

UNAPPROVED MINUTES

January 8, 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, Peter Beck, 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

Visitors: Greg Camp, VFDA; Robert Brown, VFDA

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 November 13, 2012 meeting made by Peter Beck and Seconded by Robert Covey. Motion carried.
3. **Education Committee Report:** 59 Continuing Education courses were approved by the Committee and 49 were denied approval.
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:** Case Files 2012-683 and 2012-684—Motion was made by Mary Alice Bisbee to accept the closing report as written, seconded by Larry Gile. Motion carried.
6. **Applications:** The Board approved the application for the following:
 - Matthew Abare, Removal Personnel
Motion to approve licensure made by Peter Beck, motion seconded by Robert Covey. Motion passed unanimously.
 - Hebert Bluhm II, Removal Personnel
Motion made by Peter Beck to approve license, seconded by Mary Alice Bisbee. Motion passed unanimously.
 - Steven Fauteux, Embalmer
Motion made by Larry Gile to approve license, seconded by Robert Covey. Motion passed unanimously.

- Ryan Bennett, Adirondack Memorials & Granite Works (Pre-approval before build)

Motion made by Peter Beck to table the application until further information is received and additional areas regarding the law are cleared by Board Counsel, Colin Benjamin, seconded by Robert Covey. Motion passed unanimously.

7. **Hearings-** None

8. **Inspection Report** – Daniel Vincent

-Reviewed four (4) inspections

9. **Old Business:**

The board discussed the possibilities of requiring a resume, federal background check and finger printing for all initial application. Terry Gray will research why other states are requesting this information and report back to the board at its March meeting. Board discussed the Statute and rule making process with Board Counsel. The decision was made to start meeting monthly as a working committee every month starting February 12, March 12 (immediately after the Regular Funeral Board Meeting, April 9, May 14 (immediately following the Regular Funeral Board Meeting and June 11, 2013. to address definitions, roles, establishments, etc.

10. **New Business:**

Terry Gray discussed paperless licensure with the board. OPR will not be issuing paper licenses. (Licensees file renewal on paper with the office vs. on-line renewal; the office will generate and mail a paper license). Our licensees have the ability 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. Licensure status can be verified at any time from any where online.

Motion made by Mary Alice Bisbee to approve this transition to paperless licensure, seconded by Bob Covey. Motion passed unanimously.

Greg Camp agreed to help OPR education the licensees with an insert in the Associations newsletter in March.

-OPR retreat will be held March 29, 2013 at the Stoweflake.

11. **Adjournment:** There being no further business, adjournment at 11:24AM

Future Meetings:

February 12, 2013- Work Committee Meeting

March 12, 2013- Board Meeting immediately followed by a Work Committee Meeting

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