

Board of Registration of Funeral Directors & Embalmers
PUBLIC MINUTES
March 8, 2023

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 Baiocchetti III (Chairman), Matthew Roan, Timothy Kenney, Eric Rochette and Susan Hopkins. Representing the OPLC was Shana Warriner, Board Administrator, Talia Wilson. Board Administrator and Shane Goulet OPLC Attorney.

I. Call to Order

II. Approval of Public Minutes from February 8, 2023 – M. Roan made a motion to approve the minutes from February 8, 2023, T. Kenney seconded, motion passes with a roll call vote.

III. Hearings - None.

IV. OPLC/Board Administrator Updates

a. Alaina Oropollo, Abigail Gourley and Gregory Camp passes the written exam.

V. Applicants –

a. **Monique Dallaire - Embalmer** – M. Roan made a motion to approve application. E. Rochette seconded, motion passes with a roll call vote.

VI. Review Apprenticeship Extension Requests –

a. Timothy Eldridge – T. Kenney made a motion to approve the extension. E. Rochette seconded, motion passes with a roll call vote.

VII. Review Apprenticeship Sponsor Changes – None.

VIII. Licenses Issued –

- a. **Funeral Director** – Abigail Gourley
- b. **Apprentice Embalmers** – Abbey Nieves and Matthew Nieves
- c. **Embalmer** – Gregory Camp and Brittanie Coyle

IX. Review Funeral Home and Crematory Inspections –

a. **Roan Family Funeral Homes & Cremation Services** – Paid for inspection. Inspection will be completed.

X. Miscellaneous and Other Information

a. **Megan Fecteau Letter of Employment Change** - FYI

XI. Continuing Education Review

a. Matt Roan

- 1. **FINE Mortuary College** – Denied. Not enough information provided.
- 2. **Wilbert Funeral Services** – Approved.

b. Susan Hopkins

- 1. **Graystone Associates Inc** – Waiting for mor information. Tabled to April.
- 2. **Tom Crosley ICCFA Program Approval** – Approved.

c. Timothy Kenney

1. VFDA – Cremation Knowledge 2023 – Approved.

XII. Board Business

a. Apprentice Embalmer Requirements – Crosswalk and Delegation of Authority –

Executive Director Lindsey Courtney discussed with the board the matrix created for requirements of apprentice embalmers and where they may need more clarification in rule. The board will review in April along with MOU Exhibit A, Apprentice Embalmer Licensure, Delegations of Authority and the FRL 400 draft rules.

XIII. Non- Public

At 4:13 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 5:05 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. M. Roan seconded, motion passes with a roll call vote,

The meeting adjourned at 5:08 p.m.