



Board of Funeral Directors and Embalmers

Public Meeting Minutes

Funeral Directors & Embalmers Board
Sep 13, 2023 at 3:30 PM EDT
@ 7 Eagle Square Concord NH - Hearings Room

Attendance

Present:

Members: Vinnie Baiocchetti, Ryann Healy, Susan Hopkins, Matt Roan, Eric Rochette
Guests: Lindsey Courtney-OPLC, Executive Director, Bethany Cottrell-Division Director of Licensing and Board Administration, Shane Goulet-Board Counsel, Brenda Rines-Board Administrator

I. Call to Order

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

II. Approval of Public Minutes 8/9/23

Motion:

Upon a motion by S. Hopkins and seconded by M. Roan to approve the meeting minutes as submitted. Motion passed unanimously.

III. OPLC/Board Administrator Updates

A. Alex Mahoney - ApprentiScope Representative 3:30 pm

The Board did not have any further questions for Alex on the ApprentiScope software.

B. Lindsey Courtney - OPLC, Executive Director

Funeral Directors examination & Embalmers practical/oral examination

Executive Director Lindsey Courtney moved this discussion to the non-public session.

C. Bethany Cottrell - Division Director of Licensing and Board Administration

Continuing Education course approval process

Division Director of Licensing and Board Administration Bethany Cottrell asked questions to the board on the course approval process. Discussed what OPLC

has been doing to clean up the current continuing education course lists that are reflected on the website. The lists are a working document that updated as needed.

IV. Legislative and/or Rules Updates

A. Bethany Cottrell - Plc 313 review

1. Plc 313 Proposed Interim Rules
2. Plc 313 INT FIS Request

Division Director of Licensing and Board Administration Bethany Cottrell went over the Plc 313 proposed interim rules for licensure by endorsement.

V. Kristen M. Kenniston, State Registrar and Christopher Wilder - NH Division of Vital Records Administration

Kristen M. Kenniston and Christopher Wilder spoke to the Funeral Directors & Embalmer Board ("Board") members. The Board has noted that Funeral Directors are having to chase for the signatures on the death certificate. There were suggestions made to send out notifications to licensees reminding them of the obligations and expectations of MD, DO, PA and APRNs with the signing of death certificates.

VI. Review Apprenticeship Sponsor Changes - None

VII. Licenses Issued - None

VIII. Review Continuing Education Requests - None

IX. Review Funeral Home and Crematory Inspections

A. Susan Hopkins - assigned inspections on 8/23/2023

1. Baker-Gagne Funeral Home Chapel
2. Baker-Gagne Funeral Home
3. Rivet Funeral Home
4. Dumont-Sullivan Funeral Chapel
5. Davis Funeral Home

B. Matthew Roan - assigned inspections on 8/23/2023

1. Lambert Funeral Home

The Lambert Funeral Home passed inspection that was completed on September 5, 2023 by M. Roan.

2. Tasker Funeral Home

The Tasker Funeral Home passed inspection that was completed on September 14, 2023 by M. Roan.

C. Ryann Healy - assigned inspections on 8/23/2023

1. Kent and Pelczar Funeral Home - Inspection date 9/7/2023

The Kent and Pelczar Funeral Home passed inspection that was completed on September 7, 2023 by R. Healy.

D. Eric Rochette - assigned inspection on 8/23/2023

1. Emmons Funeral Home Inc

X. Miscellaneous and Other Information - None

XI. Continuing Education Review

A. Ryann Healy

1. NFDA Green Burials-Opportunity or Threat

Approved by R. Healy

2. NHFDA Annual Meeting

a. 2024 NHFDA Business Meeting Agenda

Approved by R. Healy

b. NHFDA Blue U Bios Course Outline

Approved by R. Healy

c. NHFDA Nami Bio Course Outline

Approved by R. Healy

d. NHFDA Business Meeting State Form 2024

Approved by R. Healy

- e. 2024 NHFDA January CE Programs
Approved by R. Healy

XII. 2024 Funeral Directors & Embalmers Meeting Schedule

Executive Director Lindsey Courtney and Division Director of Licensing and Board Administration Bethany Cottrell discussed the 2024 Funeral Directors & Embalming meeting schedule. The importance of conducting Board meetings during regular business hours. Hearings will be conducted on a Wednesday opposite of a Board meeting day, if necessary. The Board agreed to move the meeting time up to 3:00 pm with every second Tuesday for the meeting day.

XIII. Non-Public

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.

Motion:

Upon a motion by V. Baiocchetti and seconded by S. Hopkins to move into a Non-Public session. Motion passes with a roll call vote at 4:30pm.

XIV. Sealing of Non-Public Minutes

Return to public session 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:

Upon a motion by V. Baiocchetti and seconded by M. Roan to seal the non-public minutes. Motion passed unanimously by roll call vote.

XV. Adjournment - Next Board meeting is October 11, 2023 3:30 pm

Meeting adjourned at 5:26 pm