

## **APPROVED MINUTES**

March 12, 2013

Vermont Board of Funeral Service  
National Life Building North Fl 2,  
Montpelier, VT 05620-3402

8:30 AM – Curriculum Committee

9:00AM – Board Meeting

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

Staff Attending: Colin Benjamin, Board Counsel; Daniel Vincent, OPR Inspector, Terry Gray, Licensing Administrator; Danielle Rubalcaba, Licensing Board Specialist, Peter Comart, Licensing Administrator

Visitors: Greg Camp, VFDA; Lisa Carlson, and Lee Webster

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 January 8, 2013 meeting made by Larry Gile and Seconded by Mary Alice Bisbee. Amendments to change this statement are as follows: Our licensees *are now required* to renew their establishment, embalmer, director and removal personnel license on-line, they will now be able to print their licenses immediately after they renew. Motion carried.
3. **Education Committee Report:** 14 Continuing Education courses were approved by the Committee and 7 were denied. Some approved courses had decreased hours.
4. **Case Manager's Report:** Terry Gray reported on the current case load for the Funeral Board. Currently the board has four (4) cases pending. Two cases are before the board today as concluded reports and the remaining two (2) cases are pending charges. Currently all conditioned licenses are in compliance.
5. **Concluded Reports:** None
6. **Applications:** The Board approved the application for the following:  
  
John Nebelski, Removal Personnel- Motion to approve for licensure pending the receipt of an approved 3 hour infectious disease course made by Robert covey, motion seconded by Mary Alice Bisbee. Motion passed unanimously.
7. **Hearings-** None
8. **Inspection Report** – Daniel Vincent, Inspector
  - Reviewed two (2) inspections
  - Clarified with the board that the Pre-Need and Mandatory Cost of Good and

Services form is the only formal documentation required by OPR.

9. **Old Business:**

10. **New Business:**

Mark Shea-Requested for removal of conditions. Peter Comart advised that he had met all conditions set forth by the Board. All administrative penalties have been received. Dan Vincent stated he successfully completed 4 inspections. Motion to remove conditions made by Larry Gile, Motion seconded by Mary Alice Bisbee. Robert Covey abstained. Motion Passed.

Rule Review Discussion: Colin Benjamin would like to have a public hearing with the associations, licensees, etc to further discuss the Limited Services Section of the rules.

Exams: Review the National Exam and consider a more update and current exam for the licensees.

11. **Adjournment:** There being no further business Chairman Mann made a motion to adjourn at 10:31 AM. Motion seconded by Robert Covey. Motion passed.

**Future Meetings:**

April 9, 2013- Work Committee Meeting

May 14, 2013- Board Meeting immediately followed by a Work Committee Meeting

Respectfully Submitted,

Danielle Rubalcaba  
Licensing Board Specialist