

Board of Registration of Funeral Directors & Embalmers
PUBLIC MINUTES
January 11, 2023

The regular meeting of the State Board of Registration of Funeral Directors and Embalmers was called to order at 3:30 pm at 7 Eagle Square, Concord, NH. Members present included Vincent Baiocchetti III (Chairman), Matthew Roan, Timothy Kenney, and Susan Hopkins. Absent was Eric Rochette. Representing the OPLC was Shana Warriner, Board Administrator, Talia Wilson. Board Administrator and Shane Goulet OPLC Attorney. Representing the AG's Office Sheri Phillips.

I. Call to Order

II. Approval of Public Minutes from December 14, 2022 – S. Hopkins made a motion to approve the minutes from December 14, 2022, M. Roan seconded, motion passes with a roll call vote.

III. Hearings - None.

IV. Applicants –

a. Gregory Camp - Embalmer – S. Hopkins made a motion to approve application. T. Kenney seconded, motion passes with a roll call vote.

b. Adriana Ruiz de Velasco – Embalmer – T. Kenney made a motion to approve application. S. Hopkins seconded, motion passes with a roll call vote.

c. Megan Kempster – Embalmer – V. Baiocchetti made a motion to table until February meeting. M. Roan seconded, motion passes with a roll call vote.

d. Brittanie Coyle – Embalmer – M. Roan made a motion to approve application. S. Hopkins seconded, motion passes with a roll call vote.

V. Review Apprenticeship Extension Requests –

a. Roland Bergeron - The Board was notified that licensing had already extended the license and board counsel Attorney S. Phillips stated there was nothing that could be done at this time.

VI. Review Apprenticeship Sponsor Changes – None.

VII. Licenses Issued –

a. Funeral Director – Darryl Frank

b. Apprentice Embalmers – Kali Crowley and Patrick Wheeler

VIII. Review Funeral Home and Crematory Inspections –

. Carl Michaud Enterprises (3 inspections) – T. Kenney will do the inspections.

IX. Miscellaneous and Other Information

a. V. Baiocchetti will be working on language for a renewal process for funeral home inspections. M. Roan will be meeting with Executive Director Courtney and S. Warriner to come up with a renewal form. S. Hopkins and T. Kenney will be going over the inspection forms and will create a practical exam checklist.

X. Continuing Education Review

a. Matt Roan – Approved NFDA The Transformative Power of Hospitality in Funeral Service.

b, Susan Hopkins – Approved Mastering the Inquiry Phone Call, Gaining Respect & Building Trust, Life Hacks for Everyday Life, Making Best Impressions, Being a Successful Professional, Financing Fundamentals: Business Growth and Acquisition, and Guiding Families to want Meaning & Healing.

XI. Board Business – None.

XII. Non- Public

At 4:21 pm, V. Baiocchetti made a motion to go into non-public session, S. Hopkins seconded, motion passes with 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. The Board returned to Public Session at 4:26 p.m.

At 5:54 p.m., V. Baiocchetti made a motion to seal and withhold the minutes of the 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. S. Hopkins seconded, motion passes with a roll call vote,

The meeting adjourned at 5:59 p.m.