with approximately 1600 licensed funeral establishments.

TFSC performs two statutory functions - licensing and compliance – in order to fulfill its mission. Through its *licensing function*, TFSC is charged with ensuring that well qualified professionals are licensed to serve the public. Through its *compliance function*, TFSC is charged with ensuring that violations of the laws and regulations within the agency's jurisdiction are addressed and that licensees are operating in full compliance with the law.

The agency is self-funded and transfers more than 50 percent of the fees it collects to the General Revenue Fund to be used for other purposes. TFSC licensees pay high fees and expect those fees to go toward appropriately funding the agency so that the agency can effectively and efficiently fulfill its mission.

Commission members are as follows:

Gregory Compean, Presiding Officer	February 1, 2021	Houston
Jon Scepanski, Assistant Presiding Officer	February 1, 2025	Edinburg
Larry Allen	February 1, 2021	Mesquite
Kevin Combest	February 1, 2025	Lubbock
Melanie Grammar,	February 1, 2025	Whitewright
Dianne Hefley	February 1, 2023	Amarillo
Kristin Tips	February 1, 2023	San Antonio

SIGNIFICANT CHANGES IN POLICY

During the 86th interim, the agency experienced a shift in open meeting access, limited physical on-site funeral establishment inspections and in-person continuing education course approvals due to the COVID-19 pandemic.

The Commissioners had approved in September 2019 to adopt a mandatory 4 hours of the 16 hours of required continuing education in person, effective July 1, 2020. With the onset of the COVID-19 pandemic and the state of emergency declaration signed by the Governor, the rule to add the in-person continuing education requirement needed to be repealed. The reasoning for the in-person training was to evaluate the effectiveness of in-person training compared to the on-line training. The perception was that the on-line training was not effective and up to date. The Commissioners approved the proposal for repealing the 4-hour requirement of in-person training during their August 2020 meeting. Once the pandemic has been resolved, the Commissioners may revisit the in-person training requirement.

SIGNIFICANT CHANGES IN PROVISION OF SERVICE

At the beginning of the biennium, the Commissioners released the Executive Director and hired an interim ED to cover the day-to-day operations while they began a search for a new ED. The interim ED subsequently hired a new accounting staff member to replace the accountant who resigned at the end of the calendar year. The Commissioners then hired a new Executive Director who started in the middle of the third quarter. With the start of the Governor's state of emergency declaration that limited all state employees access to their offices and required an agency plan to work remotely the agency employees were not equipped with the necessary technology to work efficiently remotely. The agency had to purchase several new laptops and scanners so that all of the staff could work remotely. Each computer required configuration so that the employees could access the VPN remotely and securely.

In response to the COVID-19 pandemic, the agency employees reduced their physical presence in the office to 40% per workweek. Physical on-site inspections were suspended for 90 days at the start of the pandemic shutdown. Starting with the 4th quarter, most of the agency employees began to work 60% from the office and 40% remotely. However, there are a few high-risk COVID-19 employees who work a maximum of 40% in the office per week. Statute requires a physical inspection for all new funeral establishments applying for licensure. In order to accommodate the request for inspection and the statewide travel restrictions, the agency implemented virtual inspections through a video conferencing platform. This was a temporary solution at the time. However, it demonstrated the new apparent need for the agency's inspectors to be more regionally based. Due to the travel restrictions for state agencies and the concern of employee exposure to COVID-19, the investigations have taken an increased amount of time to resolve. An investigator resigned in the middle of the 3rd quarter and was not replaced until the end of the 4th quarter. Due to the staffing turnover, the performance measure of timely complaint resolution was not met for the FY 2020 and will probably not be met for the FY 2021. The licensees throughout

the state looked to the agency for guidance and direction from the onset of the pandemic. The new Executive Director has been instrumental in writing operating proceedings for the funeral licensees so that they would be able to serve their client families while complying with the federal, state and local health mandates. The ED updated the funeral operating procedures three different times as the health requirements changed. The ED also has been involved with the fatality management process with many of the Regional Advisory Councils (RACs). Traditionally, the funeral licensees have not been included in the fatality management plan, but this pandemic has highlighted the need for their inclusion on a regional level. The agency has provided insight and guidance to the RACs and the coordination of the funeral licensees during this emergency.

The agency made significant changes to how it provides services during the 2019-2020 biennium due to the COVID-19 pandemic. However, with the staffing turnover and the technology limitations, it has been challenging to maintain compliance with the required performance measures and the increased demand for funeral licensure.

Statute provides that funeral establishments licensed by the Commission be inspected every third year. However, in order to meet the agency's performance measure related to inspections, the agency must inspect every establishment annually. The agency would like to make its inspection process more robust and comprehensive. In changing its inspection schedule, the annual performance measure related to inspections would need to be decreased to match statutory guidelines.

EXTERNALITIES

The public expects the TFSC to provide information on death care service and seek redress for damages suffered at the hands of funeral service providers. However, several other entities -- federal, state and local -- regulate certain aspects of the funeral service profession. To address some of the overlap, the TFSC has entered into Memoranda of Understanding with the Department of State Health Services, the Department of Banking and the Department of Insurance to better coordinate the regulation of the funeral service profession. Even with the agreed MOUs, there are still funeral service providers that violate the statutes and rules of the TFSC. Recently, the TFSC released jurisdiction over small cemeteries thus creating a situation where the public has no state agency to submit formal complaints. This unintended consequence of previous legislation should be reversed so that all cemeteries in the State of Texas be accountable to any of the three agencies listed in the MOU previously stated.

The Federal Trade Commission (FTC) is the federal regulatory agency with oversight of the funeral service profession through its Funeral Rule (1984). The TFSC has adopted several rules to ensure compliance with the FTC's Funeral Rule. The FTC recently concluded public review of the Funeral Rule and the FTC is reviewing all comments with possible incorporation and updates. Any changes made on the federal level would require the TFSC to update its rules and regulations.

Senate Finance Committee Request

In response to the Senate Finance Committee request to lower the agency's licensing fees to a level of 75% of the national average, the TFSC is unable to accomplish that request. In funeral service, each state sets its own licensing fee based on new individual applicant, individual licensee (funeral director, embalmer or dual license), renewal of individual license, reinstatement of individual license, provisional individual license, renewal of individual provisional license, funeral establishment, commercial embalming facility and crematory facility. Many states have a time limit on the license period (one year renewal, two year renewal, etc.) while some have a different fee associated with a license status of age of the individual. There is no method of collecting this data through the national regulatory agency since there are so many variables.

PURPOSE OF NEW FUNDING

- The *first exceptional* item being requested is an additional \$50,000 in General Revenue funding in order to appropriately furnish the new allocated office space in the George Bush Building at 1801 Congress, Austin. The agency is currently located in the Hobby Building. Per the recommendation of the TFC, each agency is to leave all existing furniture in the Hobby Building and purchase new, updated Furniture, Fixtures and Equipment. The agency has been assigned 6 offices, a reception area, an office machine work area, storage/file cabinet room and 4 cubicle offices. The agency will be purchasing standard desks, task chair, filing cabinet, credenza and bookshelf. The ED's office will also include a small meeting table and four chairs. The reception area will have 2 chairs, a two-seat settee and an end table. The Cubicle offices are furnished with system furniture without the individual task chair. The TFC will be moving four storage shelves and various portable tables that the agency has.
- The *second exceptional* item being requested is an additional \$78,904 in General Revenue funding in order to adequately recruit and compensate an Administrative Assistant I and four part-time inspector II position. The Administrative Assistant I position has not be filled for more than three biennium cycles. It was most recently added to the 2020-2021 5% budget reduction request from the Governor's office this past Summer 2020. This position is critical to the interaction with the licensees and the public at the agency. A concern from the public for several years has been the lack of the agency's ability to answer phone inquiries and emails in a timely fashion. Currently, the phone calls duties are being shared by three employees in addition to their already assigned responsibilities. This position also reviews Continuing Education Courses that are submitted for approval as well as this position ships the consumer brochures to the licensed funeral establishments. Even though the consumer brochures are available online for the licensed funeral establishments to print, many funeral establishments order the brochure out of an abundance of caution to confirm that they have the most accurate information that is required by statute. The four part-time Inspector II positions are being requested as part of the agency's after action plan from the COVID-19 pandemic. During the first 90 days of the emergency declaration, the agency's inspectors were not visiting the licensed funeral establishments. As the

pandemic gained consumer awareness and severity, more consumer concerns and complaints were filed with the agency due to the public concern over the handling of COVID-19 remains and the social restrictions that were placed on the licensed funeral establishments. During an after action planning meeting, the licensed funeral establishments were divided along the lines of the Regional Advisory Council emergency districts. There are 16 RACs and the agency created six TFSC inspection regions. Each inspection region would have an agency inspector locally based so that as the inspection needs arise or consumer complaints are filed, there will be a swifter agency response to the situation. This plan also supports the agency's performance measures for completing on-site physical inspections of all licensed funeral establishments annually. This approach to locally based agency inspectors is successfully implemented in several states with similar numbers of licensed establishments. Currently, there are approximately 1600 licensed funeral establishments in the state.

- The *third* exceptional item request is for HPC operational costs. HPC is funded by its members agencies. As HPC costs increase, a corresponding increase is needed in the member agencies budget to fund the cost increases. To cover the increase in fiscal 2022, \$3,044 of additional funding is needed, for fiscal year 2023, \$19,604 of additional funding is needed to cover TSFC's share of the HPC base request increase.
- The *fourth* exceptional item request is for funding for HPC's exceptional item request that it is making on its LAR. HPC is requesting an exceptional item in its LAR for an upgrade to the regulatory database and an FTE position to maintain the project. The HPC member agencies need additional funding if HPC is granted its exceptional item request. For TSFC, the increase would be \$8,291 in fiscal year 2022 and \$2,637 in fiscal year 2023.
- The *fifth* exceptional item being requested is an additional \$5,411 in General Revenue funding in order to adequately recruit and compensate the Executive Director. The requested increase in salary is based on additional education and years of managerial experience in the funeral service profession. This request is also an attempt to remain competitive in attracting quality executive staff.

FIVE PERCENT REDUCTION

The identified reduction will focus on the Administrative Operating Expense of the TFSC. In the most recent TFSC Strategic Plan 2021-2025, there were 11 classified employees identified. Currently, there are two classified employee positions that have not been filled: Investigator I and an Administrative Assistance I. As a result of the May 20, 2020 Budget reduction request letter, the TFSC has instituted a hiring freeze for these two position. Prior to the COVID-19 pandemic, the TFSC had planned to fill those positions in order to successfully complete the agency's performance measures.

The third quarter performance measures have been adversely impacted by the agency's inability to fill the identified positions. The target performance measure of the number of pending complaints through three quarters is 26. There are currently 178 pending complaints, which is 684% of the target goal. The target performance measure of the average time for a complaint to be resolved is 120 days. The current average time for complaint resolution is 137 days, which is 114% of the target goal. These two performance measures have not been able to be satisfactorily completed due to the agency's inability to fill the two identified positions. The Administrative Assistant position is the primary point of contact between the agency and the public. Without this position, the other employees in the office share the duties of answering the incoming phone calls, US mail retrieval and delivery, processing of duplicate license request and verification of continuing education course submission.

As a compromise to lowering the number of pending complaints, a current inspector has reduced the number of annual on-site establishment inspections, which they complete, and has been trained to complete the lesser investigations. Along with this cross training, the agency goal is to physically inspect all funeral establishments on an annual basis. However, recently our agency rule was updated to allow for physical on-site funeral establishment inspections up to every three years. The low risk funeral establishments have been identified within the agency's database and if necessary, their annual inspection will be moved to next year so that the high-risk facilities will be inspected and evaluated. This decision maintains the agency's goal and purpose of protecting the consumers as well as reducing the cost of travel expenses.

