



Funeral Services Advisor Group

Office of Professional Regulation, Vermont Secretary of State

89 Main Street, 3rd Floor • Montpelier, VT 05620-3402
<https://sos.vermont.gov/opr/>

Meeting Minutes

Tuesday, March 12, 2024 at 9:00 a.m.

Members Present: James Minor Sr., Daniel Coane, Lawrence Davignon

Members Present via phone:

Member(s) Absent:

OPR Personnel Present: Noura Eltabbakh, Staff Attorney; Kasey Mayer, Licensing Administrator; Derek Everett, Chief Inspector; Kamanie Sweet, Licensing Administrator; Michelle Lavoie, Licensing Administrator

Guests: Greg Camp, Jacqueline Holcomb, Adam Goss, Heald Funeral Home

1. The meeting was called to order at 09:00 A.M. by Staff Attorney Noura Eltabbakh
2. Staff and advisor introductions
3. **Changes to the Agenda:** Open Advisor Position
4. **Discussion Items:**
 - Noura Eltabbakh informed the advisors that the Alternate Pathways to Licensure rules are now active. There is no set apprenticeship timeline for the alternate pathways to licensure.
 - Derek Everett led a discussion regarding satellite locations in the industry. Due to the increase in satellite locations, registration for those locations is under consideration. Advisors were asked for their input on what the minimum for a non-operable prep room would look like. A meeting will be held in the future with the advisors to discuss proper interpretations and guidance regarding the inspection list and prep room qualifications.
 - Discussion regarding price lists for services and the FTC occurred. Greg Camp stated that he would send information regarding FTC and price lists to OPR.
 - Noura Eltabbakh stated that a recruitment email and/or letter will be sent out for the open advisor vacancy.
5. **Adjourn.** With the lack of further business, the meeting adjourned at 10:00 AM.

Upcoming Meeting Dates

March 11, 2025

Please check the [OPR Meeting Calendar](#) for updates