

UNAPPROVED MINUTES

September 11, 2012
Vermont Board of Funeral Service
National Life Building North Fl 2,
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: Danielle Rubalcaba, Licensing Board Specialist; Colin Benjamin, Board Counsel; Carla Preston, Case Manager, and Daniel Vincent, OPR Inspector

Visitors: Greg Camp, Elizabeth Carlson

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 July 10, 2012 Meeting as presented. The motion was seconded by Mr. Covey. Motion passed unanimously.
3. **Education Committee Report:** 7 Continuing Education courses were approved by the Committee and 3 were denied approval.
4. **Case Manager's Report:** Ms. Preston reported there are currently seven (7) 2012 cases pending for the Funeral Service Board. Four (4) cases are under investigation. Two (2) pending further review. Charges of Unprofessional Conduct have been filed regarding one (1) case. Currently all conditioned licenses are in compliance.
5. **Concluded Reports:** None
6. **Applications:** Daniel Hafner: Mr. Beck made a motion to approve Mr. Hafner for licensure as a funeral director. The motion was seconded by Mr. Covey. Motion passed unanimously.
7. **Hearings:** None
8. **Inspection Report** – Daniel Vincent – Mr. Vincent presented the Board
Life Insurance policies
Scope of Assignment for unlicensed personnel
ACA Accounts
General Assistance Burial Expenses

9. **Old Business:**

-Pre-Need Contract-Mandatory

Changes to be made:

- Page 1
 - Insert acknowledgement at the bottom of page 1
 - Move page 3 section I to the bottom of page 1
- Page 2
 - Top of page 2 remove "parties to be notified of the arrangement" is prepaid funeral
 - Bottom of page 2 in the note to purchaser changes section I to section II
 - Page 2 section II (A.) changing section from the note to purchaser l to 1 in the note to purchaser
 - Page 2 in the note to purchaser revise to the word ing to read: All check shall be made out to the escrow agent or its lawful designee.
- Page 3
 - Page 3 remove the word appropriate
 - Page 3 (F.) Remove the word appropriate and insert thesection reference after "Percentage of Interest."
 - Page 3 (H.) Change section IV to III and remove the notification at the bottom that is being moved to page 1
- Page 5
 - Page 5 (N.) change the word debt to debits
- Page 6
 - Page 6 Section V inserting "for a full refund" into the signing of the contract.

Mr. Beck made a motion to pass the revised pre-need funeral contract as modified at the September 11th, 2012 meeting and require that it be mandatory effective January 1st, 2013. Motion seconded by Mr. Covey. Motion passed 4 -1 (Mary Alice Bisbee voted no)

-Limited licensure

Additional changes will be discussed at the November 13th, 2012 meeting.

10. **New Business:** None

11. **Adjournment:** There being no further business, Mr. Mann accepted a motion to adjourn, from Mr. Gile at 12:03 a.m. It was seconded by Mr. Covey and passed.

Future Meetings: October 2, 2012

November 13, 2012—Funeral Board Meeting

Respectfully Submitted,

Danielle Rubalcaba, Licensing Board Specialist