EXEMPT POSITIONS

The agency has one exempt position – the Executive Director. The State Auditor published Report #20-706 in August 2020 outlining the Executive Compensation at State Agencies. The ED for the TFSC is below the market average for annual salary. The requested increase in salary is based on additional education and years of managerial experience in the funeral service profession. This request is also an attempt to remain competitive in attracting quality executive staff.

CRIMINAL BACKGROUND CHECKS

The Commission secures background checks on all initial applications for licensure which includes applicants for reinstatement, reciprocal applicants and provisional applicants. The Commission also secures a background check for any individual requesting a criminal history evaluation under Tex. Occ. Code Chapter 53. Statutory authority is found in Tex. Govt. Code §§411.122 and 411.087. The agency does not secure criminal background checks on current licenses. However, the agency does participate in the DPS/FBI *rap back* program to determine if a licensee has a new criminal history record since becoming licensed with the agency.

Applicants for licensure and licensees are required to report any criminal conviction to the Commission. Failure report a criminal conviction could result in the denial of a license or in a license being revoked or suspended.

HEALTH PROFESSIONS COUNCIL

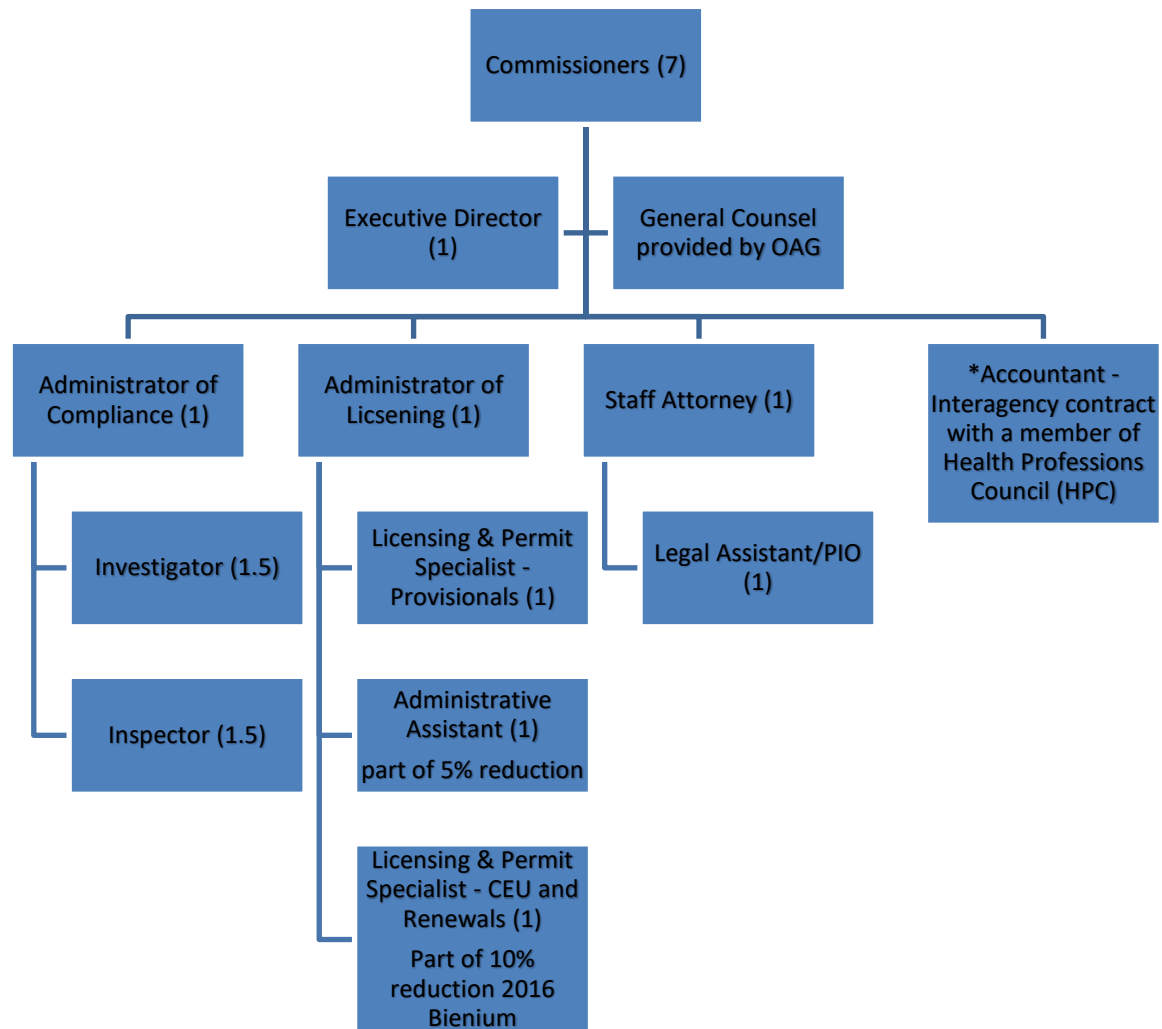
TFSC is a member of the Health Professions Council (HPC). The TFSC transfers funds through appropriations made to TFSC through an interagency contract with HPC for a prorated share of HPC's operating budget. HPC is anticipating the cost per agency to utilize the server room and have the necessary space to house the physical hardware to support the database functions of the HPC at \$24,000 annual.

CAPPS

TFSC has started the transition to CAPPS Financials during the 2022-2023 biennium. This training and transition will utilize a large amount of dedicated resources with the accounting staff and the Executive Director.

CONCLUSION

TFSC Commissioners and staff are working together to improve the agency and to demonstrate the agency's commitment to consumer advocacy and its dedication to high industry professional and funeral service standards. This past year has been a challenge with the change in agency leadership and the COVID-19 pandemic. This LAR represents an aggressive but necessary plan to bring the agency to a working level that best supports the public, the funeral licensees and the legislative mandates. The Legislature's support of the proposed budget and exceptional items will ensure the TFSC continues to meet performance measures, protect consumers and serve its licensees in the most efficient and effective manner.



Budget Overview - Biennial Amounts
87th Regular Session, Agency Submission, Version 1
Automated Budget and Evaluation System of Texas (ABEST)

513 Funeral Service Commission

Appropriation Years: 2022-23

	GENERAL REVENUE FUNDS		GR DEDICATED		FEDERAL FUNDS		OTHER FUNDS		ALL FUNDS		EXCEPTIONAL ITEM FUNDS
	2020-21	2022-23	2020-21	2022-23	2020-21	2022-23	2020-21	2022-23	2020-21	2022-23	2022-23
Goal: 1. Manage Examination/Licensure to Develop Competent & Ethical Licensees											
1.1.1. Licensing Requirements	476,243	476,243					174,200	174,200	650,443	650,443	85,519
1.1.2. Texas.Gov	93,000	93,000							93,000	93,000	
Total, Goal	569,243	569,243					174,200	174,200	743,443	743,443	85,519
Goal: 2. To Aggressively & Effectively Provide Enforcement & Protect the Public											
2.1.1. Inspections	369,124	369,124							369,124	369,124	124,207
2.2.1. Rule Compliance	535,440	535,440							535,440	535,440	42,480
Total, Goal	904,564	904,564							904,564	904,564	166,687
Total, Agency	1,473,807	1,473,807					174,200	174,200	1,648,007	1,648,007	252,206
Total FTEs									10.0	11.0	0.0

2.A. Summary of Base Request by Strategy

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Automated Budget and Evaluation System of Texas (ABEST)

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Goal / Objective / STRATEGY	Exp 2019	Est 2020	Bud 2021	Req 2022	Req 2023
1 Manage Examination/Licensure to Develop Competent & Ethical Licensees					
1 <i>Ensure Licensing Functions Managed in Timely & Cost-effective Manner</i>					
1 LICENSING REQUIREMENTS	307,712	310,867	339,576	325,222	325,221
2 TEXAS.GOV	49,818	46,500	46,500	46,500	46,500
TOTAL, GOAL 1	\$357,530	\$357,367	\$386,076	\$371,722	\$371,721
2 To Aggressively & Effectively Provide Enforcement & Protect the Public					
1 <i>Inspect Licensed Facilities</i>					
1 INSPECTIONS	194,593	184,569	184,555	184,562	184,562
2 <i>Investigation and Due Process for All Complaints</i>					
1 RULE COMPLIANCE	276,317	247,704	287,736	267,720	267,720
TOTAL, GOAL 2	\$470,910	\$432,273	\$472,291	\$452,282	\$452,282
TOTAL, AGENCY STRATEGY REQUEST	\$828,440	\$789,640	\$858,367	\$824,004	\$824,003

2.A. Summary of Base Request by Strategy

9/22/2020 3:09:09PM

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Automated Budget and Evaluation System of Texas (ABEST)

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Goal / Objective / STRATEGY	Exp 2019	Est 2020	Bud 2021	Req 2022	Req 2023
TOTAL, AGENCY RIDER APPROPRIATIONS REQUEST*				\$0	\$0
GRAND TOTAL, AGENCY REQUEST	\$828,440	\$789,640	\$858,367	\$824,004	\$824,003
<u>METHOD OF FINANCING:</u>					
General Revenue Funds:					
1 General Revenue Fund	749,257	702,540	771,267	736,904	736,903
SUBTOTAL	\$749,257	\$702,540	\$771,267	\$736,904	\$736,903
Other Funds:					
666 Appropriated Receipts	79,183	87,100	87,100	87,100	87,100
SUBTOTAL	\$79,183	\$87,100	\$87,100	\$87,100	\$87,100
TOTAL, METHOD OF FINANCING	\$828,440	\$789,640	\$858,367	\$824,004	\$824,003

*Rider appropriations for the historical years are included in the strategy amounts.

