

## UNAPPROVED MINUTES

March 8, 2016  
Vermont Board of Funeral Service  
89 Main St., 3<sup>rd</sup> Floor  
Montpelier, VT 05620-3402

8:30 AM – Curriculum Committee  
9:00AM – Board Meeting

Board Members present: Larry Gile, James Minor, Alexandra Thayer and Daniel Coane

Staff present: Gabe Gilman, General Counsel; Danielle Rubalcaba, Licensing Board Specialist; Carla Preston, Case Manager

Visitors: Greg Camp

1. **Call to Order:** Meeting called to order at 9:08 am by Chairman Larry Gile.
2. **Approval of Minutes:** Motion to approve the February 9, 2016 minutes made by Alexandra Thayer, seconded by Daniel Coane. Motion Carried.
3. **Education Committee Report:** Education committee courses reviewed. Approved and denied courses shall be added to the lists published to the Board's website at <https://www.sec.state.vt.us/professional-regulation/professions/funeral-service/continuing-education.aspx>. Courses listed on the denied list did not meet the requirements set forth in Rule 4.3 and was considered marketing tool vs. educational. Motion to approve the Education Committee Report made by Alexandra Thayer, seconded by Daniel Coane. Motion carried.
4. **Closing Reports** – Daniel Coane made a motion to approve 2015-394, 2015-396, and 2015-475. Motion seconded by James Minor. Motion carried. Alexandra Thayer made a motion to approve 2015-430 and 2015-431. Motion seconded by James Minor. Motion carried.
5. **Case Managers Report** – Three (3) Cases Pending. One (1) holding, one (1) under investigation, and one (1) the I-Team has met and recommends charges.
6. **Rules Review and Discussion**
7. **Inspections** – Derek Everett and Karl Packer attended and discussed inspection procedures with the Board.
8. **Meeting Adjourned:** Meeting adjourned at 11:30 am.

Respectfully Submitted,

*Danielle M. Rubalcaba*

Upcoming Meetings:

April 12, 2016 (Working Rules Review Meeting)

May 10, 2016