

UNAPPROVED MINUTES

July 10, 2012

Vermont Board of Funeral Service
National Life Building North F12,
Montpelier, VT 05620-3402

8:30 a.m. – Curriculum Committee
9:00 AM – Board Meeting

Board Members present: Lyndon Mann, Peter Beck, Larry Gile, Robert Covey, and Mary Alice Bisbee

Staff Attending: Terry Gray, Unit Administrator; Aprille Morrison, Licensing Board Specialist; Colin Benjamin, Board Counsel; Carla Preston, Case Manager, and Daniel Vincent, OPR Inspector

Visitors: Greg Camp

1. **Call to Order:** Meeting called to order at 9:01 am by Chairman Mann.
2. **Approval of Minutes:** Mr. Beck made a motion to approve the minutes from the May 8, 2012 Meeting as presented. The motion was seconded by Mr. Gile. Motion passed unanimously.
3. **Education Committee Report:** 8 Continuing Education courses were approved by the Committee and 2 were denied approval. The Committee upheld its previous denial on appeal of a 17-credit course from the *Insight Institute*. Another letter will be sent to them regarding the denial.
4. **Case Manager's Report:** Ms. Preston reported there are currently seven (7) cases pending for the Funeral Service Board. Four (4) cases are under investigation. Charges of Unprofessional Conduct have been filed regarding two (3) cases.
5. **Concluded Reports:** None
6. **Applications:** Steven Fauteux: Mr. Covey made a motion to approve Mr. Fauteux for licensure. The motion was seconded by Mr. Beck. Motion passed unanimously.
7. **Hearings:** None
8. **Prepaid Contract Discussion/Comments:** Chairman Mann pointed out to the Board that on page 4 section C of the proposed prepaid contract the language regarding waiver needs to be removed. Mr. Benjamin will draft a paragraph to add to the prepaid contract and recommended also in setting the information into the Administrative Rules Draft. Mr. Benjamin also suggested inserting the Advance Directive law into the prepaid contract. Mr. Benjamin will update the form and e-mail a draft to the Board members before the August 14th meeting.

- 9, **Inspection Report** –Daniel Vincent–Mr. Vincent presented the Board with his outline of the two inspections he performed. Mr. Vincent also informed the Board that he would be going out to inspect the Gregory funeral home again and informed the Board that upon successful inspection the funeral home would be given a license as they need to test their cremation equipment. The Board assured Mr. Vincent that this should be a standard procedure for a crematory facility.

Mr. Vincent also requested clarification from the Board regarding a funeral home/crematory that appeared to be opening a branch office. Currently Vermont does not require that branch offices be licensed, however they companies must inform the office of their branch locations so that the inspector can be aware. Mahar & Son Funeral Home and Crematory submitted an additional application for a second location, Mr. Vincent contacted Mr. Mahart to see if this was a branch location or a separate facility. It was confirmed that the new location is a branch location and Mr. Mahar wishes to withdraw the application that was submitted. The Office will take care of this and respond to Mr. Mahar.

9. **Old Business:**

c. **Limited Licensure**

Mr. Benjamin recommended the Board expand on the current Statutes by updating the Administrative Rules. Mr. Benjamin will create a draft of the Administrative rule that expands section 3.7 on the minimum requirements for funeral establishments as well as crematories and present the draft to the Board before the August 14th meeting.

10. **New Business:** None

11. **Adjournment:** There being no further business, Mr. Mann accepted a motion to adjourn, from Mr. Gile at 11:16 a.m. It was seconded by Mr. Beck and passed.

Future Meetings–

August 14, 2012–Funeral Board Meeting

September 11, 2012–Funeral Board Meeting

Respectfully Submitted,
Aprille Morrison, Licensing Board Administrative Assistant