2.B. Summary of Base Request by Method of Finance
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Automated Budget and Evaluation System of Texas (ABEST)

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Agency code: 513	Agency name: Funeral Service Commission				
METHOD OF FINANCING	Exp 2019	Est 2020	Bud 2021	Req 2022	Req 2023
<u>GENERAL REVENUE</u>					
<u>1</u> General Revenue Fund					
<i>REGULAR APPROPRIATIONS</i>					
Regular Appropriations from MOF Table (2018-19 GAA)	\$747,267	\$0	\$0	\$0	\$0
Regular Appropriations from MOF Table (2020-21 GAA)	\$0	\$771,266	\$771,267	\$0	\$0
Regular Appropriations (2022-23 GAA0	\$0	\$0	\$0	\$736,904	\$736,903
<i>RIDER APPROPRIATION</i>					
Art IX, Sec 9.05, Texas.gov Project: Occupational Licenses (2018-19 GAA)	\$3,318	\$0	\$0	\$0	\$0
<i>LAPSED APPROPRIATIONS</i>					
Regular Appropriations from MOF Table (2018-19 GAA)	\$(1,328)	\$0	\$0	\$0	\$0
5% Mandatory Reduction					

2.B. Summary of Base Request by Method of Finance
87th Regular Session, Agency Submission, Version 1
Automated Budget and Evaluation System of Texas (ABEST)

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Agency code: 513		Agency name: Funeral Service Commission				
METHOD OF FINANCING		Exp 2019	Est 2020	Bud 2021	Req 2022	Req 2023
<u>GENERAL REVENUE</u>						
		\$0	\$(28,651)	\$0	\$0	\$0
Comments: Administrative Assistant -						
5% Mandatory Reduction						
		\$0	\$(40,075)	\$0	\$0	\$0
Comments: Investigator - Inspections						
TOTAL,	General Revenue Fund					
		\$749,257	\$702,540	\$771,267	\$736,904	\$736,903
TOTAL, ALL	GENERAL REVENUE					
		\$749,257	\$702,540	\$771,267	\$736,904	\$736,903

OTHER FUNDS

666 Appropriated Receipts
REGULAR APPROPRIATIONS

Regular Appropriations from MOF Table (2018-19 GAA)

\$73,500	\$0	\$0	\$0	\$0
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Regular Appropriations from MOF Table (2020-21 GAA)

\$0	\$87,100	\$87,100	\$0	\$0
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2.B. Summary of Base Request by Method of Finance

9/22/2020 3:09:11PM

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Automated Budget and Evaluation System of Texas (ABEST)

Agency code: 513		Agency name: Funeral Service Commission				
METHOD OF FINANCING		Exp 2019	Est 2020	Bud 2021	Req 2022	Req 2023
<u>OTHER FUNDS</u>						
Regular Appropriations (2022-23 GAA)		\$0	\$0	\$0	\$87,100	\$87,100
<i>RIDER APPROPRIATION</i>						
Art IX, Sec 12.02, Publications or Sales of Records (2018-19 GAA)		\$5,683	\$0	\$0	\$0	\$0
Comments: Fees collected for sales of Fact about Funerals publications exceeded estimates						
TOTAL,	Appropriated Receipts	\$79,183	\$87,100	\$87,100	\$87,100	\$87,100
TOTAL, ALL	OTHER FUNDS	\$79,183	\$87,100	\$87,100	\$87,100	\$87,100
GRAND TOTAL		\$828,440	\$789,640	\$858,367	\$824,004	\$824,003

2.B. Summary of Base Request by Method of Finance

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87th Regular Session, Agency Submission, Version 1

Automated Budget and Evaluation System of Texas (ABEST)

Agency code: 513	Agency name: Funeral Service Commission				
METHOD OF FINANCING	Exp 2019	Est 2020	Bud 2021	Req 2022	Req 2023
FULL-TIME-EQUIVALENT POSITIONS					
REGULAR APPROPRIATIONS					
Regular Appropriations from MOF Table (2018-19 GAA)	12.0	0.0	0.0	0.0	0.0
Regular Appropriations from MOF Table (2020-21 GAA)	0.0	12.0	12.0	0.0	0.0
Regular Appropriations (2022-23 GAA)	0.0	0.0	0.0	11.0	11.0
LAPSED APPROPRIATIONS					
5% Mandatory Reduction	0.0	(0.7)	0.0	0.0	0.0
Comments: Admin Asstnt Licensing					
5% Mandatory Reduction	0.0	(1.0)	(1.0)	0.0	0.0
Comments: Investigator - Inspections					
UNAUTHORIZED NUMBER OVER (BELOW) CAP					
Unauthorize number over (below) Cap	(1.0)	0.0	0.0	0.0	0.0
Comments: Agency elected not fill vacancy position 2018-2019.					
Unauthorize number below Cap.	0.0	(1.0)	(1.0)	0.0	0.0
Comments: Agency had vacancies that were not fulfilled.					
TOTAL, ADJUSTED FTES	11.0	9.3	10.0	11.0	11.0

2.B. Summary of Base Request by Method of Finance

9/22/2020 3:09:11PM

87th Regular Session, Agency Submission, Version 1

Automated Budget and Evaluation System of Texas (ABEST)

Agency code: **513**

Agency name: **Funeral Service Commission**

METHOD OF FINANCING

Exp 2019

Est 2020

Bud 2021

Req 2022

Req 2023

**NUMBER OF 100% FEDERALLY FUNDED
FTEs**

2.C. Summary of Base Request by Object of Expense

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Automated Budget and Evaluation System of Texas (ABEST)**513 Funeral Service Commission**

OBJECT OF EXPENSE	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023
1001 SALARIES AND WAGES	\$546,799	\$481,904	\$573,721	\$573,721	\$573,721
1002 OTHER PERSONNEL COSTS	\$67,640	\$67,446	\$24,976	\$24,018	\$24,700
2001 PROFESSIONAL FEES AND SERVICES	\$21,042	\$0	\$23,050	\$11,189	\$11,189
2003 CONSUMABLE SUPPLIES	\$5,524	\$3,744	\$12,150	\$5,075	\$5,075
2004 UTILITIES	\$2,893	\$2,966	\$3,500	\$3,500	\$3,500
2005 TRAVEL	\$47,358	\$36,104	\$38,600	\$38,600	\$38,600
2006 RENT - BUILDING	\$394	\$410	\$650	\$650	\$650
2007 RENT - MACHINE AND OTHER	\$2,421	\$2,229	\$3,500	\$3,500	\$3,500
2009 OTHER OPERATING EXPENSE	\$134,369	\$194,837	\$178,220	\$163,751	\$163,068
OOE Total (Excluding Riders)	\$828,440	\$789,640	\$858,367	\$824,004	\$824,003
OOE Total (Riders)					
Grand Total	\$828,440	\$789,640	\$858,367	\$824,004	\$824,003

2.D. Summary of Base Request Objective Outcomes

9/23/2020 11:33:20AM

87th Regular Session, Agency Submission, Version 1
Automated Budget and Evaluation system of Texas (ABEST)

513 Funeral Service Commission					
Goal/ Objective / Outcome	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023
1 Manage Examination/Licensure to Develop Competent & Ethical Licensees					
1 Ensure Licensing Functions Managed in Timely & Cost-effective Manner					
KEY 1 Percent of Licensees with No Recent Violations					
	99.00%	99.40%	98.00%	98.00%	98.00%
KEY 2 Percent of Licensees Who Renew Online					
	83.00%	84.00%	86.00%	86.00%	86.00%
2 To Aggressively & Effectively Provide Enforcement & Protect the Public					
1 Inspect Licensed Facilities					
1 % of Licensed Facilities Found to Be Noncompliant During Inspection					
	0.00%	0.40%	0.40%	0.40%	0.40%
2 Investigation and Due Process for All Complaints					
KEY 1 Percent of Complaints Resulting in Disciplinary Action					
	41.00%	22.00%	40.00%	40.00%	40.00%
2 Recidivism Rate for Those Receiving Disciplinary Action					
	0.00%	19.30%	20.00%	20.00%	20.00%
KEY 3 Percent of Complaints Resolved within 6 Months					
	86.00%	66.00%	80.00%	80.00%	80.00%

2.E. Summary of Exceptional Items Request
87th Regular Session, Agency Submission, Version 1
Automated Budget and Evaluation System of Texas (ABEST)

DATE: 9/22/2020
TIME : 3:09:12PM

Agency code: **513**

Agency name: **Funeral Service Commission**

		2022			2023			Biennium	
Priority	Item	GR and GR/GR Dedicated	All Funds	FTEs	GR and GR Dedicated	All Funds	FTEs	GR and GR Dedicated	All Funds
1	Move	\$50,000	\$50,000		\$0	\$0		\$50,000	\$50,000
2	Admin Asstnt and 4 Pt Inspectors	\$78,904	\$78,904	0.0	\$78,904	\$78,904	0.0	\$157,808	\$157,808
3	HPC Base Operational Cost Increase	\$3,044	\$3,044		\$19,604	\$19,604		\$22,648	\$22,648
4	HPC Database Upgrade	\$8,291	\$8,291		\$2,637	\$2,637		\$10,928	\$10,928
5	ED Increase	\$5,411	\$5,411		\$5,411	\$5,411		\$10,822	\$10,822
Total, Exceptional Items Request		\$145,650	\$145,650	0.0	\$106,556	\$106,556	0.0	\$252,206	\$252,206
Method of Financing									
	General Revenue	\$145,650	\$145,650		\$106,556	\$106,556		\$252,206	\$252,206
	General Revenue - Dedicated								
	Federal Funds								
	Other Funds								
		\$145,650	\$145,650		\$106,556	\$106,556		\$252,206	\$252,206
Full Time Equivalent Positions				0.0				0.0	
Number of 100% Federally Funded FTEs									

2.F. Summary of Total Request by Strategy
87th Regular Session, Agency Submission, Version 1
Automated Budget and Evaluation System of Texas (ABEST)

DATE : 9/22/2020
TIME : 3:09:12PM

Agency code: 513	Agency name: Funeral Service Commission					
	Base	Base	Exceptional	Exceptional	Total Request	Total Request
Goal/Objective/STRATEGY						
1 Manage Examination/Licensure to Develop Competent & Ethical Licensure						
1 <i>Ensure Licensing Functions Managed in Timely & Cost-effective Manner</i>						
1 LICENSING REQUIREMENTS	\$325,222	\$325,221	\$49,601	\$35,918	\$374,823	\$361,139
2 TEXAS.GOV	46,500	46,500	0	0	46,500	46,500
TOTAL, GOAL 1	\$371,722	\$371,721	\$49,601	\$35,918	\$421,323	\$407,639
2 To Aggressively & Effectively Provide Enforcement & Protect the Public						
1 <i>Inspect Licensed Facilities</i>						
1 INSPECTIONS	184,562	184,562	66,013	58,194	250,575	242,756
2 <i>Investigation and Due Process for All Complaints</i>						
1 RULE COMPLIANCE	267,720	267,720	30,036	12,444	297,756	280,164
TOTAL, GOAL 2	\$452,282	\$452,282	\$96,049	\$70,638	\$548,331	\$522,920
TOTAL, AGENCY STRATEGY REQUEST	\$824,004	\$824,003	\$145,650	\$106,556	\$969,654	\$930,559
TOTAL, AGENCY RIDER APPROPRIATIONS REQUEST						
GRAND TOTAL, AGENCY REQUEST	\$824,004	\$824,003	\$145,650	\$106,556	\$969,654	\$930,559

2.F. Summary of Total Request by Strategy
87th Regular Session, Agency Submission, Version 1
Automated Budget and Evaluation System of Texas (ABEST)

DATE : 9/22/2020
TIME : 3:09:12PM

Agency code: 513		Agency name: Funeral Service Commission					
Goal/Objective/STRATEGY		Base	Base	Exceptional	Exceptional	Total Request	Total Request
General Revenue Funds:							
1	General Revenue Fund	\$736,904	\$736,903	\$145,650	\$106,556	\$882,554	\$843,459
		\$736,904	\$736,903	\$145,650	\$106,556	\$882,554	\$843,459
Other Funds:							
666	Appropriated Receipts	87,100	87,100	0	0	87,100	87,100
		\$87,100	\$87,100	\$0	\$0	\$87,100	\$87,100
TOTAL, METHOD OF FINANCING		\$824,004	\$824,003	\$145,650	\$106,556	\$969,654	\$930,559
FULL TIME EQUIVALENT POSITIONS		11.0	11.0	0.0	0.0	11.0	11.0

2.G. Summary of Total Request Objective Outcomes
87th Regular Session, Agency Submission, Version 1
Automated Budget and Evaluation system of Texas (ABEST)

