

UNAPPROVED MINUTES
February 10, 2015
Vermont Board of Funeral Service
89 Main St., 3rd Floor
Montpelier, VT 05620-3402

8:30 AM – Curriculum Committee
9:00AM – Board Meeting

Board Members present: Lyndon Mann, Larry Gile, Michael Donahue, Danny Coane, and Alexandra Thayer

Staff Attending: Colin Benjamin, Director; Danielle Rubalcaba, Licensing Board Specialist; and Carla Preston, Case Manager; Terry Gray, Licensing Administrator; Lauren Hibbert, Prosecuting Attorney; and Gabriel Gilman, Counsel

Visitors: Greg Camp, Lucien Hayes, and Raymond Heald

1. **Call to Order:** Meeting called to order at 9:00 am by Chairman Mann.
2. **Approval of Minutes:** Motion to approve the November 18, 2014 minutes made by Larry Gile. Seconded by Lyndon Mann. Motion carried.
3. **Education Committee Report:** Education committee reviewed 93 courses. 40 approved and 53 denied.

See <https://www.sec.state.vt.us/professional-regulation/professions/funeral-service/continuing-education.aspx>

4. **Case Manager's Report:** Carla Preston reported on the current case load for the Funeral Board. The board has five cases pending. One is on hold. One recommend closing. Two are set for hearing and one is pending investigation.
5. **Concluded Reports:** A motion to close the following cases 2014-309 & 204-312 without disciplinary actions was made by Alexandra Thayer. Motion seconded by Danny Coane. Chairman Mann abstained. Motion carried.
6. **Applications:** A motion was made by Danny Coane to approve Catherine Jarowski for licensure as a Funeral Director and Embalmer based upon successfully completing all the Vermont requirements. Seconded by Michael Donahue. Motion carried.
7. **Hearing-** None
8. **New Business:** Director Colin Benjamin proposed a new disciplinary process 3 V.S.A. §129(f) the board will table the discussion until the March 10th meeting. Director Benjamin will provide the cost analysis and a three year case study at the next meeting.

The board appointed Larry Gile as leader of the education committee and added Michael Donahue and Alexandra Thayer to the committee. Motion by Danny Coane and seconded by Alexandra Thayer. Motion carried.

9. **Inspection Reports -** None
10. **Old Business:** None
11. **Public Comment:** Guests Raymond Heald and Lucien Hayes requested that the board contact Interment Trust Services and discuss ACA prepaid contract rollovers. General Counsel Gabriel Gilman

suggested that the consumer file a complaint and state their concerns to the enforcement division and these will be handled on a case by case basis.

12. **Meeting Adjourned:** Meeting adjourned at 11:15 am

Respectfully Submitted,

Danielle Rubalcaba

Licensing Board Specialist

Meetings:

May 12

July 14

September 8

November 10