

## **APPROVED MINUTES**

November 12, 2013  
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: Lyndon Mann, Larry Gile, Robert Covey, Mary Alice Bisbee, and Peter Beck.

Staff Attending: Colin Benjamin, Board Counsel; Terry Gray, Licensing Administrator; Dan Vincent, Inspector; and Danielle Rubalcaba, Licensing Board Specialist, Carla Preston; Case Manager

Visitors: Lisa Carlson, Greg Camp, Eric Hanley

1. **Call to Order:** Meeting called to order at 9:00 am by Chairman Mann
2. **Approval of Minutes:** A Motion to approve the Minutes of the October 1, 2013 meeting with corrections to line item #7 and #10 made by Peter Beck and Seconded by Larry Gile. Motioned passed unanimously. Changes are as follows:

**Hearings-** Ryan Bennett was denied a license on September 10, 2013 as a Funeral director. The Board of Funeral Services received his appeal in a timely manner and scheduled this Hearing. Colin Benjamin, Hearing Officer; Larry Gile, Robert Covey, Mary Alice Bisbee, and Peter Beck were present. During the discussion, Mr. Bennett was made aware that he didn't need a Vermont Funeral Director's license and withdrew his application. The Hearing was closed.

Peter Beck moved to give the Board of Funeral Services Licensing Administrator the authority to approve or disapprove candidates for Removal Licenses AND that candidates for Removal Licenses who hold current certification as EMS/EMT personnel be approved as Removal Personnel based on those Certifications. The motion was seconded by Mary Alice Bisbee and was passed unanimously.

3. **Education Committee Report:** Education committee granted the request from The Dodge Institute course titled "What do the Dead Mean in the 21<sup>st</sup> Century" originally approved for two hours January 8, 2013 and re-approved the course for a total of 3 hours.
4. **Case Manager's Report:** Carla Preston reported on the current case load for the Funeral Board. Currently the board has seven (7) cases pending. Two (2) are under investigation. Four (4) are pending charges and one (1) in intake.
5. **Concluded Reports:** None
6. **Applications:**

Andrew Nolette; Embalmer: Peter Beck made a motion to approve Andrew Nolette for an embalmers license based upon successfully completing his practice exam with Robert Covey. Robert Covey seconded this motion. Motion passed unanimously.

Roger St. Hilaire Jr.; Mary Alice Bisbee made a motion to preliminarily deny Roger St. Hilaire Jr for licensure based on his lack of meeting the educational requirements. Chairman Mann seconded this motion. Larry Gile was absent from the motion. Robert Covey opposed the motion. Motion carried.

7. **Hearings-** None
8. **Inspection Report** –Daniel Vincent, Inspector
  - No Inspection reports to present. Topics discussed and presented to the board are as follows:
    - o Discuss old preneed contract vs. new during inspection process – L. Mann
    - o Discuss the term “Purchaser” in the pre-need agreement
    - o Pre-need cremation authorizations
9. **Old Business:**
  - Board discussed public comments and proposed OPR bill, a motion to approve the OPR bill as of 11/12/2013 with the following two changes made by Mary Alice Bisbee. Motion seconded by Peter Beck. Motion passed unanimously.
  - o UVM
  - o Public/Viewings rearrange the wording in three locations on page 5
10. **New Business:**
  - Chris Winters presented the boards budgets and proposed new budget suggestions. Board will table this decision until the December 10<sup>th</sup> meeting.
  - Lisa Carlson asked the board to consider looking in to another National Exam since the current one is outdated. Lack of interest by the board to re-write exam at this time, tabled this discussion.
  - Danielle Rubalcaba presented the findings for the continuing education audit. She presented a first draft of a letter to send to all funeral licensees informing and reminding them of all CE requirements.
11. **Meeting Adjourned:** Meeting adjourned at 12:30pm
12. **Next Scheduled Meetings:**

Dec 10th, 2013- Board Meeting

Respectfully Submitted,

Danielle Rubalcaba

Licensing Board Specialist