Date : 9/23/2020
Time: 11:34:34AM

Agency code: **513**

Agency name: **Funeral Service Commission**

Goal/ Objective / Outcome

		BL 2022	BL 2023	Excp 2022	Excp 2023	Total Request 2022	Total Request 2023
1	Manage Examination/Licensure to Develop Competent & Ethical Licensees						
1	<i>Ensure Licensing Functions Managed in Timely & Cost-effective Manner</i>						
KEY	1 Percent of Licensees with No Recent Violations						
		98.00%	98.00%			98.00%	98.00%
KEY	2 Percent of Licensees Who Renew Online						
		86.00%	86.00%			86.00%	86.00%
2	To Aggressively & Effectively Provide Enforcement & Protect the Public						
1	<i>Inspect Licensed Facilities</i>						
	1 % of Licensed Facilities Found to Be Noncompliant During Inspection						
		0.40%	0.40%			0.40%	0.40%
2	<i>Investigation and Due Process for All Complaints</i>						
KEY	1 Percent of Complaints Resulting in Disciplinary Action						
		40.00%	40.00%			40.00%	40.00%
	2 Recidivism Rate for Those Receiving Disciplinary Action						
		20.00%	20.00%			20.00%	20.00%
KEY	3 Percent of Complaints Resolved within 6 Months						
		80.00%	80.00%			80.00%	80.00%

513 Funeral Service Commission

GOAL: 1 Manage Examination/Licensure to Develop Competent & Ethical Licensees
OBJECTIVE: 1 Ensure Licensing Functions Managed in Timely & Cost-effective Manner
STRATEGY: 1 Issue and Renew Licenses, Monitor Continuing Education

Service Categories:

Service: 16 Income: A.2 Age: B.3

CODE	DESCRIPTION	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023
Output Measures:						
KEY 1	Number of New Licenses Issued to Individuals	435.00	387.00	380.00	380.00	380.00
KEY 2	Number of Individual Licenses Renewed	2,409.00	2,314.00	2,250.00	2,250.00	2,250.00
KEY 3	Number of New Licenses Issued to Facilities	59.00	61.00	80.00	80.00	80.00
KEY 4	Number of Facility Licenses Renewed	1,681.00	1,592.00	750.00	750.00	750.00
Explanatory/Input Measures:						
KEY 1	Total Number of Individuals Licensed	5,308.00	5,364.00	5,025.00	5,025.00	5,025.00
KEY 2	Total Number of Facilities Licensed	1,645.00	1,648.00	1,625.00	1,625.00	1,625.00
Objects of Expense:						
1001	SALARIES AND WAGES	\$211,714	\$180,773	\$215,821	\$215,821	\$215,821
1002	OTHER PERSONNEL COSTS	\$27,019	\$26,003	\$10,192	\$10,038	\$10,200
2001	PROFESSIONAL FEES AND SERVICES	\$7,307	\$0	\$8,150	\$5,150	\$5,150
2003	CONSUMABLE SUPPLIES	\$5,325	\$3,736	\$12,000	\$5,000	\$5,000
2004	UTILITIES	\$993	\$1,100	\$1,500	\$1,500	\$1,500
2005	TRAVEL	\$12,072	\$12,389	\$13,500	\$13,500	\$13,500
2006	RENT - BUILDING	\$138	\$277	\$350	\$350	\$350
2007	RENT - MACHINE AND OTHER	\$2,421	\$2,229	\$3,500	\$3,500	\$3,500
2009	OTHER OPERATING EXPENSE	\$40,723	\$84,360	\$74,563	\$70,363	\$70,200

513 Funeral Service Commission

GOAL: 1 Manage Examination/Licensure to Develop Competent & Ethical Licensees
OBJECTIVE: 1 Ensure Licensing Functions Managed in Timely & Cost-effective Manner
STRATEGY: 1 Issue and Renew Licenses, Monitor Continuing Education

Service Categories:

Service: 16 Income: A.2 Age: B.3

CODE	DESCRIPTION	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023
TOTAL, OBJECT OF EXPENSE		\$307,712	\$310,867	\$339,576	\$325,222	\$325,221
Method of Financing:						
1	General Revenue Fund	\$228,529	\$223,767	\$252,476	\$238,122	\$238,121
SUBTOTAL, MOF (GENERAL REVENUE FUNDS)		\$228,529	\$223,767	\$252,476	\$238,122	\$238,121
Method of Financing:						
666	Appropriated Receipts	\$79,183	\$87,100	\$87,100	\$87,100	\$87,100
SUBTOTAL, MOF (OTHER FUNDS)		\$79,183	\$87,100	\$87,100	\$87,100	\$87,100
TOTAL, METHOD OF FINANCE (INCLUDING RIDERS)					\$325,222	\$325,221
TOTAL, METHOD OF FINANCE (EXCLUDING RIDERS)		\$307,712	\$310,867	\$339,576	\$325,222	\$325,221
FULL TIME EQUIVALENT POSITIONS:		4.4	3.7	4.4	4.4	4.4
STRATEGY DESCRIPTION AND JUSTIFICATION:						

513 Funeral Service Commission

GOAL: 1 Manage Examination/Licensure to Develop Competent & Ethical Licensees
OBJECTIVE: 1 Ensure Licensing Functions Managed in Timely & Cost-effective Manner Service Categories:
STRATEGY: 1 Issue and Renew Licenses, Monitor Continuing Education Service: 16 Income: A.2 Age: B.3

CODE	DESCRIPTION	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023
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Through its licensing function, the Texas Funeral Service Commission is charged with ensuring only well qualified professionals are licensed to serve the public . This charge is met through a comprehensive provisional licensing program for new licensees and through a continuing education program for current licensees . Both programs ensure all individuals have the necessary skills and knowledge to be funeral directors and embalmers. The agency’s licensing function contributes to the state’s goal of ensuring Texans are effectively and efficiently served by high-quality professionals and businesses by implementing clear standards, establishing market-based solutions and reducing regulatory burdens.

EXTERNAL/INTERNAL FACTORS IMPACTING STRATEGY:

Workload will continue to increase as the population of the state continues to grow . Higher population means a higher death rate which will require more qualified and licensed death care providers. The TFSC depends on its trained and qualified staff to issue licenses in a timely manner.

EXPLANATION OF BIENNIAL CHANGE (includes Rider amounts):

<u>STRATEGY BIENNIAL TOTAL - ALL FUNDS</u>		<u>BIENNIAL CHANGE</u>	<u>EXPLANATION OF BIENNIAL CHANGE</u>	
<u>Base Spending (Est 2020 + Bud 2021)</u>	<u>Baseline Request (BL 2022 + BL 2023)</u>		<u>\$ Amount</u>	<u>Explanation(s) of Amount (must specify MOFs and FTEs)</u>
\$650,443	\$650,443	\$0		
			\$0	Total of Explanation of Biennial Change

513 Funeral Service Commission

GOAL: 1 Manage Examination/Licensure to Develop Competent & Ethical Licensees
OBJECTIVE: 1 Ensure Licensing Functions Managed in Timely & Cost-effective Manner
STRATEGY: 2 Texas.gov. Estimated and Nontransferable

Service Categories:

Service: 16 Income: A.2 Age: B.3

CODE	DESCRIPTION	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023
Objects of Expense:						
2009	OTHER OPERATING EXPENSE	\$49,818	\$46,500	\$46,500	\$46,500	\$46,500
TOTAL, OBJECT OF EXPENSE		\$49,818	\$46,500	\$46,500	\$46,500	\$46,500
Method of Financing:						
1	General Revenue Fund	\$49,818	\$46,500	\$46,500	\$46,500	\$46,500
SUBTOTAL, MOF (GENERAL REVENUE FUNDS)		\$49,818	\$46,500	\$46,500	\$46,500	\$46,500
TOTAL, METHOD OF FINANCE (INCLUDING RIDERS)					\$46,500	\$46,500
TOTAL, METHOD OF FINANCE (EXCLUDING RIDERS)		\$49,818	\$46,500	\$46,500	\$46,500	\$46,500

FULL TIME EQUIVALENT POSITIONS:

STRATEGY DESCRIPTION AND JUSTIFICATION:

Statute mandates the Texas Funeral Service Commission collect fees for the usage of the online renewal/original application system. The usage fee is collected whether the licensee renews online or in paper form. The agency no longer uses the online system for original applications due to the nature of information that must be provided by the applicants during the process.

513 Funeral Service Commission

GOAL: 1 Manage Examination/Licensure to Develop Competent & Ethical Licensees
OBJECTIVE: 1 Ensure Licensing Functions Managed in Timely & Cost-effective Manner Service Categories:
STRATEGY: 2 Texas.gov. Estimated and Nontransferable Service: 16 Income: A.2 Age: B.3

CODE	DESCRIPTION	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023
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EXTERNAL/INTERNAL FACTORS IMPACTING STRATEGY:

The agency strongly encourages its licensees to renew online through its renewal postcards. The agency's usage rate for online renewals is 84 percent.

EXPLANATION OF BIENNIAL CHANGE (includes Rider amounts):

<u>STRATEGY BIENNIAL TOTAL - ALL FUNDS</u>		<u>BIENNIAL CHANGE</u>	<u>EXPLANATION OF BIENNIAL CHANGE</u>	
<u>Base Spending (Est 2020 + Bud 2021)</u>	<u>Baseline Request (BL 2022 + BL 2023)</u>		<u>\$ Amount</u>	<u>Explanation(s) of Amount (must specify MOFs and FTEs)</u>
\$93,000	\$93,000	\$0		
			\$0	Total of Explanation of Biennial Change

513 Funeral Service Commission

GOAL: 2 To Aggressively & Effectively Provide Enforcement & Protect the Public

OBJECTIVE: 1 Inspect Licensed Facilities

Service Categories:

STRATEGY: 1 Provide Enforcement through Inspections

Service: 16

Income: A.2

Age: B.3

CODE	DESCRIPTION	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023
Output Measures:						
KEY 1	Number of Establishments Inspected	1,026.00	704.00	1,000.00	1,000.00	1,000.00
Objects of Expense:						
1001	SALARIES AND WAGES	\$121,834	\$114,723	\$130,000	\$130,000	\$130,000
1002	OTHER PERSONNEL COSTS	\$16,414	\$17,093	\$5,700	\$5,550	\$5,900
2001	PROFESSIONAL FEES AND SERVICES	\$4,340	\$0	\$5,250	\$5,000	\$5,000
2003	CONSUMABLE SUPPLIES	\$40	\$8	\$150	\$75	\$75
2004	UTILITIES	\$1,479	\$1,457	\$1,500	\$1,500	\$1,500
2005	TRAVEL	\$35,198	\$23,628	\$25,000	\$25,000	\$25,000
2006	RENT - BUILDING	\$79	\$41	\$100	\$100	\$100
2009	OTHER OPERATING EXPENSE	\$15,209	\$27,619	\$16,855	\$17,337	\$16,987
TOTAL, OBJECT OF EXPENSE		\$194,593	\$184,569	\$184,555	\$184,562	\$184,562
Method of Financing:						
1	General Revenue Fund	\$194,593	\$184,569	\$184,555	\$184,562	\$184,562
SUBTOTAL, MOF (GENERAL REVENUE FUNDS)		\$194,593	\$184,569	\$184,555	\$184,562	\$184,562

513 Funeral Service Commission

GOAL: 2 To Aggressively & Effectively Provide Enforcement & Protect the Public
OBJECTIVE: 1 Inspect Licensed Facilities
STRATEGY: 1 Provide Enforcement through Inspections

Service Categories:

Service: 16 Income: A.2 Age: B.3

CODE	DESCRIPTION	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023
TOTAL, METHOD OF FINANCE (INCLUDING RIDERS)					\$184,562	\$184,562
TOTAL, METHOD OF FINANCE (EXCLUDING RIDERS)		\$194,593	\$184,569	\$184,555	\$184,562	\$184,562
FULL TIME EQUIVALENT POSITIONS:		2.8	1.4	1.4	2.4	2.4

STRATEGY DESCRIPTION AND JUSTIFICATION:

Through its compliance function, the Texas Funeral Service Commission is charged with ensuring licensees are operating in full compliance with the law through a vigorous inspection process. Statutorily mandated risk based inspections of all licensed establishments are conducted at least once every three years. The inspection process includes a survey of the physical plant, a check of a sample of case files and a comprehensive review of all required documents. The agency's compliance function contributes to the state's goal of ensuring Texans are effectively and efficiently served by high-quality professionals and businesses by implementing clear standards, establishing market-based solutions and ensuring compliance.

