

UNAPPROVED MINUTES

May 13, 2014

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, Mary Alice Bisbee and Robert Covey

Staff Attending: Colin Benjamin, Board Counsel; Dan Vincent, Inspector; Danielle Rubalcaba, Licensing Board Specialist; and Carla Preston, Case Manager; Terry Gray, Licensing Administrator

Visitors: Greg Camp and Betty Maloney

1. **Call to Order:** Meeting called to order at 9:00 am by Chairman Mann
2. **Approval of Minutes:** Motion made by Larry Gile to approve the Minutes of the March 11, 2014 meeting. Motion seconded by Mary Alice Bisbee. Robert Covey abstained. Motion passed.
3. **Education Committee Report:** Education committee reviewed 8 courses. 3 were approved and 5 denied. See <https://www.sec.state.vt.us/professional-regulation/professions/funeral-service/continuing-education.aspx>
4. **Case Manager's Report:** Carla Preston reported on the current case load for the Funeral Board. The board has ten (10) cases pending. Two (2) the I-Team recommends closing. Three (3) are ready for I-Team meetings and five (5) are pending investigation.
5. **Concluded Reports:** 2013-80 & 2013-81
Larry Gile made a motion to accept these closing reports. Motion seconded by Robert Covey seconded. Chairman Mann abstained. Motion passed.
6. **Applications:** Compassionate Cremation Care
Robert Covey made a motion to approve this application pending a successful inspection. Chairman Mann seconded this motion. Motion Passed.
7. **Hearing-** None
8. **Old Business:** None
8. **Inspection Report** –Daniel Vincent, Inspector
Dan conducted one (1) inspection since the March 11th meeting. Dan reported that the establishment he reviewed had reformatted the Pre-Need contract and he informed them that the information must be clearly stated to ensure all the necessary information is on the Pre-Need contract.
10. **New Business:**
Danielle will submit two revised exams to the board for further review based on the new statutes.

Board Counsel Colin Benjamin gave a quick report on the OPR Bill. Mary Alice Bisbee made a motion to have a public meeting prior to the rule making. Larry Gile questioned Mary Alice Bisbee on why we needed the public meeting prior to the rule making. Robert Covey stated that before the process is finished the public will have the opportunity to participate in the rule making process so he feels comfortable with the process. Motion not carried. One in favor three opposed.

Scope of non-licensed personnel in the funeral service. The board agreed that the non-licensed personnel are not to be signing any contracts.

11. **Public Comment:** None
12. **Meeting Adjourned:** Meeting adjourned at 11:45 am

Respectfully Submitted,

Danielle Rubalcaba

Licensing Board Specialist

2014 Scheduled Meetings:

July 8th, 2014

September 9th, 2014

November 18th, 2014