

## UNAPPROVED MINUTES

November 18, 2014

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, Mary Alice Bisbee and Robert Covey

Staff Attending: Colin Benjamin, Board Counsel; Dan Vincent, Inspector; Danielle Rubalcaba, Licensing Board Specialist; and Carla Preston, Case Manager; Terry Gray, Licensing Administrator

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 September 9, 2014 minutes made by Larry Gile. Motion seconded by Mary Alice Bisbee. Motion carried.
3. **Education Committee Report:** Education committee reviewed 2 courses. 1 was approved and 1 was 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 seven (7) cases pending. One (2) the I-Team recommends closing at today's meeting. One (1) is on hold. One (1) recommend closing. Two (2) are set for hearing and one (1) is pending investigation.

5. **Concluded Reports:**

A motion to close the following cases without disciplinary actions for case #'s 2014-296 & 2014-297, made by Larry Gile. Motion seconded by Chairman Mann. Robert Covey abstained. Motion carried.

6. **Applications:**

A motion was made by Larry Gile to approve Lawrence Davignon for licensure as a Funeral Director based upon successfully completing all the Vermont requirements. Motion seconded by Mary Alice Bisbee. Motion carried.

A motion was made by Larry Gile to approve Lawrence Davignon for licensure as an Embalmer based upon successfully completing all the Vermont requirements and pending receipt of a successful practical exam. Motion seconded by Mary Alice Bisbee. Motion carried.

7. **Hearing-** None

8. **Old Business:** None

9. **Inspection Report** –Daniel Vincent, Inspector

10. **New Business:**
  - The board briefly discussed board budgets. There will be no fee increases for the current fiscal year. The board recommends meeting with a representative to discuss areas they can cut the budget.
  - Larry Gile made a motion to move forward with charging providers a fee for submitting course approvals. Motion seconded by Mary Alice Bisbee. Motion carried.
  - Dan Vincent discussed use of the retort and general GPL listings.
11. **Public Comment:** None
12. **Meeting Adjourned:** Meeting adjourned at 11:00 am

Respectfully Submitted,

Danielle Rubalcaba

Licensing Board Specialist

Meetings:

January 13

March 10

May 12

July 14

September 8

November 10