EXTERNAL/INTERNAL FACTORS IMPACTING STRATEGY:

Workload will continue to increase as the population of the state continues to grow. Higher population means a higher death rate which will require more qualified and licensed death care providers. Each new establishment must be inspected prior to a license being issued. The TFSC depends on its trained and qualified staff to inspect all funeral establishments and crematories in a timely manner.

513 Funeral Service Commission

GOAL: 2 To Aggressively & Effectively Provide Enforcement & Protect the Public

OBJECTIVE: 1 Inspect Licensed Facilities

Service Categories:

STRATEGY: 1 Provide Enforcement through Inspections

Service: 16

Income: A.2

Age: B.3

CODE	DESCRIPTION	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023
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EXPLANATION OF BIENNIAL CHANGE (includes Rider amounts):

<u>STRATEGY BIENNIAL TOTAL - ALL FUNDS</u>		<u>BIENNIAL CHANGE</u>	<u>EXPLANATION OF BIENNIAL CHANGE</u>	
<u>Base Spending (Est 2020 + Bud 2021)</u>	<u>Baseline Request (BL 2022 + BL 2023)</u>		<u>\$ Amount</u>	<u>Explanation(s) of Amount (must specify MOFs and FTEs)</u>
\$369,124	\$369,124	\$0		
			\$0	Total of Explanation of Biennial Change

513 Funeral Service Commission

GOAL: 2 To Aggressively & Effectively Provide Enforcement & Protect the Public
OBJECTIVE: 2 Investigation and Due Process for All Complaints
STRATEGY: 1 Investigate Complaints & Recommend Disciplinary/Other Action

Service Categories:

Service: 16 Income: A.2 Age: B.3

CODE	DESCRIPTION	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023
Output Measures:						
KEY 1	Number of Complaints Resolved	123.00	85.00	100.00	100.00	100.00
KEY 2	Number of Complaints Pending	42.00	67.00	26.00	26.00	26.00
Efficiency Measures:						
KEY 1	Average Time for Complaint Resolution	111.00	134.50	120.00	120.00	120.00
Explanatory/Input Measures:						
KEY 1	Number of Jurisdictional Complaints Received	136.00	95.00	120.00	120.00	120.00
Objects of Expense:						
1001	SALARIES AND WAGES	\$213,251	\$186,408	\$227,900	\$227,900	\$227,900
1002	OTHER PERSONNEL COSTS	\$24,207	\$24,350	\$9,084	\$8,430	\$8,600
2001	PROFESSIONAL FEES AND SERVICES	\$9,395	\$0	\$9,650	\$1,039	\$1,039
2003	CONSUMABLE SUPPLIES	\$159	\$0	\$0	\$0	\$0
2004	UTILITIES	\$421	\$409	\$500	\$500	\$500
2005	TRAVEL	\$88	\$87	\$100	\$100	\$100
2006	RENT - BUILDING	\$177	\$92	\$200	\$200	\$200
2009	OTHER OPERATING EXPENSE	\$28,619	\$36,358	\$40,302	\$29,551	\$29,381
TOTAL, OBJECT OF EXPENSE		\$276,317	\$247,704	\$287,736	\$267,720	\$267,720

513 Funeral Service Commission

GOAL: 2 To Aggressively & Effectively Provide Enforcement & Protect the Public
OBJECTIVE: 2 Investigation and Due Process for All Complaints
STRATEGY: 1 Investigate Complaints & Recommend Disciplinary/Other Action

Service Categories:

Service: 16 Income: A.2 Age: B.3

CODE	DESCRIPTION	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023
Method of Financing:						
1	General Revenue Fund	\$276,317	\$247,704	\$287,736	\$267,720	\$267,720
SUBTOTAL, MOF (GENERAL REVENUE FUNDS)		\$276,317	\$247,704	\$287,736	\$267,720	\$267,720
TOTAL, METHOD OF FINANCE (INCLUDING RIDERS)					\$267,720	\$267,720
TOTAL, METHOD OF FINANCE (EXCLUDING RIDERS)		\$276,317	\$247,704	\$287,736	\$267,720	\$267,720
FULL TIME EQUIVALENT POSITIONS:		3.8	4.2	4.2	4.2	4.2

STRATEGY DESCRIPTION AND JUSTIFICATION:

Through its compliance function, the Texas Funeral Service Commission is charged with ensuring violations of the laws and regulations within the agency's jurisdiction are addressed and licensees are operating in full compliance with the law. In addition, the increased cooperative efforts of the Commission, the Department of Banking, the Department of Insurance and the Department of State Health Services will ensure there are fewer gaps in regulating the funeral service industry. The agency's compliance function contributes to the state's goal of ensuring Texans are effectively and efficiently served by high-quality professionals and businesses by implementing clear standards, establishing market-based solutions and ensuring compliance.

EXTERNAL/INTERNAL FACTORS IMPACTING STRATEGY:

Workload will continue to increase as the population of the state continues to grow. Higher population means a higher death rate which could result in higher numbers of complaints being filed. The TFSC depends on its trained and qualified staff to resolve complaints in a timely manner.

513 Funeral Service Commission

GOAL: 2 To Aggressively & Effectively Provide Enforcement & Protect the Public
OBJECTIVE: 2 Investigation and Due Process for All Complaints
STRATEGY: 1 Investigate Complaints & Recommend Disciplinary/Other Action

Service Categories:

Service: 16 Income: A.2 Age: B.3

CODE	DESCRIPTION	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023
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EXPLANATION OF BIENNIAL CHANGE (includes Rider amounts):

<u>STRATEGY BIENNIAL TOTAL - ALL FUNDS</u>		<u>BIENNIAL CHANGE</u>	<u>EXPLANATION OF BIENNIAL CHANGE</u>	
<u>Base Spending (Est 2020 + Bud 2021)</u>	<u>Baseline Request (BL 2022 + BL 2023)</u>		<u>\$ Amount</u>	<u>Explanation(s) of Amount (must specify MOFs and FTEs)</u>
\$535,440	\$535,440	\$0		
			\$0	Total of Explanation of Biennial Change

SUMMARY TOTALS:

OBJECTS OF EXPENSE:	\$828,440	\$789,640	\$858,367	\$824,004	\$824,003
METHODS OF FINANCE (INCLUDING RIDERS):				\$824,004	\$824,003
METHODS OF FINANCE (EXCLUDING RIDERS):	\$828,440	\$789,640	\$858,367	\$824,004	\$824,003
FULL TIME EQUIVALENT POSITIONS:	11.0	9.3	10.0	11.0	11.0

3.A.1. PROGRAM-LEVEL REQUEST SCHEDULE

[illegible]

<p>Program Prioritization: <i>Indicate the methodology or approach taken by the agency, court, or institution to determine the ranking of each program by priority.</i></p> <p>Based on importance to citizens of Texas.</p>

3.B. Rider Revisions and Additions Request
(continued)

Agency Code: 513	Agency Name: Texas Funeral Service Commission	Prepared By: Diane Fulmer	Date: 9/23/2020	Request Level: Base
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Current Rider Number	Page Number in 2020-21	Proposed Rider Language
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3

VIII-64

~~**Sec. 3 Funding for Health Professions Council.**~~ An agency participating in the Health Professions Council shall transfer funds through interagency contract to the Health Professions Council from appropriations made to the agency elsewhere in the Act in order to carry out the functions required under Chapter 101, Occupations Code, and to maintain other Council services. Agency costs for administrative and support services are based on agreements between the Council and its member agencies. Costs for other services are based on a participating agency's usage. Included in the amounts appropriated above to the Health Professions Council, are funds transferred by the following participating agencies in the amounts noted below for each year of the 2020-21 biennium:

Fiscal Year 2020

Participating Agency	Admin & Support	Regulatory Database	IT Shared Services	Laserfiche	Web Admin	Total
...						
Texas Funeral Service Commission	\$9,680	\$16,305	\$7,943	\$936	\$2,450	\$37,314
...						
Fiscal Year 2020 Total	\$165,742	\$779,294	\$70,300	\$15,439	\$90,969	\$1,121,744

3.B. Rider Revisions and Additions Request
(continued)

Agency Code: 513	Agency Name: Texas Funeral Service Commission	Prepared By: Diane Fulmer	Date: 9/23/2020	Request Level: Base
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Current Rider Number	Page Number in 2020-21	Proposed Rider Language
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~~Fiscal Year 2021~~

Participating Agency	Admin & Support	Regulatory Database	IT Shared Services	Laserfiche	Web Admin	Total
....						
Texas Funeral Service Commission	\$9,680	\$16,664	\$7,943	\$936	\$2,450	\$37,673
....						
Fiscal Year 2021 Total	\$165,742	\$796,789	\$70,300	\$15,439	\$90,969	\$1,139,239

3.B. Rider Revisions and Additions Request
(continued)

Agency Code: 513	Agency Name: Texas Funeral Service Commission	Prepared By: Diane Fulmer	Date: 9/23/2020	Request Level: Base
Current Rider Number	Page Number in 2020-21	Proposed Rider Language		

3 VIII-64

Sec. 3 Funding for Health Professions Council. An agency participating in the Health Professions Council shall transfer funds through interagency contract to the Health Professions Council from appropriations made to the agency elsewhere in the Act in order to carry out the functions required under Chapter 101, Occupations Code, and to maintain other Council services. Agency costs for administrative and support services are based on agreements between the Council and its member agencies. Costs for other services are based on a participating agency's usage. Included in the amounts appropriated above to the Health Professions Council, are funds transferred by the following participating agencies in the amounts noted below for each year of the 2022-23 biennium:

Fiscal Year 2022

<u>Participating Agency</u>	<u>Admin & Support</u>	<u>Regulatory Database</u>	<u>IT Shared Services</u>	<u>Laserfiche</u>	<u>Web Admin</u>	<u>Total</u>
.... <u>Texas Funeral Service Commission</u>	<u>\$4,567</u>	<u>\$22,341</u>	<u>\$9,968</u>	<u>\$1,033</u>	<u>\$2,450</u>	<u>\$40,359</u>
.... <u>Fiscal Year 2022 Total</u>	<u>\$241,456</u>	<u>\$829,816</u>	<u>\$70,300</u>	<u>\$16,417</u>	<u>\$90,960</u>	<u>\$1,248,949</u>

3.B. Rider Revisions and Additions Request
(continued)

Agency Code: 513	Agency Name: Texas Funeral Service Commission	Prepared By: Diane Fulmer	Date: 9/23/2020	Request Level: Base
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Current Rider Number	Page Number in 2020-21	Proposed Rider Language
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Fiscal Year 2023

<u>Participating Agency</u>	<u>Admin & Support</u>	<u>Regulatory Database</u>	<u>IT Shared Services</u>	<u>Laserfiche</u>	<u>Web Admin</u>	<u>Total</u>
....	-		-			
<u>Texas Funeral Service Commission</u>	<u>\$4,567</u>	<u>\$23,039</u>	<u>\$9,968</u>	<u>\$1,033</u>	<u>\$2,450</u>	<u>\$41,057</u>
...						
<u>Fiscal Year 2023 Total</u>	<u>\$241,456</u>	<u>\$855,749</u>	<u>\$70,301</u>	<u>\$16,416</u>	<u>\$960</u>	<u>\$1,274,882</u>

This rider needs to continue with the above noted changes

If the HPC Exceptional Item for the Upgrade to the Regulatory Database is approved, then these rider amounts will need to be increased accordingly: \$8,291 in fiscal year 2022 and \$2,637 in fiscal year 2023.

