

UNAPPROVED MINUTES

May 9th, 2017

Vermont Board of Funeral Service

89 Main St., 3rd Floor

Montpelier, VT 05620-3402

Board Members present: Michael Donahue, Alexandra Thayer and Daniel Coane

Board Members not present: Larry Gile, Jim Minor

Staff present: Gabe Gilman, General Counsel; Ashley Cota, Licensing Board Specialist; Carla Preston, Beth Jarvis, Case Manager

Visitors: Greg Camp

1. **Call to Order:** Meeting called to order at 9:07 am by Vice-Chairman Michael Donahue.
2. **Approval of Minutes:** Motion to approve the January 10th, 2016 minutes as corrected made by Alexandra Thayer, seconded by Daniel Coane. Motion Carried.
3. **Case Managers Report:** Three (3) new cases, Seven (7) pending charges, Two (2) have been requested to close, One (1) holding, and Six (6) ready for an I-Team.
4. **Applications:** Alexandra Thayer made a motion to approve James Brasco and Elizabeth McKinney Brasco's Applications for Funeral Director and Embalmer licenses. Motion seconded by Daniel Coane. Motion Carried

Alexandra Thayer made a motion to approve the Spears Funeral Home Establishment Application. Motion seconded by Daniel Coane. Motion carried.

Daniel Coane made a motion to approve the Guare & Sons Funeral Home Establishment Application. Motion seconded by Alexandra Thayer. Motion carried.

5. **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 were considered marketing tool vs. educational. A motion was made by Daniel Coane to approve the 41 courses and deny 23 that did not meet the rule requirement. Motion seconded by Alexandra Thayer. Motion Carried.

Daniel Coane made a motion to overturn the denial of 2 of the Continued Education Courses that were denied on 01/10/2017. Alexandra Thayer seconded the Motion. Motion carried.

6. **Board Budget:** The discussed of the board budget was tabled for the next meeting.
7. **Rules Review and Discussion:** General Counsel Gabriel Gilman Discussed the Rules and Regulations.
8. **Correspondences:** The Discussion on Funeral Home Inspections was tabled for the next meeting.
9. **Meeting Adjourned:** Alexandra Thayer made a motion to adjourn the meeting at 10:26 am. Motion seconded by Daniel Coane. Motion carried.

Respectfully Submitted,

Ashley Cota

Upcoming Meetings:

July 11th 2017

September 12th 2017

November 14th 2017