

UNAPPROVED MINUTES

September 10, 2013
Vermont Board of Funeral Service
89 Main St., 3rd 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 and Dan Vincent.

Visitors: Lisa Carlson, Greg Camp and Jimmy Johnston.

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 July 16, 2013 meeting made by Larry Gile and Seconded by Robert Covey. Motioned passed unanimously.

Approval of Minutes: A Motion to approve the Minutes of the August 5, 2013 telephone conference meeting made by Robert Covey and Seconded by Larry Giles. Motioned passed unanimously.

3. **Education Committee Report:** 78 Continuing Education courses were submitted for review, 39 courses were approved by the committee and 1 course was approved earlier on August 5th telephone conference, "Removal Personnel."
4. **Case Manager's Report:** No Case Manager reported given. Information stays the same. Carla Preston reported previously on the current case load for the Funeral Board. Currently the board has eight (8) cases pending. Two (2) cases are new intakes. Two (2) are under investigation. Four (4) are pending charges.
5. **Concluded Reports:** None
6. **Applications:**
Ryan Bennett-Funeral Director application was reviewed by the Board at their July 16th board meeting. A motion was made to preliminarily deny the current application based on reciprocity. The denial letter was not sent to the applicant from the Licensing Administrator because she could not find the violation in the statutes or rules to cite in the correspondence to the applicant. Board member Larry Gile referenced **§ 1252. Application; qualifications**
 - B) completed a traineeship of 12 months of full-time employment or its equivalent under the direct supervision of a person duly licensed for the practice of funeral service within a licensed funeral establishment not connected with a school. The duration of the traineeship and the work performed shall be verified by affidavit as required by the board; and
 - (2) The board may waive the educational and traineeship requirements for examination as a funeral director, provided the applicant possesses a valid license from another state with licensure requirements substantially similar to those required by this chapter.

A letter will be sent to Mr. Bennett citing the above statute and giving him (30 days) to appeal the decision of the board if he so chooses.

7. **Hearings-** None
8. **Inspection Report** –Daniel Vincent, Inspector
-Reviewed inspections

-Facilities with multiple discrepancies will be re-visited by the inspector at a later date to ensure they have met the requirements.

9. **Old Business:**

10. **New Business:**

National Board Exam – to be tabled for the next meeting

11. **Meeting Adjourned:** A Motion to adjourn the meeting at 10:00AM made by Mary Alice Bisbee and Seconded by Peter Beck. Motioned passed unanimously.

12. Meeting called to order at 11:45AM by Chairman Mann.

Board Elections for Chair, Vice Chair and Secretary. Motion made by Mary Alice Bisbee to accept the current slate of officers, Lyndon Mann as Chairman, Robert Covey as Vice Chair and Peter Beck as Secretary. Seconded by R. Covey. Motion carried.

13. Meeting Adjourned: A motion to adjourn the meeting at 11:55AM made by Peter Beck, seconded by Robert Covey. Motion carried.

14. Next Scheduled Meetings:

Oct 8th, 2013 – Board Meeting

Nov 12th, 2013- Board Meeting

Dec 10th, 2013

Respectfully Submitted,

Terry Gray

Licensing Administrator