3.B. Rider Revisions and Additions Request

Agency Code: 513	Agency Name: Texas Funeral Service Commission	Prepared By: Diane Fulmer	Date: 09/23/2020	Request Level: Base
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Current Rider Number	Page Number in 2020-21 GAA	Proposed Rider Language
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4

VIII-65

Texas.gov Authority Appropriation

a. Each Article VIII licensing agency participating in the Texas.gov Authority is authorized in accordance with § 2054.252 of the Government Code to increase the occupational license, permit, and registration fees imposed on the licensees by an amount sufficient to cover the cost of the subscription fee charged by the Texas.gov Authority.

b. The following is an informational listing for each Article VIII licensing agency participating in Texas.gov of appropriated fee revenue for the purpose of paying Texas.gov Authority subscription fees.

	Fiscal Year	Fiscal Year
	2020	2021
	<u>2022</u>	<u>2023</u>
.....		
Texas Funeral Service Commission	\$46,500	\$46,500
Total	<u>\$46,500</u>	<u>\$46,500</u>

c. In the event that actual and/or projected revenue collections for fee increases to cover the cost of Texas.gov subscription fees are insufficient to offset the costs identified above, the Comptroller is hereby directed to reduce the appropriation authority provided by this Act to agencies participating in Texas.gov to be within the amount of fee revenue expected to be available.

3.B. Rider Revisions and Additions Request (continued)

Agency Code: 513	Agency Name: Texas State Board of Dental Examiners	Prepared By: Diane Fulmer	Date: 09/23/2020	Request Level: Base
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Current Rider Number	Page Number in 2020-21 GAA	Proposed Rider Language
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d. For new licensing applications, the Article VIII licensing agencies participating in Texas.gov are hereby appropriated the additional revenue generated from occupational license, permit, or registration fees in excess of the Comptroller's biennial revenue estimate ~~2020-24~~ 2022-23 for the sole purpose of payment to the Texas.gov Authority contractor of subscription fees for implementing and maintaining electronic services for the licensing agencies. Each agency, upon completion of necessary actions to access or increase fees, shall furnish copies of board meeting minutes, an annual schedule of the number of license issuances or renewals and associated annual fee total, and any other supporting documentation to the Comptroller. If the Comptroller finds the information sufficient to support the projection of the increased revenues, a notification letter will be issued and the contingent appropriation made available for the intended purposes.

e. Each Article VIII licensing agency participating in Texas.gov shall notify the Legislative Budget Board and the Comptroller of Public Accounts in writing upon receiving an exemption from participating in Texas.gov. Within 45 days of receiving an exemption, an agency shall provide the Legislative Budget Board and the Comptroller with a report of the effective date, the reason for the exemption, and all estimated expenditures for Texas.gov costs in the fiscal year in which the exemption is made.

This rider needs to continue with the above noted changes. The agency needs the authority to appropriate the additional revenue collected since this is a pass-through appropriation and any fees collected will be paid out to the vendor providing the service, no amounts will be retained by the agency.

4.A. Exceptional Item Request Schedule
87th Regular Session, Agency Submission, Version 1
Automated Budget and Evaluation System of Texas (ABEST)

DATE: 9/22/2020
TIME: 3:09:16PM

Agency code: 513

Agency name:

Funeral Service Commission

CODE	DESCRIPTION	Excp 2022	Excp 2023
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Item Name:	Furniture for Move to Bush Bldg
Item Priority:	1
IT Component:	No
Anticipated Out-year Costs:	No
Involve Contracts > \$50,000:	No
Includes Funding for the Following Strategy or Strategies:	01-01-01 Issue and Renew Licenses, Monitor Continuing Education
	02-01-01 Provide Enforcement through Inspections
	02-02-01 Investigate Complaints & Recommend Disciplinary/Other Action

OBJECTS OF EXPENSE:

2009 OTHER OPERATING EXPENSE

	50,000	0
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TOTAL, OBJECT OF EXPENSE

	\$50,000	\$0
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METHOD OF FINANCING:

1 General Revenue Fund

	50,000	0
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TOTAL, METHOD OF FINANCING

	\$50,000	\$0
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DESCRIPTION / JUSTIFICATION:

The first exceptional item being requested is an additional \$50,000 in General Revenue funding in order to appropriately furnish the new allocated office space in the George Bush Building at 1801 Congress, Austin. The agency is currently located in the Hobby Building. Per the recommendation of the TFC, each agency is to leave all existing furniture in the Hobby Building and purchase new, updated Furniture, Fixtures and Equipment. The agency has been assigned 6 offices, a reception area, an office machine work area, storage/file cabinet room and 4 cubicle offices.

EXTERNAL/INTERNAL FACTORS:

In order to comply with the TFC's request of purchasing new office FFEs in lieu of moving the existing furniture form the Hobby Building.

PCLS TRACKING KEY:

4.A. Exceptional Item Request Schedule
 87th Regular Session, Agency Submission, Version 1
 Automated Budget and Evaluation System of Texas (ABEST)

DATE: 9/22/2020
 TIME: 3:09:16PM

Agency code: 513

Agency name:

Funeral Service Commission

CODE	DESCRIPTION	Excp 2022	Excp 2023
<p style="text-align: right;">Item Name: Administrative Assistance and 4 Part Time Inspectors</p> <p style="text-align: right;">Item Priority: 2</p> <p style="text-align: right;">IT Component: No</p> <p style="text-align: right;">Anticipated Out-year Costs: Yes</p> <p style="text-align: right;">Involve Contracts > \$50,000: No</p> <p>Includes Funding for the Following Strategy or Strategies:</p> <p style="padding-left: 40px;">01-01-01 Issue and Renew Licenses, Monitor Continuing Education</p> <p style="padding-left: 40px;">02-01-01 Provide Enforcement through Inspections</p>			
1001	SALARIES AND WAGES	78,904	78,904
TOTAL, OBJECT OF EXPENSE		\$78,904	\$78,904
METHOD OF FINANCING:			
1	General Revenue Fund	78,904	78,904
TOTAL, METHOD OF FINANCING		\$78,904	\$78,904

DESCRIPTION / JUSTIFICATION:

An additional \$78,904 in General Revenue funding in order to adequately recruit and compensate an Administrative Assistant I and four part-time inspector II position. The Administrative Assistant I position has not be filled for more than three biennium cycles. It was most recently added to the 2020-2021 5% budget reduction request from the Governor's office this past Summer 2020. The four part-time Inspector II positions are being requested as part of the agency's after action plan from the COIVD-19 pandemic. During the first 90 days of the emergency declaration, the agency's inspectors were not visiting the licensed funeral establishments. As the pandemic gained consumer awareness and severity, more consumer concerns and complaints were filed with the agency due to the public concern over the handling of COVID-19 remains and the social restrictions that were placed on the licensed funeral establishments. During an after action planning meeting, the licensed funeral establishments were divided along the lines of the Regional Advisory Council emergency districts. This approach to locally based agency inspectors is successfully implemented in several states with similar numbers of licensed establishments.

EXTERNAL/INTERNAL FACTORS:

The population of the state continues to grow, which means the number of deaths will continue to grow. More deaths means the state will need more qualified and licensed death care providers. More deaths also could result in a higher number of complaints to be investigated by TFSC staff.

Loss of qualified staff would prevent the agency from meeting its performance measures and would impair the agency's ability to protect the public. The TFSC depends on its trained and qualified staff to issue licenses and resolve complaints in a timely manner.

This exceptional item is not an increase in FTEs, it is the funding needed for the current vacancies.

4.A. Exceptional Item Request Schedule
87th Regular Session, Agency Submission, Version 1
Automated Budget and Evaluation System of Texas (ABEST)

DATE: 9/22/2020
TIME: 3:09:16PM

Agency code: 513

Agency name:

Funeral Service Commission

<u>CODE</u>	<u>DESCRIPTION</u>	<u>Excp 2022</u>	<u>Excp 2023</u>
PCLS TRACKING KEY:			

DESCRIPTION OF ANTICIPATED OUT-YEAR COSTS :

Ongoing funding is needed to keep these positions fulfilled.

ESTIMATED ANTICIPATED OUT-YEAR COSTS FOR ITEM:

<u>2024</u>	<u>2025</u>	<u>2026</u>
\$78,904	\$78,904	\$78,904

4.A. Exceptional Item Request Schedule
87th Regular Session, Agency Submission, Version 1
Automated Budget and Evaluation System of Texas (ABEST)

DATE: 9/22/2020
TIME: 3:09:16PM

Agency code: 513

Agency name:

Funeral Service Commission

CODE	DESCRIPTION	Excp 2022	Excp 2023
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Item Name: Health Professions Council increase in basic operating costs

Item Priority: 3

IT Component: No

Anticipated Out-year Costs: No

Involve Contracts > \$50,000: No

Includes Funding for the Following Strategy or Strategies:

01-01-01	Issue and Renew Licenses, Monitor Continuing Education
02-01-01	Provide Enforcement through Inspections
02-02-01	Investigate Complaints & Recommend Disciplinary/Other Action

OBJECTS OF EXPENSE:

2009 OTHER OPERATING EXPENSE

3,044

19,604

TOTAL, OBJECT OF EXPENSE

\$3,044

\$19,604

METHOD OF FINANCING:

1 General Revenue Fund

3,044

19,604

TOTAL, METHOD OF FINANCING

\$3,044

\$19,604

DESCRIPTION / JUSTIFICATION:

HPC is funded by its members agencies. As HPC costs increase, a corresponding increase is needed in the member agencies budget to fund the cost increases

EXTERNAL/INTERNAL FACTORS:

HPC is requesting an increase to its base appropriation

PCLS TRACKING KEY:

4.A. Exceptional Item Request Schedule
87th Regular Session, Agency Submission, Version 1
Automated Budget and Evaluation System of Texas (ABEST)

DATE: 9/22/2020
TIME: 3:09:16PM

Agency code: 513

Agency name:

Funeral Service Commission

CODE	DESCRIPTION	Excp 2022	Excp 2023
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Item Name: HPC Regulatory Database Upgrade

Item Priority: 4

IT Component: No

Anticipated Out-year Costs: No

Involve Contracts > \$50,000: No

Includes Funding for the Following Strategy or Strategies:

01-01-01	Issue and Renew Licenses, Monitor Continuing Education
02-01-01	Provide Enforcement through Inspections
02-02-01	Investigate Complaints & Recommend Disciplinary/Other Action

OBJECTS OF EXPENSE:

2009 OTHER OPERATING EXPENSE

	8,291	2,637
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TOTAL, OBJECT OF EXPENSE

	\$8,291	\$2,637
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METHOD OF FINANCING:

1 General Revenue Fund

	8,291	2,637
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TOTAL, METHOD OF FINANCING

	\$8,291	\$2,637
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DESCRIPTION / JUSTIFICATION:

HPC is requesting an exceptional item in its LAR for an upgrade to the regulatory database and an FTE position to maintain it

EXTERNAL/INTERNAL FACTORS:

The HPC member agencies need additional funding if HPC is granted its exceptional item request

PCLS TRACKING KEY:

4.A. Exceptional Item Request Schedule
87th Regular Session, Agency Submission, Version 1
Automated Budget and Evaluation System of Texas (ABEST)

DATE: 9/22/2020
TIME: 3:09:16PM

Agency code: 513

Agency name:

Funeral Service Commission

CODE	DESCRIPTION		Excp 2022	Excp 2023
		Item Name: Executive Director Increase		
		Item Priority: 5		
		IT Component: No		
		Anticipated Out-year Costs: No		
		Involve Contracts > \$50,000: No		
	Includes Funding for the Following Strategy or Strategies:	01-01-01 Issue and Renew Licenses, Monitor Continuing Education		
		02-01-01 Provide Enforcement through Inspections		
		02-02-01 Investigate Complaints & Recommend Disciplinary/Other Action		
OBJECTS OF EXPENSE:				
1001	SALARIES AND WAGES		5,411	5,411
	TOTAL, OBJECT OF EXPENSE		\$5,411	\$5,411
METHOD OF FINANCING:				
1	General Revenue Fund		5,411	5,411
	TOTAL, METHOD OF FINANCING		\$5,411	\$5,411

DESCRIPTION / JUSTIFICATION:

An additional \$5,411 in General Revenue funding in order to adequately recruit and compensate the Executive Director. The requested increase in salary is based on additional education and years of managerial experience in the funeral service profession.

