

## 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 August 8, 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 Timothy P. Kenney and seconded by Susan J. Hopkins the board approved the regular meeting minutes of July 11, 2018.

#### Motion to commence non-public session:

At 4:14 pm, on a motion made by Timothy P. Kenney seconded by Vincent A. Baiocchetti III 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 6:12 pm, on a motion made by Timothy P. Kenney seconded by Eric P. Rochette 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 a motion made by Timothy P. Kenney seconded by Eric P. Rochette and vote was unanimous.

#### I. WRITTEN EXAMINATION(S):

OFSTAD, Stuart E.

#### II. REQUESTS FOR WRITTEN EXAMINATION(S):

PONTBRIANT, Emily C. (Foley Funeral Home & Cremation Service)

#### III. APPRENTICE EMBALMER APPLICATION(S):

SOUTHER, Katherine E. (Bryant Funeral Home)

ENOS, Shannon E. (Anctil-Rochette Funeral Home)

DRAPANIOTIS, Christopher P. (Wilkinson-Beane-Simoneau-Paquette Funeral Home)

IV. APPRENTICE SPONSOR CHANGE:

SAUER, Paul T. (Wilkinson-Beane-Simoneau-Paquette Funeral Home)

V. APPRENTICE EMBALMER INTERVIEWS:

MCCARTHY, Timothy (Mayhew Funeral Home) – Tabled

VI. FUNERAL HOME INSPECTIONS:

Passed – Remick & Gendron Funeral Home (Hampton) completed 8/7/18 by Timothy P. Kenney

Passed – Direct Cremation of the Seacoast (Hampton) completed 8/7/18 by Timothy P. Kenney

VII. CORRESPONDENCE:

The Board discussed a letter from Peter M. Kelly, Board Counsel for the Massachusetts Board of Registration in Embalming and Funeral Directing regarding RSA 325:22-a Interstate Agreements.

On a motion made by Timothy P. Kenney and seconded by Vincent A. Baiocchetti III the Board unanimously voted to adopt initial proposal 2018-60 based on the comments from the Office of Legislative Services Administrative Rules.

The Board reviewed a draft proposal of amendments to Administrative Rules Frl 301.01, 307.01 and 801.05.

VIII. CONTINUING EDUCATION APPROVED:

Frazer Consultants for a webinar entitled “A Place to Go: Why Ceremonies Matter” (1 hour).

MKJ Marketing for the Preferred Funeral Directors International Fall 2018 Convention (12 hours) to be held September 9-12, 2018 in South Bend, IN.

International Cemetery, Cremation & Funeral Association for the Fall Management Conference (9 hours) to be held September 26-28, 2018 in Manalapan, FL.

National Funeral Directors Association for the Professional Women’s Conference - Canada (9 hours) to be held November 17-18, 2018 in Toronto, Canada.

Massachusetts Funeral Directors Association for a program entitled “Your Funeral Home’s Annual Financial Check-Up” (3 hours) to be held October 2018 in Western Massachusetts.

Massachusetts Funeral Directors Association for a teleconference entitled “OSHA On-Call” (1 hour) to be held October 2018.

Massachusetts Funeral Directors Association for a program entitled “Building a Better Business CEU Session: Professional Embalmer’s Session” (4 hours) to be held September 26, 2018 in Waltham, Massachusetts.

On a motion made by Timothy P. Kenney seconded by Eric P. Rochette the board adjourned at 6:15 pm.

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