

Board of Registration of Funeral Directors & Embalmers
PUBLIC MINUTES
December 14, 2022

The regular meeting of the State Board of Registration of Funeral Directors and Embalmers was called to order at 3:30 pm at 7 Eagle Square, Concord, NH. Members present included Vincent A. Baiocchetti III (Chairman), Matthew J. Roan, Eric Rochette, and Susan J. Hopkins. Absent was Timothy P. Kenney. Representing the OPLC was Shana Warriner, Board Administrator and Talia Wilson. Board Administrator. Representing the AG's Office Sheri Phillips.

I. Call to Order

II. Executive Director Lindsey Courtney - Director Courtney spoke with the board regarding renewal of all license types for the board. She also stated she wants the list of inspections sent to OPLC so we can start setting up inspections. Fees are not being turned over in a 24-hour period as statute requires. Fees need to be collected prior to inspection. E. Rochette said that the board has all rights to do inspections. Director Courtney wants to work with the board specifically a board member that is designated by the board to create a renewal form. She also touched on testing and how no board member should be given the written exam. The board and OPLC must come up with processes and procedures.

III. Approval of Public Minutes from November 9, 2022 – S. Hopkins made a motion to approve the minutes from November 9, 2022, M. Roan seconded, motion passes with a roll call vote.

IV. Hearings - None.

V. Applicants –

- a. Adriana Ruiz de Velasco - Embalmer** – E. Rochette made a motion to deny application and suggest she reapply as an apprentice. S. Hopkins seconded, motion passes with a roll call vote.
- b. Brittanie Coyle – Embalmer** - Tabled to January meeting.
- c. Patrick Wheeler – Embalmer Apprentice** – E. Rochette made a motion to approve once part D on form is corrected. V. Baiocchetti seconded, motion passes with a roll call vote.
- d. Kali Jean Crowley – Embalmer Apprentice** - E. Rochette made a motion to accept apprenticeship based on her current reports 25 finished and 23 embalming's unassisted and needs to do 25 funeral director forms and the 2 missing unassisted embalming's.

VI. Review Apprenticeship Extension Requests – None.

VII. Review Apprenticeship Sponsor Changes –

- a. Austin Perrin letter** – No action necessary.
- b. Brian Pettengill** – No action necessary.

VIII. Licenses Issued –

- a. Funeral Director** – John Gentile

IX. Review Funeral Home and Crematory Inspections – S. Hopkins made a motion to approve inspections for Grondin Funeral Home. M. Roan seconded motion passes with a roll call vote. M. Roan made a motion to approve Dumont Sullivan Funeral Home. E. Rochette seconded motion passes with a roll call vote. V. Baiocchetti made a motion approve Wiggin, Purdy-McCooey Funeral Home. M. Roan seconded motion passes with a roll call vote.

X. Miscellaneous and Other Information

a. Austin Pellerin Letter – FYI.

b. The Conference – Annual Letter of Understanding 2023 – FYI

c. Budget Information – FYI.

d. Jessica Kallipolites – Director of Enforcement - Director Kallipolites wanted to get some confirmation with the board on how they would like to handle complaints going forward. The board stated they wanted the initial complaint first and once reviewed they will decide what the next step will be. Director Kallipolites will also make sure at each meeting a report will given to the board on open complaints/investigations.

XI. Continuing Education Review

a. Matt Roan – Approved all CEU for CANA Cremator Operations Certification Program, NFDA Home Study Program, NFDA Empathetic Communication Strategies Following Suicide Death.

b, Susan Hopkins – Approved Darel Limoges, David Ahern and Craig Beanes (all except Annual meeting 2023 as it didn't happen yet) and MedSafe2022.

c. Timothy Kenney (reviewed by E. Rochette) – Approved APEX for 16 CEU classes, and Daniel Healy CEU.

E. Rochette made a motion to approve all CEU submitted. M. Roan seconded motion passes with a roll call vote.

XII. Board Business – None.

XIII. Non- Public

At 5:30 pm, S. Hopkins made a motion to go into non-public session, E. Rochette seconded, motion passes with roll call vote, the board voted to enter non-public session for the purpose of discussing investigations of alleged licensee misconduct and other confidential board business and noting that such a non-public session is authorized by RSA 91-A:3, II (c), RSA 91-A:3, II (e), RSA 91-A:5, IV, RSA 325:33, I, RSA 325:34, VI, and the board's executive and deliberative privileges. The Board returned to Public Session at 4:26 p.m.

At 6:26 p.m., V. Baiocchetti made a motion to seal and withhold the minutes of the non-public session from public disclosure pursuant to RSA 91-A:3, III on the grounds that public disclosure would be likely to affect adversely the reputation of a person other than a board member and/or to render the proposed action ineffective is not subject to public disclosure pursuant to RSA 325:33, I, RSA 325:34, VI. E. Rochette seconded, motion passes with a roll call vote,

The meeting adjourned at 6:27 p.m.