

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 11, 2020 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 Vincent A. Baiocchetti III the board approved the regular meeting minutes of January 8, 2020. Daniel B. Stockbridge abstained.

The following individual(s) met with the board to discuss their application for apprentice embalmer license.

- Melissa B. Wheeler and her sponsor Sean Peschel (Goodwin Funeral Home & Cremation Services).

The board met with Gary A. Graveline Sr. (J. Verne Wood Funeral Home) to discuss his application for an embalmer license.

Motion to commence non-public session:

At 4:47 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 6:11 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 Timothy P. Kenney seconded by Eric P. Rochette and vote was unanimous.

I. REQUESTS FOR WRITTEN EXAMINATION(S):

MCCARTHY, Timothy (Mayhew Funeral Home)

II. EMBALMER APPLICATION(S):

MORGAN, Elizabeth A. (Ricker Funeral Home)

ROCKWOOD, Margaret E. (Tasker Funeral Home)

GRAVELINE SR., Gary A. (J. Verne Wood Funeral Home) - Tabled

III. APPRENTICE EMBALMER APPLICATION(S):

WHEELER, Melissa (Goodwin Funeral Home & Cremation Services)

IV. REQUESTS FOR APPRENTICESHIP EXTENSION:

LEWIS, Erik D. (R.M. Edgerly & Son Funeral Home)

VARANO, James E. (Connor-Healy Funeral Home)

V. APPRENTICESHIP SPONSOR CHANGES:

NELSON, Jordan L. (sponsors Craig S. Beane and Austin K. Perrin – Wilkinson-Beane-Simoneau-Paquette Funeral Home)

VI. LICENSE REINSTATEMENT:

WILDAY, Randall S.

VII. FUNERAL HOME & CREMATORY INSPECTIONS:

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

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

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

Passed - Lord Funeral Home (Wolfeboro & Ctr Ossipee) completed 2/12/20 by Susan J. Hopkins

Passed - Baker-Gagne Funeral Home (Wolfeboro & W Ossipee) completed 2/12/20 by Susan J. Hopkins

Passed - Zis-Sweeney & St. Laurent Funeral Home (Nashua) completed 2/18/20 by Susan J. Hopkins

Passed - Advantage Funeral & Cremation Services (Nashua) completed 2/20/20 by Susan J. Hopkins

VIII. CORRESPONDENCE:

Review proposed Administrative Rules - Frl 301.01, Frl 302.01, Frl 602.14 (c), Frl 603.01 (f) (14), Frl 801.03 (c), Frl 801.05, Frl 801.06 (c).

IX. CONTINUING EDUCATION APPROVED:

National Funeral Directors Association for the following Online Learning Center courses.

- Approaching Trauma Cases with Confidence 3 hours
- Conflict Management for Funeral Directors – Successful Interpersonal Communications 4 hours
- Deathcare Marketing – 25 FAQs 6 hours
- Demonstration of Soft Tissue Repair 4 hours
- Do-It-Yourself Memorials (with a Little Help from the Funeral Directors) 2 hours
- Embalming Perspectives and Paradigms Challenged 6 hours
- Embalming Risk Management 4.0 3 hours
- Embalming the Obese Case 3 hours
- Funeral Service Ethics 2 hours
- Marketing a Funeral Home for Long-Term Profitability 3 hours
- Mastering the Art of Funeral Home Etiquette 1 hour
- Offering Funeral Packages in Compliance with the FTC Funeral Rule 2 hours
- Professional Ethics in Funeral Service: NFDA’s Code of Conduct 1 hour
- Relevance of Restorative Art 3 hours
- RSVP: I’ll See you at My Living Funeral 2 hours
- Supporting Pregnancy Loss Families 3 hours
- Ten Tools for Stress Relief 3 hours
- 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

Kates-Boylston Publications for the Cremation Innovators Summit (5 hours) to be held May 1, 2020 in Philadelphia, PA.

- Are You Ready to Own and Operate Your Own Equipment? 1 hour
- Overcoming Funny Math: How to Price Cremations 1 hour
- Turning Clicks into Dollars 1 hour
- Lessons from Secret Shopping 1 hour
- Embracing Cremation as a Profit Center 1 hour

- Closing Remarks and Q&A with Our Speakers Denied

Kates-Boylston Publications for the Cremation Innovators Summit (5 hours) to be held September 18, 2020 in Charleston, SC.

