



# Board of Funeral Directors and Embalmers

## Public Meeting Minutes

Funeral Directors & Embalmers Board  
Jul 12, 2023 at 3:30 PM EDT  
@ 7 Eagle Square Concord NH - Hearings Room

### **Attendance**

Members: Vinnie Baiocchetti, Susan Hopkins, Matt Roan, Eric Rochette (via Zoom), Ryann Healy  
Guest: Shane Goulet-Board Counsel, Heather Kelly-Director of Operations, Jessica Kallipolites-Director, Division of Enforcement, Brenda Rines-Board Administrator, Chris Senko-Administrator, Bureau of Board Administration, Lindsey Courtney-Executive Director of Office of Professional Licensure & Certification, Bethany Cottrell-Director of Licensing and Board Administration

I. Call to Order

V. Baiocchetti, Chair, called the meeting to order at 3:30 pm.

II. Approval of Public Minutes 6/14/23

**Motion:**

Approve the June 14, 2023, public minutes as amended.

Motion moved by M. Roan and motion seconded by S. Hopkins. Motion passed unanimously as amended.

III. OPLC/Board Administrator Updates

A. Heather Kelly - Director of Operations 3:30 pm

Board requested a presentation from ApprentiScope to be on the the August 9<sup>th</sup> 2023 agenda.

B. Lindsey Courtney - Executive Director of Office of Professional Licensure & Certification – Provided an update on the renewal and inspection process. Funeral Home renewal list was received by the Board. Board to provided delegated list that each board member will be assigned to.

C. Bethany Cottrell – Director of Licensing & Board Administration – Process of signing Death Certificates which currently have many missing signatures. Bethany has a meeting scheduled with Vital Records/Secretary of State, she will address the concerns the Board has with the current process that is in place to

obtain these missing signatures. Bethany will be attending the next Board of Medicine Meeting where she will bring up the issue of missing signatures on the death certificates.

IV. Legislative Updates – HB655

- A. Jessica Kallipolites – Director, Division of Enforcement – Update complaint process was provided – Board will receive updates on current complaints at future meetings.
- B. Shane Goulet – Board Counsel – Update on the hearing process was provided.

V. Embalmer Apprentice Application

- A. Isabella Rioux

**Motion:** Approval of Embalmer Apprentice Application

Motion moved by S. Hopkins and motion seconded by M. Roan. Motion passed unanimously.

VI. Review Funeral Home and Crematory Inspections

- A. Roan Family Funeral Homes – Eric Rochette – tabled to next board meeting on August 9<sup>th</sup>, 2023.
- B. Renewal Letter – Board reviewed with suggested changes from R. Healy.

VII. Continuing Education Review

- A. Eric Rochette – WebCE New CE Course - Approved
- B. Matthew Roan – 2023 NFDA Annual Convention Workshop- Approved except for “Walking a Peaceful Path through Pet Loss” which was not approved
- C. Susan Hopkins – NFDA-Diversity Basic Foundations CE - Approved  
NFDA-How to Conduct an Effective Job Interview CE - Approved

VIII. Non-Public Session

**Motion:**

Conduct a 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.

Motion moved by V. Baiocchetti and motion seconded by S. Hopkins. Motion passed unanimously by roll call vote at 5:36 pm and the Board returned to Public Session.

IX. Sealing of Non-Public Minutes

**Motion:**

To seal and withhold the minutes of the preceding 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.

Motion moved by V. Baiocchetti and motion seconded by S. Hopkins. Motion passed unanimously with a roll call vote.

X. Adjournment - Next Board meeting is August 9, 2023 at 3:30 pm

Meeting adjourned at 5:40 pm