



Board of Funeral Service

Office of Professional Regulation, Vermont Secretary of State

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UNAPPROVED MINUTES

March 21st 2018

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

Board Members present via phone conference: Michael Donahue and Larry Gile

Staff present: Colin Benjamin, Director; Gabe Gilman, General Counsel; Tara Grenier, Licensing Administrator IV; Kara Shangraw, Licensing Administrator I

Visitors: Greg Camp

1. Call to Order

- a. Meeting called to order at 9:12 am by James Minor.

2. Approval of Minutes; Additions and Deletions to the Agenda

- a. Alexandra Thayer made a motion to approve the March 13th, 2018 minutes as amended, seconded by Daniel Coane. Motion Carried.

3. Topics for Discussion

- a. Director Colin Benjamin discussed the process of the inspections with the board.
- b. General Counsel Gabriel Gilman showed the board the memorandum for the change to the advisor model. Daniel Coane made a motion, Seconded by Alexandra Thayer, to approve the recommended text for the legislative transition to advisor model. Motion carried.

4. Education Course Review

- a. Education committee courses reviewed. Approved courses shall be added to the list published to the Board's website at <https://www.sec.state.vt.us/professional-regulation/professions/funeral-service/continuing-education.aspx>. Courses that are denied did not meet the requirements set forth in Rule 4.3 and were considered marketing tool vs. educational. A motion was made by Alexandra Thayer to approve the 20 courses and deny 8 that did not meet the rule requirement. Motion seconded by Daniel Coane. Motion Carried.

5. Adjournment

- a. James Minor made a motion to adjourn the meeting at 11:10 am. Motion seconded by Daniel Coane. Motion carried.

Respectfully Submitted,

Ashley Cota and Kara Shangraw

Upcoming Meetings for 2018:

May 8th 2018