



Board of Funeral Directors and Embalmers

Public Meeting Minutes

Funeral Directors & Embalmers Board
Jan 10, 2024 at 3:00 PM EST
@ 7 Eagle Square Concord NH - Hearings Room

Attendance

Present:

Members: Terese Barton-Board Administrator, Cassandra Brown-Board Counsel, Shane Goulet-Hearings Officer, Ryann Healy-Board Member, Susan Hopkins-Board Member, Brenda Rines-Board Administrator, Matt Roan-Board Member, Eric Rochette-Board Member, Tracey Sopinsky-LSR

Excused:

Members: Vinnie Baiocchetti-Board Chair

I. Call to Order

Susan Hopkins called the meeting to order at 3:03 pm.

II. Approval of Public Minutes

On a motion by R. Healy and seconded by M. Roan, the Board approved the meeting minutes as submitted from December 13, 2023. Motion approved unanimously by the Board.

A. Funeral Meeting Minutes - 12/13/2023

III. Public Hearing - Adley Faulkner @ 3:00 pm

The Hearing for Adley Faulkner commenced at 3:12pm. Hearings Officer Frye reviewed the procedural matters to Ms. Faulkner, who attended the meeting by zoom. Ms. Faulkner noted she had additional documents to present to the Board. The Hearing paused at 3:12 pm for retrieval and email of the documents to the Board Administrator to present to the Board. The Hearing resumed after a brief recess at 3:54 pm. Hearings Officer Frye reviewed the procedural matters to Ms. Faulkner, who attended the meeting by zoom. Adley Faulkner was sworn in, after being sworn in, The Board reviewed the missing report documents for the renewal apprentice application. Adley Faulkner addressed the Board on the missing reports. During the meeting, the Board asked for clarification of the missing reports. The Hearing concluded at 4:20 pm. Deliberations were held in the Non-Public session.

IV. Apprentice Embalmer Application

A. Megan Demers - Interview with Apprentice Applicant and Sponsor
Megan Demers and Sponsor interviewed by E. Rochette via zoom.

V. OPLC/Board Administrator Updates

VI. Legislative and/or Rules Updates

A. Tina Kelley - Rules Coordinator
1. FrI 404 - Hearing 3:30 pm

Public Hearing opened at 3:30 pm and closed at 3:45 pm with no public comments.

2. Frl 404 - Initial Proposal

Tabled until next meeting.

3. Frl 300 various

Changes will be made to the Frl 300 various and will be presented at the next meeting on February 14, 2024.

4. Frl 200 - Review Final Proposal

On a motion by M. Roan and seconded by R. Healy, the Board accepted the Review Final Proposal as submitted. Motion approved unanimously by the Board.

VII. Old Business - None

VIII. New Business

IX. Review Apprenticeship Sponsor Changes

A. Alexandra Allen-Byam

The Board approved the sponsorship request from Alexandra Allen-Byam for a new mentor.

X. Review Continuing Education Requests - None

XI. Review Funeral Home and Crematory Inspections

A. Susan Hopkins - assigned inspections

1. Rivet Funeral Home - assigned 8/23/2023

The Board requested a name change with the Board for the Rivet Funeral Home before the inspection can be scheduled and completed.

2. Waters Funeral Home - assigned 11/13/2023

3. The Pelham Funeral Home - assigned 11/13/23

Assigned 11/13/2023 inspection - inspection date 11/21/2023 Approved.

4. Ross Funeral Home - assigned 11/13/23

5. Brookside Chapel - assigned 11/17/23

6. Zis Sweeney Funeral Home - assigned 11/17/23

B. Matthew Roan - assigned inspections

C. Ryann Healy - assigned inspections

D. Eric Rochette - assigned inspections

1. Emmons Funeral Home Inc - assigned 8/23/2023

E. Vinnie Baiocchetti - assigned inspections

1. CE Peaslee & Sons Funeral Home - reassigned 11/21/23 - inspection date 12/19/23

XII. Miscellaneous and Other Information - None

XIII. Continuing Education Review

A. Ryann Healy

On a motion by M. Roan and seconded by Susan Hopkins all continuing education reviewed were approved. Motion passed unanimously by the Board.

B. Matt Roan

On a motion by R. Healy and seconded by Susan Hopkins all continuing education reviewed were approved. Motion passed unanimously by the Board.

XIV. 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.

On a motion by M. Roan and seconded by E. Rochette, the Board voted to enter the 1st Non-Public session by a roll call vote at 4:05 pm.

XV. 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.

On a motion by M. Roan and seconded by E. Rochette, the Board voted to seal the 1st Non-Public minutes by a roll call vote at 4:51 pm.

XVI. Adjournment - Next Board meeting is February 14, 2024

On a motion by S. Hopkins and seconded by M. Roan, the Board voted to adjourn. The motion passed unanimously, and the Board adjourned at 5:51 pm.