

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 September 12, 2018 at 3:39 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 August 8, 2018.

Gary F. Day (Fournier-Hale Funeral Home) met with the Board to discuss his application for apprentice embalmer license.

Motion to commence non-public session:

At 4:11 pm, on a motion made by Timothy P. Kenney seconded by Daniel B. Stockbridge 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 4:21 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.

Attorney Robert Lamberti met with the Board to review comments from Joint Legislative Committee on Administrative Rules for Final Proposal 2018-60. The Board voted unanimously to adopt the conditional approval response.

Motion to commence non-public session:

At 4:34 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 6:26 pm, on a motion made by Timothy P. Kenney seconded by Vincent A. Baiocchetti III 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 Susan J. Hopkins seconded by Vincent A. Baiocchetti III and vote was unanimous.

I. APPRENTICE EMBALMER APPLICATION(S):

DAY, Gary F. (Fournier-Hale Funeral Home)

SPIRITOS, Aaron J. (Phaneuf Funeral Homes & Crematorium)

KELLY, Emma G. (Goodwin Funeral Home)

II. APPRENTICE SPONSOR CHANGE:

NISKALA, Ellen M. (Cremation Society of New Hampshire) – Tabled

MCENTEE, Devin B. (Cournoyer Funeral Home and Cremation Center)

III. APPRENTICE EMBALMER INTERVIEWS:

MCCARTHY, Timothy (Mayhew Funeral Home) – 9/10/18

SOUTHER, Katherine E. (Bryant Funeral Home) - Tabled

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

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

IV. FUNERAL HOME INSPECTIONS:

Tabled – DiLuzio Foley and Fletcher Funeral Homes (Foley) completed 8/16/18 by Timothy P. Kenney

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Passed – Kent & Pelczar Funeral Home (Newmarket) completed 9/11/18 by Timothy P. Kenney

V. CONTINUING EDUCATION APPROVED:

National Funeral Directors Association for additional workshops (4 hours) to be held at the International Convention & Expo in Salt Lake City, UT.

National Funeral Directors Association for a webinar entitled “Business Succession Planning” (1 hour) to be held September 27, 2018.

Selected Independent Funeral Homes for the 2019 NextGen Seminar (8.5 hours) to be held January 27-31, 2019 in Turks and Caicos.

FuneralCE for a home study course entitled “Ethical Business Practices for Funeral Directors” (2 hours).

James W. Cummings/Life Celebration for a program entitled “Funeral Mass Customization: Providing Families with Only & Exactly What They Want!” (3 hours). Program dates and locations to be determined.

New Hampshire Funeral Directors Association 2019 Annual Meeting (6 hours) to be held January 12, 2019 in Meredith, NH.

- Navigating Through Conflict 1 hour
- Time Management 2 hours
- NHFDA Business Meeting 1 hour
- Coping with Trauma and Stress 2 hours

National Funeral Directors Association online course entitled “Mastering the Art of Funeral Home Phone Etiquette” (1 hour).

National Funeral Directors Association online course entitled “Demonstration of Soft Tissue Repair” (4 hours).

MKJ Marketing 2018 Nashville Workshops (16 hours) to be held November 8-9, 2018 in Nashville, TN.

On a motion made by Timothy P. Kenney seconded by Eric P. Rochette the board adjourned at 6:28 pm.

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