

## UNAPPROVED MINUTES

September 8, 2015  
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, Daniel Coane, Alexandra Thayer and James Minor

Staff present: Gabriel Gilman, General Counsel; Carla Preston Case Manager; Daniel Vincent, Inspector; and Danielle Rubalcaba, Licensing Board Specialist

Visitors: Greg Camp

1. **Call to Order:** Meeting called to order at 9:05 am by Chairman Larry Gile.
2. **Approval of Minutes:** Motion to approve the July 14 2015 minutes made by James Minor, seconded by Danny Coane. Motion Carried.
3. **Education Committee Report:** Education committee reviewed 49 courses. 22 approved and 27 denied. 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 listed on the denied list did not meet the requirements set forth in Rule 4.3.
4. **Case Manager's Report:** (3) Three pending cases. (1) One on hold. (1) One pending I-Team. (1) One pending a closing report.
5. **Concluded Reports:**
6. **Applications:** Alexandra Thayer made a motion to approve Walter Giroux's embalming and funeral directors license. Motion seconded by Daniel Coane. Motion carried. Daniel Coane made a motion to approve Stephen Robertson for an embalming and funeral directors license. Motion seconded by Alexandra Thayer. Motion carried.
7. **Hearing-** None
8. **Old Business:** None
9. **Inspection Reports – Dan Vincent**  
Dan Vincent reported on the \$6.00 fee located on line 16 of the GPL. Alexandra Thayer made a motion for the Office of Professional Regulation Unit Administrator to report on the Funeral Services Trust account at the June meetings. Motion seconded by Daniel Coane. Motion carried.

Alexandra Thayer made a motion to remove line 16 from the GPL and waive the \$6.00 application for years where it was not collected. Daniel Coane seconded this motion. Motion carried.

10. **New Business:**

Elections

Daniel Coane made a motion to keep Larry Gile as Chair, Michael Donahue as Vice Chair and James Minor as secretary. Motion seconded by Alexandra Thayer. Motion carried. Daniel Coane made a motion to keep Larry Gile, Michael Donahue, and Alexandra Thayer on the Education committee. They added James Minor. Motion seconded by Alexandra Thayer. Motion carried.

Fee discussion for review of Continuing Education Courses.

A motion was made by Michael Donahue at the July 14, 2015 meeting, seconded by Danny Coane to establish a \$25.00 fee for each educational course submitted to the board for review. This motion carried. This fee implementation needs to be put on the OPR 2016 bill for consideration by Legislature. Gabe Gilman is following up with the director.

Limited Licensing

Will be discussed at the November 10<sup>th</sup> meeting.

11. **Public Comment:** None

12. **Meeting Adjourned:** Meeting adjourned at 9:50 A.M.

Respectfully Submitted,

Danielle Rubalcaba

Upcoming Meetings:

November 10