EXTERNAL/INTERNAL FACTORS:

To remain competitive in attracting quality executive staff.

PCLS TRACKING KEY:

4.B. Exceptional Items Strategy Allocation Schedule
87th Regular Session, Agency Submission, Version 1
Automated Budget and Evaluation System of Texas (ABEST)

DATE: 9/22/2020
TIME: 3:09:16PM

Agency code: 513		Agency name: Funeral Service Commission	
Code	Description	Excp 2022	Excp 2023
Item Name:		Furniture for Move to Bush Bldg	
Allocation to Strategy:		1-1-1 Issue and Renew Licenses, Monitor Continuing Education	
OBJECTS OF EXPENSE:			
	2009 OTHER OPERATING EXPENSE	17,500	0
TOTAL, OBJECT OF EXPENSE		\$17,500	\$0
METHOD OF FINANCING:			
	1 General Revenue Fund	17,500	0
TOTAL, METHOD OF FINANCING		\$17,500	\$0

Agency code:	513	Agency name:	Funeral Service Commission		
Code	Description			Excp 2022	Excp 2023
Item Name:	Furniture for Move to Bush Bldg				
Allocation to Strategy:	2-1-1	Provide Enforcement through Inspections			
OBJECTS OF EXPENSE:					
2009	OTHER OPERATING EXPENSE			10,000	0
TOTAL, OBJECT OF EXPENSE				\$10,000	\$0
METHOD OF FINANCING:					
1	General Revenue Fund			10,000	0
TOTAL, METHOD OF FINANCING				\$10,000	\$0

Agency code: 513		Agency name: Funeral Service Commission	
Code	Description	Excp 2022	Excp 2023
Item Name: Furniture for Move to Bush Bldg			
Allocation to Strategy: 2-2-1 Investigate Complaints & Recommend Disciplinary/Other Action			
OBJECTS OF EXPENSE:			
2009	OTHER OPERATING EXPENSE	22,500	0
TOTAL, OBJECT OF EXPENSE		\$22,500	\$0
METHOD OF FINANCING:			
1	General Revenue Fund	22,500	0
TOTAL, METHOD OF FINANCING		\$22,500	\$0

Agency code:	513	Agency name:	Funeral Service Commission		
Code	Description			Excp 2022	Excp 2023
Item Name:	Administrative Assistance and 4 Part Time Inspectors				
Allocation to Strategy:	1-1-1	Issue and Renew Licenses, Monitor Continuing Education			
OBJECTS OF EXPENSE:					
	1001	SALARIES AND WAGES		26,240	26,240
TOTAL, OBJECT OF EXPENSE				\$26,240	\$26,240
METHOD OF FINANCING:					
	1	General Revenue Fund		26,240	26,240
TOTAL, METHOD OF FINANCING				\$26,240	\$26,240
FULL-TIME EQUIVALENT POSITIONS (FTE):				0.0	0.0

Agency code:	513	Agency name:	Funeral Service Commission		
Code	Description			Excp 2022	Excp 2023
Item Name:		Administrative Assistance and 4 Part Time Inspectors			
Allocation to Strategy:		2-1-1	Provide Enforcement through Inspections		
OBJECTS OF EXPENSE:					
	1001	SALARIES AND WAGES		52,664	52,664
TOTAL, OBJECT OF EXPENSE				\$52,664	\$52,664
METHOD OF FINANCING:					
	1	General Revenue Fund		52,664	52,664
TOTAL, METHOD OF FINANCING				\$52,664	\$52,664

Agency code: 513		Agency name: Funeral Service Commission	
Code	Description	Excp 2022	Excp 2023
Item Name:		Health Professions Council increase in basic operating costs	
Allocation to Strategy:		1-1-1 Issue and Renew Licenses, Monitor Continuing Education	
OBJECTS OF EXPENSE:			
	2009 OTHER OPERATING EXPENSE	1,065	6,861
TOTAL, OBJECT OF EXPENSE		\$1,065	\$6,861
METHOD OF FINANCING:			
	1 General Revenue Fund	1,065	6,861
TOTAL, METHOD OF FINANCING		\$1,065	\$6,861

Agency code: 513 Agency name: Funeral Service Commission

Code	Description	Excp 2022	Excp 2023
Item Name:		Health Professions Council increase in basic operating costs	
Allocation to Strategy:		2-1-1 Provide Enforcement through Inspections	
OBJECTS OF EXPENSE:			
	2009 OTHER OPERATING EXPENSE	609	3,921
TOTAL, OBJECT OF EXPENSE		\$609	\$3,921
METHOD OF FINANCING:			
	1 General Revenue Fund	609	3,921
TOTAL, METHOD OF FINANCING		\$609	\$3,921

Agency code:	513	Agency name:	Funeral Service Commission		
Code	Description			Excp 2022	Excp 2023
Item Name:	Health Professions Council increase in basic operating costs				
Allocation to Strategy:	2-2-1	Investigate Complaints & Recommend Disciplinary/Other Action			
OBJECTS OF EXPENSE:					
2009	OTHER OPERATING EXPENSE			1,370	8,822
TOTAL, OBJECT OF EXPENSE				\$1,370	\$8,822
METHOD OF FINANCING:					
1	General Revenue Fund			1,370	8,822
TOTAL, METHOD OF FINANCING				\$1,370	\$8,822

Agency code: 513		Agency name: Funeral Service Commission	
Code	Description	Excp 2022	Excp 2023
Item Name:		HPC Regulatory Database Upgrade	
Allocation to Strategy:		1-1-1 Issue and Renew Licenses, Monitor Continuing Education	
OBJECTS OF EXPENSE:			
	2009 OTHER OPERATING EXPENSE	2,902	923
TOTAL, OBJECT OF EXPENSE		\$2,902	\$923
METHOD OF FINANCING:			
	1 General Revenue Fund	2,902	923
TOTAL, METHOD OF FINANCING		\$2,902	\$923

Agency code:	513	Agency name:	Funeral Service Commission		
Code	Description			Excp 2022	Excp 2023
Item Name:	HPC Regulatory Database Upgrade				
Allocation to Strategy:	2-1-1	Provide Enforcement through Inspections			
OBJECTS OF EXPENSE:					
2009	OTHER OPERATING EXPENSE			1,658	527
TOTAL, OBJECT OF EXPENSE				\$1,658	\$527
METHOD OF FINANCING:					
1	General Revenue Fund			1,658	527
TOTAL, METHOD OF FINANCING				\$1,658	\$527

Agency code:	513	Agency name:	Funeral Service Commission
Code	Description	Excp 2022	Excp 2023
Item Name:	HPC Regulatory Database Upgrade		
Allocation to Strategy:	2-2-1	Investigate Complaints & Recommend Disciplinary/Other Action	
OBJECTS OF EXPENSE:			
2009	OTHER OPERATING EXPENSE	3,731	1,187
TOTAL, OBJECT OF EXPENSE		\$3,731	\$1,187
METHOD OF FINANCING:			
1	General Revenue Fund	3,731	1,187
TOTAL, METHOD OF FINANCING		\$3,731	\$1,187

Agency code:	513	Agency name:	Funeral Service Commission		
Code	Description			Excp 2022	Excp 2023
Item Name:	Executive Director Increase				
Allocation to Strategy:	1-1-1	Issue and Renew Licenses, Monitor Continuing Education			
OBJECTS OF EXPENSE:					
	1001	SALARIES AND WAGES		1,894	1,894
TOTAL, OBJECT OF EXPENSE				\$1,894	\$1,894
METHOD OF FINANCING:					
	1	General Revenue Fund		1,894	1,894
TOTAL, METHOD OF FINANCING				\$1,894	\$1,894

Agency code:	513	Agency name:	Funeral Service Commission
Code	Description	Excp 2022	Excp 2023
Item Name:	Executive Director Increase		
Allocation to Strategy:	2-1-1	Provide Enforcement through Inspections	
OBJECTS OF EXPENSE:			
1001	SALARIES AND WAGES	1,082	1,082
TOTAL, OBJECT OF EXPENSE		\$1,082	\$1,082
METHOD OF FINANCING:			
1	General Revenue Fund	1,082	1,082
TOTAL, METHOD OF FINANCING		\$1,082	\$1,082

Agency code:	513	Agency name:	Funeral Service Commission
Code	Description	Excp 2022	Excp 2023
Item Name:	Executive Director Increase		
Allocation to Strategy:	2-2-1	Investigate Complaints & Recommend Disciplinary/Other Action	
OBJECTS OF EXPENSE:			
1001	SALARIES AND WAGES	2,435	2,435
TOTAL, OBJECT OF EXPENSE		\$2,435	\$2,435
METHOD OF FINANCING:			
1	General Revenue Fund	2,435	2,435
TOTAL, METHOD OF FINANCING		\$2,435	\$2,435

4.C. Exceptional Items Strategy Request
87th Regular Session, Agency Submission, Version 1
Automated Budget and Evaluation System of Texas (ABEST)

DATE: 9/22/2020
TIME: 3:09:17PM

Agency Code: **513** Agency name: **Funeral Service Commission**

GOAL: 1 Manage Examination/Licensure to Develop Competent & Ethical Licensees

OBJECTIVE: 1 Ensure Licensing Functions Managed in Timely & Cost-effective Manner

STRATEGY: 1 Issue and Renew Licenses, Monitor Continuing Education

Service Categories:

Service: 16 Income: A.2 Age: B.3

CODE	DESCRIPTION	Excp 2022	Excp 2023
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OUTPUT MEASURES:

<u>1</u>	Number of New Licenses Issued to Individuals	65.00	65.00
<u>2</u>	Number of Individual Licenses Renewed	50.00	50.00

OBJECTS OF EXPENSE:

1001	SALARIES AND WAGES	28,134	28,134
2009	OTHER OPERATING EXPENSE	21,467	7,784
Total, Objects of Expense		\$49,601	\$35,918

METHOD OF FINANCING:

