

## **UNAPPROVED MINUTES**

April 7, 2015

Vermont Board of Funeral Service

89 Main St., 3<sup>rd</sup> Floor

Montpelier, VT 05620-3402

8:30 AM – Curriculum Committee

9:00AM – Board Meeting

Board Members present: Larry Gile, Michael Donahue, Danny Coane, Jim Minor, and Alexandra Thayer

Staff present: Gabriel Gilman, General Counsel; Danielle Rubalcaba, Licensing Board Specialist; Carla Preston, Case Manager; Mike Desjardin, Investigator; and Daniel Vincent, Inspector

Visitors: Greg Camp

1. **Call to Order:** Meeting called to order at 9:05 am by Larry Gile.
2. **Approval of Minutes:** Motion to approve the February 10, 2015 minutes with amendments to adding the docket # to the stipulation and consent order made by Danny Coane. Seconded by Michael Donahue. Motion carried.
3. **Education Committee Report:** Education committee reviewed 38 courses. 17 approved and 21 denied. Approved courses shall be added to the list published to the Board's website at <https://www.sec.state.vt.us/professional-regulation/professions/funeral-service/continuing-education.aspx>.
4. **Case Manager's Report:** Carla Preston reported on the current case load for the Funeral Board. The Board has three cases pending. One is on hold; two are pending investigation.
5. **Concluded Reports:** None
6. **Applications:** None
7. **Hearing-** None
8. **New Business:**  
Alexandra Thayer offered a clarifying motion affirming that the Vermont Funeral Board delegates to the Education Committee (Larry Gile, Alexandra Thayer, and Michael Donahue) authority to approve or reject continuing education course applications on behalf of the full Board, provided that any applicant rejected may request review by the full Board. Motion seconded Danny Coane. Motion Carried.

The board would like to discuss the possibility of recovering administrative costs by adding a fee for each continuing education course applications. Further discussion of legal authority and policy to occur at next meeting.

The board would like the statute regarding continuing education requirements added to the continuing education page of the Vermont Funeral Board's webpage.

The board will discuss the Crematory continuing education again at the next meeting, to include discussion of basic three-hour training requirements and acceptable evidence of completion.

9. **Inspection Reports** – None. Dan Vincent introduced himself to the new Board members and stated that Mike Desjardins will be assisting him with inspections.
10. **Old Business:** None
11. **Public Comment:** Greg Camp is questing what is considered an “accredited school”? Will do some further research on cremation regulations and report back.
12. **Meeting Adjourned:** Meeting adjourned at 10:16 am

Respectfully Submitted,

Danielle Rubalcaba

Licensing Board Specialist

Meetings:

May 12

July 14

September 8

November 10