

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 December 11, 2019 at 3:35 pm at 121 South Fruit Street, Concord, New Hampshire. Members present include Susan J. Hopkins (Acting Chairperson), Eric P. Rochette, Vincent A. Baiocchetti III and Daniel B. Stockbridge. Timothy P. Kenney was absent.

On a motion made by Vincent A. Baiocchetti III and seconded by Daniel B. Stockbridge the board approved the regular meeting minutes of November 13, 2019.

The following individuals met with the board to discuss their application for apprentice embalmer license.

- Brittney N. Klingforth and her co-sponsor Eric P. Rochette (Ancil-Rochette Funeral Home). Kallandra Kapala will be her sponsor.
- Randi A. Bucklin and her sponsor Thomas G. LaBerge (J. Verne Wood Funeral Home).

The board met with Beth Anne Grunzweig (Phaneuf Funeral Homes & Crematorium) to discuss her application for an embalmer license.

The board met with Lindsey Courtney (OPLC Health Director) to discuss the need for possible legislation relative to the inspection of funds deposited in accordance with RSA 325:45.

Motion to commence non-public session:

At 4:07 pm, on a motion made by Susan J. Hopkins seconded by Eric P. Rochette 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 4:35 pm, on a motion made by Susan J. Hopkins 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 Daniel B. Stockbridge and vote was unanimous.

I. EMBALMER APPLICATION(S):

GRUNZWEIG, Beth Anne (Phaneuf Funeral Homes & Crematorium)

II. APPRENTICE EMBALMER APPLICATION(S):

KLINGFORTH, Brittney N. (Anctil-Rochette Funeral Home)

BUCKLIN, Randi A. (J. Verne Wood Funeral Home)

III. REQUESTS FOR APPRENTICESHIP EXTENSION:

BERGERON, Roland J. (DiLuzio Foley and Fletcher Funeral Home)

IV. APPRENTICESHIP SPONSOR CHANGES:

JUDGE, Nicole E. – change co-sponsor from Carl A. Michaud to Mark Cournoyer – Cournoyer Funeral Home

ROUSSEAU, Erica L. – effective 11/15/19 change sponsor to Matthew J. Roan – Petit-Roan Funeral Home

V. FUNERAL HOME & CREMATORY INSPECTIONS:

Tabled - Roberge Funeral Home (Somersworth) completed 3/28/19 by Daniel S. Stockbridge

Tabled – R.M. Edgerly & Son Funeral Home (Rochester) completed 9/10/19 by Daniel B. Stockbridge

Tabled – Goodwin Funeral Home (Manchester) completed 10/8/19 by Timothy P. Kenney

Tabled – Michaud Crematory (Wilton) completed 10/17/19 by Timothy P. Kenney

VI. CONTINUING EDUCATION APPROVED:

National Funeral Directors & Morticians Association for a program entitled “40 & Under” 2020 Annual Enrichment & Leadership Summit (5 hours) to be held February 9-11, 2020 in Atlanta, GA.

APEX continuing education solutions home study courses for 1/1/2020 – 6/30/2021.

- A Brief History of Burial & Preservation Practices 1 hour
- Creating Marketing Ideas for Funeral Homes 1 hour
- Telephone Inquiry Manual for Funeral Homes 2 hours
- Working with Difficult People in Conflict 2 hours
- Funeral Service Ethics 2 hours
- Green Burial 101 2 hours
- The Funeral Director and Organ & Tissue Donation 2 hours
- Funeral Rituals and Mental Health 3 hours
- OSHA Essentials 3 hours
- The FTC Funeral Rule 3 hours
- Infant Embalming Techniques 3 hours
- Restoration of a Tissue Donor 3 hours
- Understanding Grief 3 hours
- After Suicide: How to Support Survivors of the Loss 2 hours
- Are You Stressed? Signs & Solutions 4 hours
- Preneed Planning: What Every Funeral Director Should Know 4 hours

Education Workers Group (funeralcontinuingeducation.com) for the following web-based courses from 1/1/2020 – 6/30/2021.

- Upselling Without Upsetting the Client 1 hour
- Understanding Hospice and Palliative Care 1 hour
- Modern Funeral Customs 1 hour
- Limiting Exposure to HIV / AIDS 2 hours
- Complying with the FTC Funeral Rule 2 hours
- Funeral Products and the Environment 2 hours
- OSHA Compliance for Funeral Homes 2 hours
- Helping Parents Cope with Unexpected Death 1 hour
- Ethics, Attitude and Customer Service 3 hours
- When Children Die: Guidance for the Final Arrangements 1 hour
- Helping Parents Help Children Cope with Death 1 hour
- Burial with Military Honors – Best Practices 3 hours
- Funerary Ethics and Best Practices 2 hours
- Perinatal Bereavement and Memorialization 2 hours
- The Sociology of Death 2 hours
- Restorative Art and Modern Techniques 3 hours
- Funeral Home and Heroin Overdose Training Denied

Cremation Association of North America for a program entitled “The Art of Selling Cremation 3: A Preneed Summit” (5 hours) to be held February 26, 2020 in Las Vegas, NV.

Cremation Association of North America for the 2020 Cremation Symposium (7 hours) to be held February 26-28, 2020 in Las Vegas, NV.

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

Cremation Association of North America for a program entitled “Crematory Operations Certification Program” (6 hours) to be held as follows.

- February 26, 2020 in Las Vegas, NV
- April 28, 2020 in Whittier, CA
- May 15, 2020 in Wheeling, IL
- August 15, 2020 in Seattle, WA
- September 16, 2020 in Falls Church, VA
- October 8, 2020 in Albany, NY
- November 10, 2020 in Houston, TX

Cremation Association of North America for an online program entitled “Cremation Arrangement Conference Best Practices” (2 hours).

Cremation Association of North America for an online program entitled “Phone Shoppers: Your Best First Impression” (1 hour).

Cremation Association of North America for an online program entitled “Cremation & the Environment” (2 hours).

National Funeral Directors Association for the 2020 NFDA Meet the Mentors (10.5 hours) to be held March 9-10, 2020 in Atlanta, GA.

On a motion made by Susan J. Hopkins seconded by Vincent A. Baiocchetti III the board adjourned at 5:15 pm.

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