1	General Revenue Fund	49,601	35,918
Total, Method of Finance		\$49,601	\$35,918

EXCEPTIONAL ITEM(S) INCLUDED IN STRATEGY:

Furniture for Move to Bush Bldg
Administrative Assistance and 4 Part Time Inspectors
Health Professions Council increase in basic operating costs
HPC Regulatory Database Upgrade
Executive Director Increase

4.C. Exceptional Items Strategy Request
87th Regular Session, Agency Submission, Version 1
Automated Budget and Evaluation System of Texas (ABEST)

DATE: 9/22/2020
TIME: 3:09:17PM

Agency Code: **513** Agency name: **Funeral Service Commission**

GOAL: 2 To Aggressively & Effectively Provide Enforcement & Protect the Public

OBJECTIVE: 1 Inspect Licensed Facilities

Service Categories:

STRATEGY: 1 Provide Enforcement through Inspections

Service: 16 Income: A.2 Age: B.3

CODE	DESCRIPTION	Excp 2022	Excp 2023
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OUTPUT MEASURES:

<u>1</u> Number of Establishments Inspected	1,350.00	1,350.00
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OBJECTS OF EXPENSE:

1001 SALARIES AND WAGES	53,746	53,746
2009 OTHER OPERATING EXPENSE	12,267	4,448
Total, Objects of Expense	\$66,013	\$58,194

METHOD OF FINANCING:

1 General Revenue Fund	66,013	58,194
Total, Method of Finance	\$66,013	\$58,194

EXCEPTIONAL ITEM(S) INCLUDED IN STRATEGY:

Furniture for Move to Bush Bldg

Administrative Assistance and 4 Part Time Inspectors

Health Professions Council increase in basic operating costs

HPC Regulatory Database Upgrade

Executive Director Increase

4.C. Exceptional Items Strategy Request
87th Regular Session, Agency Submission, Version 1
Automated Budget and Evaluation System of Texas (ABEST)

DATE: 9/22/2020
TIME: 3:09:17PM

Agency Code: **513** Agency name: **Funeral Service Commission**

GOAL: 2 To Aggressively & Effectively Provide Enforcement & Protect the Public

OBJECTIVE: 2 Investigation and Due Process for All Complaints

Service Categories:

STRATEGY: 1 Investigate Complaints & Recommend Disciplinary/Other Action

Service: 16 Income: A.2 Age: B.3

CODE	DESCRIPTION	Excp 2022	Excp 2023
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OUTPUT MEASURES:

<u>1</u> Number of Complaints Resolved	60.00	60.00
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EFFICIENCY MEASURES:

<u>1</u> Average Time for Complaint Resolution	60.00	60.00
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OBJECTS OF EXPENSE:

1001 SALARIES AND WAGES	2,435	2,435
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2009 OTHER OPERATING EXPENSE	27,601	10,009
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Total, Objects of Expense	\$30,036	\$12,444
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METHOD OF FINANCING:

1 General Revenue Fund	30,036	12,444
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Total, Method of Finance	\$30,036	\$12,444
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EXCEPTIONAL ITEM(S) INCLUDED IN STRATEGY:

Furniture for Move to Bush Bldg

Health Professions Council increase in basic operating costs

HPC Regulatory Database Upgrade

Executive Director Increase

6.A. Historically Underutilized Business Supporting Schedule
87th Regular Session, Agency Submission, Version 1
Automated Budget and Evaluation System of Texas (ABEST)

Date: 9/22/2020
Time: 3:09:17PM

Agency Code: 513 Agency: Funeral Service Commission

COMPARISON TO STATEWIDE HUB PROCUREMENT GOALS

A. Fiscal Year - HUB Expenditure Information

Statewide HUB Goals	Procurement Category	% Goal	<u>HUB Expenditures FY 2018</u>			Total Expenditures FY 2018	% Goal	<u>HUB Expenditures FY 2019</u>			Total Expenditures FY 2019
			% Actual	Diff	Actual \$			% Actual	Diff	Actual \$	
26.0%	Other Services	26.0 %	1.5%	-24.5%	\$296	\$19,572	26.0 %	4.3%	-21.7%	\$552	\$12,785
21.1%	Commodities	21.1 %	43.0%	21.9%	\$9,794	\$22,766	21.1 %	86.2%	65.1%	\$5,896	\$6,841
	Total Expenditures		23.8%		\$10,090	\$42,338		32.9%		\$6,448	\$19,626

B. Assessment of Fiscal Year - Efforts to Meet HUB Procurement Goals

Attainment:

Of the two applicable goals, the agency obtained one of the two. In Other Services it is difficult to meet the goal due to limited availability of qualified HUB vendors.

Applicability:

Only two of the HUB goals were applicable in fiscal years 2018 and 2019, no expenditures were incurred in any of the other categories.

Factors Affecting Attainment:

Funereal Service Commission strives to utilize a HUB vendor whenever possible and follows all state procurement and purchasing guidelines.

"Good-Faith" Efforts:

Funeral Service Commission makes every effort to engage with a HUB vendor whenever possible.

6.E. Estimated Revenue Collections Supporting Schedule
87th Regular Session, Agency Submission, Version 1
Automated Budget and Evaluation System of Texas (ABEST)

Agency Code: **513** Agency name: **Funeral Service Commission**

FUND/ACCOUNT	Act 2019	Exp 2020	Est 2021	Est 2022	Est 2023
<u>1</u> General Revenue Fund					
Beginning Balance (Unencumbered):	\$0	\$0	\$0	\$0	\$0
Estimated Revenue:					
3175 Professional Fees	1,775,813	1,648,194	1,650,130	1,650,130	1,650,130
3752 Sale of Publications/Advertising	5,683	0	0	0	0
3770 Administrative Penalties	58,014	19,260	20,000	20,000	20,000
3879 Credit Card and Related Fees	30,260	13,600	15,000	15,000	15,000
Subtotal: Actual/Estimated Revenue	1,869,770	1,681,054	1,685,130	1,685,130	1,685,130
Total Available	\$1,869,770	\$1,681,054	\$1,685,130	\$1,685,130	\$1,685,130
DEDUCTIONS:					
Expended/Estimated	(749,256)	(705,440)	(771,267)	(736,904)	(736,903)
Transfer EE Benefits	(185,763)	(160,618)	(167,808)	(170,000)	(170,000)
Other Costs (Statewide)	(51,762)	(51,762)	(51,762)	(51,762)	(51,762)
Total, Deductions	\$(986,781)	\$(917,820)	\$(990,837)	\$(958,666)	\$(958,665)
Ending Fund/Account Balance	\$882,989	\$763,234	\$694,293	\$726,464	\$726,465

REVENUE ASSUMPTIONS:
no significant changes anticipated

CONTACT PERSON:
Diane Fulmer

6.E. Estimated Revenue Collections Supporting Schedule
87th Regular Session, Agency Submission, Version 1
Automated Budget and Evaluation System of Texas (ABEST)

Agency Code: **513** Agency name: **Funeral Service Commission**

FUND/ACCOUNT	Act 2019	Exp 2020	Est 2021	Est 2022	Est 2023
<u>666</u> Appropriated Receipts					
Beginning Balance (Unencumbered):	\$0	\$0	\$0	\$0	\$0
Estimated Revenue:					
3719 Fees/Copies or Filing of Records	2,908	3,150	0	0	0
3752 Sale of Publications/Advertising	76,275	66,260	87,100	87,100	87,100
3879 Credit Card and Related Fees	0	14,790	0	0	0
Subtotal: Actual/Estimated Revenue	79,183	84,200	87,100	87,100	87,100
Total Available	\$79,183	\$84,200	\$87,100	\$87,100	\$87,100
DEDUCTIONS:					
Expended/Estimated	(79,183)	(84,200)	(87,100)	(87,100)	(87,100)
Total, Deductions	\$(79,183)	\$(84,200)	\$(87,100)	\$(87,100)	\$(87,100)
Ending Fund/Account Balance	\$0	\$0	\$0	\$0	\$0

REVENUE ASSUMPTIONS:
no significant changes anticipated

CONTACT PERSON:
Diane Fulmer

6.G. HOMELAND SECURITY FUNDING SCHEDULE - PART C - COVID-19 RELATED EXPENDITURESDATE: 9/23/2020
TIME: 1:58:13PM87th Regular Session, Agency Submission, Version 1
Automated Budget and Evaluation System of Texas (ABEST)Agency code: **513** Agency name: **Funeral Service Commission**

CODE	DESCRIPTION	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023
OBJECTS OF EXPENSE						
2003	CONSUMABLE SUPPLIES	\$0	\$386	\$0	\$0	\$0
2009	OTHER OPERATING EXPENSE	\$0	\$9,872	\$0	\$0	\$0
TOTAL, OBJECTS OF EXPENSE		\$0	\$10,258	\$0	\$0	\$0
METHOD OF FINANCING						
1	General Revenue Fund	\$0	\$10,258	\$0	\$0	\$0
	Subtotal, MOF (General Revenue Funds)	\$0	\$10,258	\$0	\$0	\$0
TOTAL, METHOD OF FINANCE		\$0	\$10,258	\$0	\$0	\$0
FULL-TIME-EQUIVALENT POSITIONS						

NO FUNDS WERE PASSED THROUGH TO LOCAL ENTITIES**NO FUNDS WERE PASSED THROUGH TO OTHER STATE AGENCIES OR INSTITUTIONS OF HIGHER EDUCATION****USE OF HOMELAND SECURITY FUNDS**

Texas Funeral Service Commission has purchased laptops for employees to keep up with the agency demands. As employees settle into a tele-working schedule, we were able to process 267 online renewal with 333 renewal. Putting the agency at 80% of our renewal measurement for the month of July. The expense listed on line 2009 reflects the purchase of hardware and software equipment needed to carry out a tele-working assignment configuration. The expense listed on line 2003 reflects the purchase of hand sanitizer and facemask for both employee and visitors.

6.G. HOMELAND SECURITY FUNDING SCHEDULE - PART C - COVID-19 RELATED EXPENDITURES

DATE: 9/23/2020
TIME: 1:58:13PM

Funds Passed through to Local Entities
87th Regular Session, Agency Submission, Version 1
Automated Budget and Evaluation System of Texas (ABEST)

Agency code: **513** Agency name: **Funeral Service Commission**

CODE	DESCRIPTION	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023
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6.G. HOMELAND SECURITY FUNDING SCHEDULE - PART C - COVID-19 RELATED EXPENDITURES
Funds Passed through to State Agencies
87th Regular Session, Agency Submission, Version 1
Automated Budget and Evaluation System of Texas (ABEST)

DATE: 9/23/2020
TIME: 1:58:13PM

Agency code: **513** Agency name: **Funeral Service Commission**

CODE	DESCRIPTION	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023
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6.L. Document Production Standards

Summary of Savings Due to Improved Document Production Standards

Agency Code:	Agency Name:	Prepared By:
513	Texas Funeral Service Commissin	Diane Fulmer

Documented Production Standards Strategies	Estimated 2020	Budgeted 2021
1.	\$0	\$0
2.	\$0	\$0
3.	\$0	\$0
4.	\$0	\$0
Total, All Strategies	\$0	\$0
Total Estimated Paper Volume Reduced	-	-

Description:

As a result of previous LAR submissions and a reduction in portable technology, the TFSC was not prepared for the COVID-19 pandemic and the mandate to telework. It is now in the best interest of the agency and the individuals whom it serves, to automate all application complaint processes. That would include all payment processes to be moved to an online accounting function or autopay. Since many of the agency's strategic areas require in-office staff attendance, the agency is estimating zero savings for the FY 2020.