

MINUTES

STATE OF NEW HAMPSHIRE BOARD OF REGISTRATION OF FUNERAL DIRECTORS AND EMBALMERS

The regular meeting of the State Board of Registration of Funeral Directors and Embalmers was called to order on February 14, 2018 at 3:40 pm at 121 South Fruit Street, Concord, New Hampshire. Members present include Timothy P. Kenney (Chairman), Susan J. Hopkins, Vincent A. Baiocchetti III and Daniel B. Stockbridge.

On a motion made by Timothy P. Kenney and seconded by Vincent A. Baiocchetti III the board approved the regular meeting minutes of January 10, 2018.

Motion to commence non-public session:

At 5 pm, on a motion made by Timothy P. Kenney 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:3, II (e), RSA 91-A:5, IV, RSA 325:33, I, RSA 325:34, VI, and the Board's executive and deliberative privileges. Each member recorded his or her vote on the motion, which passed by unanimous poll vote of all members present and included all members listed above.

At 6:51 pm, on a motion made by Timothy P. Kenney seconded by Daniel B. Stockbridge the board voted to 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.

Actions authorized during non-public session: On motion made by Timothy P. Kenney seconded by Susan J. Hopkins and vote was unanimous.

I. WRITTEN EXAMINATION:

KNOTTS, Stephanie M. (Cremation Society of New Hampshire)
DIAZ, Manolito

II. APPRENTICE EMBALMER APPLICATION(S):

ELDRIDGE, Timothy L. (Lord Funeral Home)

III. EMBALMER APPLICATION(S):

OFSTAD, Stuart E.

EARL, Amanda A. (Phaneuf Funeral Homes & Crematorium)

IV. REQUESTS FOR APPRENTICESHIP EXTENSION:

POIRIER, Paula (Fleury-Patry Funeral Homes) – conditional approval pending receipt of embalming reports.

V. APPRENTICESHIP SPONSOR CHANGES:

BEAULIEU, Rebecca (Bennett Funeral Home) – add co-sponsor Denis Caron (McHugh Funeral Home)

BLAIR, Matthew C. (Bennett Funeral Home) – change sponsor to Glen Henaire

VI. APPRENTICE EMBALMER INTERVIEWS:

BERGERON, Roland J. (Foley Funeral Home)

VII. FUNERAL HOME INSPECTIONS:

Tabled – Wendell J. Butt Funeral Home (Penacook) completed 6/1/2017 by Susan J. Hopkins

Tabled - Bernier Funeral Home (Somersworth) completed 9/14/17 by Timothy P. Kenney

VIII. CORRESPONDENCE:

Discussed letter received from Glenn H. Ward (Cain & Janosz Funeral Home and Cremation Service) notifying the Board of ownership transfer as of December 13, 2017.

Discussed email correspondence received from Buddy Phaneuf (Phaneuf Funeral Homes & Crematorium) concerning clarification of RSA 325-A:18 specifically, ME certification when the death occurs outside NH and cremation takes place in NH.

Reviewed Administrative Rules – Frl 304 Unlicensed Personnel, Frl 308 Eye Procurement, Frl 700 Preparation Room.

IX. CONTINUING EDUCATION APPROVED:

National Funeral Directors Association Online Learning Center courses for 2018.

- Conflict Management for Funeral Directors – Successful Interpersonal Communications 4 hours
- Deathcare Marketing – 25 FAQs 6 hours
- Embalming Perspectives and Paradigms Challenged 6 hours
- Embalming the Obese Case 3 hours
- Funeral Service Ethics 2 hours
- Marketing a Funeral Home for Long-Term Profitability 3 hours
- Offering Funeral Packages in Compliance with the FTC Funeral Rule 2 hours
- Professional Ethics in Funeral Service: NFDA’s Code of Conduct 1 hour

- The Funeral – A Chance to Touch, A Chance of Serve, A Chance to Heal 4 hours
- Understanding a Child’s Grief: Insights for Funeral Home Owners, Directors, Staff 3 hours
- Understanding and Managing Grief 6 hours
- Understanding the Practice of the FTC Funeral Rule 3 hours

National Funeral Directors Association (9.5 hours) for the Meet the Mentors program to be held March 12-13, 2018 in Atlanta, GA.

International Cemetery, Cremation and Funeral Association (13 hours) for the 2018 ICCFA Annual Convention & Exposition to be held April 18-21, 2018 in Las Vegas, NV.

National Funeral Directors Association (8 hours) “Certified Preplanning Consultant (CPC)” to be held April 26, 2018 in Pittsburgh, PA and June 28, 2018 in Peoria, IL.

Cremation Association of North America (8 hours) “Crematory Operations Certification Program” to be held as follows:

- February 27, 2018 in Whittier, CA
- March 9, 2018 in Edmond, OK
- April 26, 2018 in Kansas City, KS
- May 8, 2018 in Vancouver, BC
- May 18, 2018 in Wheeling, IL
- June 6, 2018 in North Little Rock, AR
- July 25, 2018 in Fort Lauderdale, FL
- October, 2018 in Albany, NY
- November 6, 2018 in Maryville, TN

Cremation Association of North America (8 hours) online program entitled “Crematory Operations Certification Program”.

Dodge Institute for Advanced Mortuary Studies (9 hours) 2018 Dodge Technical Series to be held May 10-11, 2018 in Atlantic City, NJ.

National Funeral Directors Association (15 hours) correspondence course entitled “Certified Preplanning Consultant (CPC)”.

National Funeral Directors Association (1 hour) webinar entitled “Awareness and Response for the Opioid Crisis” to be held March 22, 2018.

In-Sight Institute Certified Funeral Celebrant Training (17 hours) to be held as follows:

- February 26-28, 2018 in Springfield, IL
- March 7-9, 2018 in Columbus, OH
- April 9-11, 2018 in Kingston, ON
- April 16-18, 2018 in Las Vegas, NV
- July 17-19, 2018 in Brookfield, WI

- July 20-25, 2018 in Memphis, TN
- August 8-10, 2018 in Minneapolis, MN

National Funeral Directors Association (1 hour) webinar entitled “Sexual Harassment in the Workplace” to be held March 29, 2018.

National Funeral Directors Association (1 hour) webinar entitled “The Importance of Youth at Funerals” to be held April 5, 2018.

Norwalk Vault Company (5 hours) educational seminar to be held March 22, 2018 in Cromwell, CT.

NH Funeral Directors Association Summer Meeting to be held June 27-28, 2018 in Whitefield, NH.

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| • Spiritual Care for the Departed – Journeying with the Bereaved | 1 hour |
| • An Inconvenient Death | 1 hour |
| • Renewing the Spirit of the Funeral Director | 1 hour |
| • Compassion Resiliency Training | 3 hours |

NH Funeral Directors Association (6 hours) Basic Crematory Operator Training program to be held May 9, 2018 in Concord, NH.

On a motion made by Timothy P. Kenney seconded by Vincent A. Baiocchetti III the board adjourned at 6:36 pm.

Minutes respectfully submitted by Susan M. Russell, Board Administrator.