

## UNAPPROVED MINUTES

July 16, 2013

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: Lyndon Mann, Larry Gile, Robert Covey, Mary Alice Bisbee, and Peter Beck.

Staff Attending: Colin Benjamin, Board Counsel; Terry Gray, Licensing Administrator; Danielle Rubalcaba, Licensing Board Specialist,

Visitors: Lisa Carlson

1. **Call to Order:** Meeting called to order at 9:00 am by Chairman Mann
2. **Approval of Minutes:** A Motion to approve the Minutes of the June 11, 2013 meeting made by Larry Gile and Seconded by Mary Alice Bisbee. A motion to amend the minutes made by Peter Beck and seconded by Larry Gile. Motioned passed unanimously. Amendments to change this statement are as follows:

T. Gray asked the board if OPR staff could review and approve Removal Personnel applications. After a brief discussion, motion made by Peter Beck, seconded by Lyndon Mann to grant OPR staff to review and approve Removal Personnel application for licensure. Motion carried, with an abstention from Mary Alice Bisbee. Robert Covey voted No.

### **Inspection Report** – Daniel Vincent, Inspector

- 7 Inspections
- Reviewed three (3) inspections
- Facilities with multiple discrepancies will be re-visited by the inspector at a later date to ensure they have met the requirements.
- Discussed the importance of mandating the Mandatory Pre-Need contract.

*Removed under new business: Peter Beck made a motion to grant the Administrative level at OPR to license Removal Personnel based on meeting all requirements. Seconded by Chairman Mann, Mary Alice Bisbee abstained, Robert Covey Opposed. Motion Passed.*

*Peter Comart discussed the VPCAP (VT Professional Colleague Assistance Program) proposal to the board and they would like further input. Board showed no enthusiasm toward this proposal.*

3. **Education Committee Report:** 10 Continuing Education courses were approved by the Committee and 7 were denied. Three approved courses had decreased hours.
4. **Case Manager's Report:** No Case Manager reported given. Information stays the same. Carla Preston reported previously on the current case load for the Funeral Board. Currently the board has eight (8) cases pending. Two (2) cases are new intakes. Two (2) are under investigation. Four (4) are pending charges.
6. **Applications:** The Board approved the application for the following:

Ryan Bennett-Funeral Director; A motion was made by Larry Gile to preliminarily deny the current application based on reciprocity. Bob Covey seconded the motion. Motion passed unanimously. Terry Gray will be submitting a denial letter.
7. **Hearings-** None
8. **Inspection Report** – None
9. **Old Business:**
10. **New Business:**

Lisa Carlson and Larry Gile contacted the National Funeral exam service to get a copy of the current exam. Larry Gile stated that a study guide exam posted on their website.

Lisa Carlson submitted a "Cremation Mischief in Vermont" article to the board that she collected from different establishments throughout Vermont. Ms. Carlson stated this material will be submitted to the media for release.

The Board will consider approving the American Heart Association as a blood borne pathogen continuing education provider once we receive the CE application and supporting documentation.

Peter Beck made a motion to not endorse and deny any involvement from the funeral board to the VPCAP. Mary Alice Bisbee seconded the motion. Motion passed unanimously.

#### **Public Hearing:**

The Funeral Director's statute was reviewed by the board with the following changes:

A motion was made by Peter Beck to leave in §1211 (A) (4) "for a fee or other compensation." Motion seconded by Larry Gile. Motion carries 4-0. Robert Covey abstained.

The Board discussed using the word promession in §1211 (A) (1). Board decided they would like to conduct more research on the topic before inserting the wording into the current proposed statute.

The Board reviewed and discussed §1211 (4) (E) and §1252 (g) "Public". The decision was to leave out the word "public" viewing from the Statute,

Proposed changes will be posted on the web and letter of invitation will be mailed notifying licensees of the public hearing scheduled for September 10, 2013 at 10:00AM.

11. **Adjournment:** There being no further business Chairman Mann adjourned at 11:14 pm. Motion made by Larry Gile. Motion seconded by Chairman Mann. Motion passed unanimously.

**Future Meetings:**

Sept 10<sup>th</sup>, 2013 – 9:00AM Board Meeting followed by a Public Hearing at 10:00am

Oct 8<sup>th</sup>, 2013 – Board Meeting

Nov 12<sup>th</sup>, 2013- Board Meeting

Dec 10th, 2013 – Board Meeting

Respectfully Submitted,

Danielle Rubalcaba  
Licensing Board Specialist