

## UNAPPROVED MINUTES

November 10, 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, Michael Donahue, James Minor, Daniel Coane and Alexandra Thayer

Staff present: Gabriel Gilman, General Counsel; Carla Preston Case Manager; and Terry Gray, Licensing Administrator.

Visitors: Greg Camp, Chris Palermo and Jim Johnston

1. **Call to Order:** Meeting called to order at 9:05 am by Chairman Larry Gile.
2. **Introduction:** The Board was introduced to the new Assistant Director, Lora Nielsen.
3. **Approval of Minutes:** Motion to approve the September 8, 2015 minutes made by Alexandra Thayer, seconded by Danny Coane. Motion Carried.
4. **Education Committee Report:** Education committee reviewed 15 courses. 10 approved and 5 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.
5. **Concluded Reports:** 2015-98 – Michael Donahue gave an overview of the closing report to the board. Board members felt the closing report lacked description and details. The report needs to articulate previous case and a clarity of understanding between both funeral homes and the client. Motion made by Daniel Coane, seconded by Alexandra Thayer to not approve concluded report 2015-98. Motion carried unanimously.
6. **New Business:**  
Director Benjamin presented the FY 2017 budget with the Board. The current budget shows a fee increase was performed in 2014 and the receipts in fees remain constant. Total expenditures on an average of the previous 5 years and with a projected 2% increase per year slowly reduces the deficit. The recommendation to closely monitor the budget in 2016 since the board is currently in the black. Board members questioned the ratio of the fund balance and wanted to explore other cost

savings initiatives, such as, limiting the inspection process from 2 years to 3 years. Director Benjamin was open to discussion of other cost efficiencies the board may suggest. Gabe Gilman reminded the board of the new law that went into effect on July 1, 2015 this year. The new change will make a large impact on the individual board budgets. Previously, any late fees, administrative penalties went into a special account vs. Fee's go directly into the board budget.

Alexandra Thayer wanted to know what where the cost contributed to the FY 2011 total expenses of \$98,899, when other years were ½ that amount. Director Benjamin will research the budget item and report back to the board.

Larry Gile would like a breakdown of indirect cost

**7. Old Business:**

Limited Licensure for Establishments –

Mr. Camp will review the national level requirements and other states model regulations and share the information with Mr. Gilman.

After discussion among the Board and members of the public present, Mr. Gile moved that the Board request that OPR include, within its annual departmental legislative requests, a modification to 26 V.S.A. § 1252 empowering the Board to provide by rule for alternative paths to licensure as a funeral director for those qualified individuals who may wish to enter the profession through a structured system of apprenticeship and without the expense of formal academic training. Motion passed unanimously.

**8. Public Comment:** None

**9. Meeting Adjourned:** Meeting adjourned at 12:22 A.M.

Respectfully Submitted,

Terry T. Gray

Upcoming Meetings:  
December 7, 2015