



State of New Hampshire
OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION
DIVISION OF LICENSING AND BOARD ADMINISTRATION
Board of Registration of Funeral Directors and Embalmers
7 Eagle Square, Concord, NH 03301-2412
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PUBLIC MINUTES

May 11, 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), Eric P. Rochette, Susan J. Hopkins, and Daniel B. Stockbridge.

Excused: Timothy P. Kenney

On a motion made by Susan J. Hopkins and seconded by Daniel B. Stockbridge, the Board approved the regular meeting minutes of March 17, 2022, and April 13, 2022 as written.

APPLICANTS:

Brian Keith Pettengill (Bennett Funeral Home) – Embalmer Apprentice

Mr. Pettengill and his sponsor were present to meet with the Board.

The Board reviewed the apprenticeship application and discussed apprenticeship requirements, laws and rules with Mr. Pettengill.

James Varano (6th extension) – Embalmer Apprentice

Mr. Varano and his sponsor were present to meet with the Board.

The Board reviewed the apprenticeship extension request and application and discussed apprenticeship requirements, laws, and rules with Mr. Varano. The Board expressed the urgency to finish the guidelines, as Mr. Varano has only one more extension allotted.

On a motion from Vincent A. Baiocchetti, seconded by Daniel B. Stockbridge, the Board voted to approve the applications above.

REVIEW APPRENTICE EXTENSION REQUEST(S):

Darryl Frank (2nd extension)

On a motion from Susan J. Hopkins and seconded by Eric P. Rochette, the Board voted to approve the extension of Mr. Frank's apprenticeship for one year.

LICENSES ISSUED:

- Mallory Cashin was issued an Embalmer Apprentice license.
- Caroline Coppola was issued an Embalmer Apprentice license.
- Cara Magarian was issued an Embalmer Apprentice license.
- Jennifer Lincoln was issued an Embalmer and Funeral Director license.

CONTINUING EDUCATION REVIEW:

On a motion from Daniel B. Stockbridge, seconded by Vincent A. Baiocchetti, the Board voted to approve the following continuing education courses:

- Dodge Institute for Advanced Mortuary Studies/The Dodge Company
 - 2022 Dodge Technical Seminar – Las Vegas 9 hours
- Insight Institute
 - Certified Funeral Celebrants 17 hours
- Maine Funeral Directors Association
 - Opioid Epidemic 1.5 hours
 - Self Care for Funeral Directors 1.5 hours
 - DPAA Identifying Remains of American POW/MIA’s 1 hour
 - Grieving When Death Happens 1 hour
 - Identifying Bodies of Missing & Unidentified Individuals 1 hour
- National Funeral Directors Association
 - Succession Solved: How to Sell a Business 1 hour
 - Breakout by Office 2 hours
 - Better Boards, Better Meetings, Better Committees 1 hour
 - When a Child Dies: Resources for Funeral Directors & Parents 1 hour
 - Issues Forum: Workforce Development Challenges & Opportunities 1 hour
 - Panel Discussion: The State of Funeral Service Post Pandemic 1.5 hours
- Vermont Funeral Directors Association
 - Diffusing Conflicts & Being Grief Experts 1 hour
- William Zwicharowski
 - Personal Experiences During 20 Years at Dover Port Mortuary, DE 1 hour
 - 9-11 Pentagon Attack Victims and Space Shuttle Columbia Accident 1 hour
 - Military mortuary Benefits and Entitlements 1 hour

On a motion from Eric P. Rochette, seconded by Susan J. Hopkins, the Board voted to deny the following continuing education courses:

- National Funeral Directors Association
 - The Knowing What You’re FOR 1 hour
- The International Conference of Funeral Service Examining Boards, Inc.
 - Job/Task Analysis Survey 1 hour
- William Zwicharowski
 - “Taking Chance” HBO Movie with Kevin Bacon Inside Story 1 hour

BOARD BUSINESS:

Exam Contract – Heather Kelley, OPLC Finance Director

Heather Kelley, Finance Director of the Office of Professional Licensure and Certification arrived to discuss the plans of an exam contract with Prometric. Ms. Kelley is seeking a vote on the matter of the Board participating in the contract. The Board expresses that they would like some more information about Prometric and the contract before they solidify a vote. The subject has been tabled until the next scheduled meeting.

ABFSE Committee on Accreditation Actions

The Board reviewed and accepted as informational. No action was taken.

NHFDA Peter Morin

Peter Morin provided an update that house bill 1320 passed the Senate and will go to the Health and Human Services Committee. The committee will either concur with the senate amendment and go onto the Governor's agenda, or they could decline, and the existing statute will remain as is.

OPLC Rules Hearing

The Board reviews the suggested OPLC rules changes. The submission of written comment is open until May 20, 2022.

NON-PUBLIC SESSION:

At 4:20 pm, on a motion by Vincent A. Baiocchetti, seconded by Susan J. Hopkins and by a unanimous 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: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 4:36 pm.

The meeting adjourned at 4:38 pm.