

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 March 14, 2018 at 3:34 pm at 121 South Fruit Street, Concord, New Hampshire. Members present include Timothy P. Kenney (Chairman), Susan J. Hopkins, Eric P. Rochette, Vincent A. Baiocchetti III and Daniel B. Stockbridge.

On a motion made by Vincent A. Baiocchetti III and seconded by Susan J. Hopkins the board approved the regular meeting minutes of February 14, 2018.

Motion to commence non-public session:

At 4:21 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.

Motion to return to public session:

At 6:24 pm, on a motion made by Timothy P. Kenney seconded by Susan J. Hopkins 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.

The Board met with apprentice Timothy McCarthy (Fleury-Patry Funeral Home).

Actions authorized during non-public session: On motion made by Timothy P. Kenney seconded by Vincent A. Baiocchetti III and vote was unanimous.

I. REQUESTS FOR APPRENTICESHIP EXTENSION:

VARANO, James (Connor-Healy Funeral Home) - expired 2/4/2017.

WELCH, Ai (Brewitt Funeral Service) – expired 10/28/2017.

POIRIER, Paula (Fleury-Patry Funeral Home)

PONTBRIANT, Emily (Foley Funeral Home)

LEE, Marisa (Cheshire Family Funeral Home)

II. APPRENTICESHIP SPONSOR CHANGES:

ROCKWOOD, Margaret E. (R.M. Edgerly & Son Funeral Home) – add co-sponsor J. Susan Edgerly

SAUER, Paul (R.M. Edgerly & Son Funeral Home) – add co-sponsor J. Susan Edgerly

III. APPRENTICE EMBALMER INTERVIEWS:

ROCKWOOD, Margaret E. (R.M. Edgerly & Son Funeral Home)

IV. 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

Passed – J.N. Boufford & Sons Funeral Home (Manchester) completed 2/15/18 by Daniel B. Stockbridge

V. CORRESPONDENCE:

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.

On a motion made by Timothy P. Kenney and seconded by Eric P. Rochette and by a unanimous roll call vote the board approved the initial proposal of Administrative Rule changes to Frl 100 – 200 as written.

On a motion made by Timothy P. Kenney and seconded by Susan J. Hopkins and by a unanimous roll call vote the board approved the initial proposal of Administrative Rules Frl 300 – 700 as written.

VI. CONTINUING EDUCATION APPROVED:

Katherine Roan (Petit-Roan Funeral Home) received credit (1 hour) for a community Narcan Training held November 8, 2017 in Suncook, NH.

National Funeral Directors Association (10 hours) for the Professional Women's Conference to be held April 14-15, 2018 in Atlantic Beach, FL.

- Funerals Build Resilient Kids 1 hour
- Providing Concierge Services 1.5 hours
- RSVP: I'll See You at My Living Funeral 3 hours
- The pH Shift 1.5 hours

- Digital Marketing Done Right: The Secret to Getting 5 to 50 New Calls 1.5 hours
- Passion! 8 Steps to Reignite Yours 1.5 hours

National Funeral Directors and Morticians Association (4 hours) for the 2018 Annual House of Representatives Meeting to be held April 21-25, 2018 in Atlantic City, NJ.

- Diversity & Inclusion 1 hour
- Funeral Homes & Tax Laws 2 hours
- ADA Compliance 1 hour

National Funeral Directors Association (1 hour) webinar entitled “Green Perspectives from Two Generations” to be held April 19, 2018.

Selected Independent Funeral Homes (7 hours) for the 2018 Spring Management Summit to be held April 25-27, 2018 in Savannah, GA.

- Defining our Culture of Communication 2 hours
- Performing at Your Best 1 hour
- Let’s Talk: F.R.E.D Time 2 hours
- Human Resources: The Key to Your Success 2 hours

National Funeral Directors Association (2 hours) webinar entitled “2018 All-Staff Annual FTC Funeral Rule Review” to be held May 3, 2018.

Kates-Boylston (5.5 hours) for the Cremation Innovations Summit to be held September 28, 2018 in Las Vegas, NV.

- Share Your Best Ideas .50 hours
- Turning Clicks into Dollars 1 hour
- How to Help Cremation Info Seekers 1 hour
- Are You Ready to Own/Operate Your Own Equipment 1 hour
- Becoming an Alkaline Hydrolysis Expert 1 hour
- Food at the Funeral: From Finger Sandwich to Filet Mignon 1 hour

On a motion made by Timothy P. Kenney seconded by Danial B. Stockbridge the board adjourned at 6:27 pm.

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