- Handling the First Call 1 hour
- The Death of Tradition in Cremation Marketing 1 hour
- Show Me the Food (and Maybe the Wine and Beer) 1 hour
- Serving the Furry Ones 1 hour
- Teamwork Makes the Dream Work 1 hour
- Q&A with Our Speakers Denied

SCI Northern New England for Annual Leadership Training Workshop (12 hours) held September 25-26, 2019 in Auburn, Maine.

International Cemetery, Cremation and Funeral Association for the 2020 ICCFA Annual Convention & Exposition (16.5 hours) to be held March 30 – April 2, 2020 in San Antonio, TX.

National Funeral Directors Association for a webinar entitled “Cremation Litigation: How to Avoid the Courthouse and What to Do When You Can’t” (1 hour) to be held April 16, 2020.

National Funeral Directors Association for the 2020 Professional Women’s Conference (9.5 hours) to be held April 25-26, 2020 in Miami, FL.

- A Funeral Home Facelift for Today’s Modern Family 1 hour
- Prospecting to Women Influencers 1.5 hours
- The Millennial Funeral Director 1 hour
- Inside the Courthouse 1.5 hours
- Obituaries with More Love Than Money 1.5 hours
- Helpful Embalming Tips 1.5 hours
- What Holds Us Back at Work: How to Communicate with Colleagues, Managers and Clients 1.5 hours

The Board denied credit for the Conference of Funeral Service Examining Boards “Board Member Training Program” held February 18-20, 2020 in Palm Coast, FL.

MKJ Marketing for a program entitled “2020 Marketing Summit” (13.5 hours) to be held March 2-4, 2020 in Vail, CO and March 16-18, 2020 in Naples, FL.

National Funeral Directors Association for a program entitled “Future’s Forum” (10 hours) to be held May 7-8, 2020 in Brookfield, WI.

National Funeral Directors Association for a webinar entitled “All-Staff Annual FTC Funeral Rule Review” (2 hours) to be held June 11, 2020.

Kates-Boylston Publications for the Cremation Strategies Conference (5 hours) to be held December 2, 2020 in Nashville, TN.

- Cremation is (blank): Understanding Cremation Motivations 1 hour
- Steps to Void Cremation Liability 1 hour
- The Price Value Proposition – What, How and Why 1 hour
- Conquering Funny Math 1 hour
- Debunking the Myths of Alkaline Hydrolysis 1 hour
- Q&A with the Speakers Denied

Selected Independent Funeral Homes for the 2020 Spring Management Summit (7.5 hours) to be held April 29 - May 1, 2020 in Tampa, FL.

- The Helper’s Journey: Empathy, Compassion and the Challenge of Caring 1.5 hours
- Ask the Experts 1.5 hours
- Families Gone Wild 2.5 hours
- Knowing the Numbers that Matter 2 hours

National Funeral Directors Association for a program entitled “Embalming & Restorative Arts Seminar” (8.5 hours) to be held May 14-15, 2020 in Pittsburgh, PA.

- Live Demonstration: Understanding Long Bone, Tendon and Skin Donation for Funeral Directors and Embalmers 1.5 hours
- Live Demonstration: Understanding Ocular, Heart Valve and Tissue Donation for Funeral Directors and Embalmers 1.5 hours
- Live Demonstration: Tips/Techniques for Embalming the Donor Case 2 hours
- Techniques for Preparing the Unembalmed Case 1 hour
- Embalming Risk Management 1 hour
- Color Theory & the Biology Behind Better Cosmetics 1.5 hours
- Panel Discussion: Ask the Experts Denied

Matthews International for the following courses. Locations and dates TBD.

- Moving from Grieving to Remembrance 1 hour
- 10 Arrangements Steps Essential for Families Selecting Cremation 1 hour
- The Beauty, Characteristics and Value of American Woods Used in the Art of Casket Construction 1 hour
- The Beauty, Characteristics and Value of Enduring Metals Used in the Art of Casket Assembly 1 hour

- Funeral Home Professional Communication Skills 1 hour
- Millennials – The Dawn of the Digital Networking Age 1 hour
- Plant Tour / Understanding the Casket Construction Process A-Z 2 hours

On a motion made by Timothy P. Kenney seconded by Eric P. Rochette the board adjourned at 6:12 pm.

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