

Board of Registration of Funeral Directors & Embalmers
PUBLIC MINUTES
February 8, 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 Matthew Roan, Timothy Kenney, Eric Rochette and Susan Hopkins. Attending via Zoom Vincent Baiocchetti III (Chairman). Representing the OPLC was Shana Warriner, Board Administrator, Talia Wilson. Board Administrator and Shane Goulet OPLC Attorney.

I. Call to Order

Non- Public

First Session

At 4:04 pm, E. Rochette 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 4:23 p.m.

At 4:23 p.m., E. Rochette 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. T. Kenney seconded, motion passes with a roll call vote,

Second Session

At 6:12 pm, E. Rochette made a motion to go into non-public session, V. Baiocchetti 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 6:30 p.m., E. Rochette 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. V. Baiocchetti seconded, motion passes with a roll call vote,

II. Approval of Public Minutes from January 11, 2023 – S. Hopkins made a motion to approve the minutes from January 11, 2023. T. Kenney seconded, motion passes with a roll call vote.

III. Hearings - None.

IV. OPLC / Board Administrator Updates –

a. Alaina Webster and Gregory Camp taking exams for Funeral Director

V. Applicants –

- a. Megan Kempter- Embalmer** – V. Baiocchetti made a motion to approve application. S. Hopkins seconded, motion passes with a roll call vote.
- b. Abby Nieves – Apprentice Embalmer** - V. Baiocchetti made a motion to approve application. S. Hopkins seconded, motion passes with a roll call vote.
- c. Matthew Nieves = Apprentice Embalmer** – V. Baiocchetti made a motion to approve application. S. Hopkins seconded, motion passes with a roll call vote.
- d. Julia Leonardi – Apprentice Embalmer** – V. Baiocchetti made a motion to approve application. S. Hopkins seconded, motion passes with a roll call vote.
- e. Joseph Passanise – Apprentice Embalmer** – M. Roan made a motion to deny. S. Hopkins seconded motion passes with a roll call vote.
- f. Richard Landry – Embalmer** – S. Hopkins made a motion to have a show cause hearing to demonstrate 403.07:b1-5. M. Roan seconded motion passes with a roll call vote..
- g. Abigail Gourley – Embalmer** - V. Baiocchetti made a motion to approve application. S. Hopkins seconded, motion passes with a roll call vote. M. Roan Abstained.

VI. Review Apprenticeship Extension Requests –

- a. Justin Perrin** – M. Roan made a motion to approve the extension. T. Kenney seconded motion passes with a roll call vote.
- b. Kelly Gagnon** - M. Roan made a motion to approve the extension. T. Kenney seconded motion passes with a roll call vote.
- c. Emma Crews** - M. Roan made a motion to approve the extension. T. Kenney seconded motion passes with a roll call vote.
- d. Taylor Gaudet** - M. Roan made a motion to approve the extension. T. Kenney seconded motion passes with a roll call vote.

VII. Review Apprenticeship Sponsor Changes – None.

VIII. Licenses Issued –

- a. Embalmer** – Greg Camp and Alaina Webster

IX. Review Funeral Home and Crematory Inspections –

- a. Michaud Crematory** – M. Roan made a motion to accept the inspection. E. Rochette seconded motion passes with a roll call vote.
- b. Carl A Michaud Enterprises** - M. Roan made a motion to accept the inspection. E. Rochette seconded motion passes with a roll call vote.
- c. Compassionate Cremation Services** - M. Roan made a motion to accept the inspection. E. Rochette seconded motion passes with a roll call vote.
- d. Michaud Funeral Home** - M. Roan made a motion to accept the inspection. E. Rochette seconded motion passes with a roll call vote.
- e. Bryant Funeral Home and Chapel** - M. Roan made a motion to accept the inspection. E. Rochette seconded motion passes with a roll call vote.

X. Miscellaneous and Other Information

- a. FYI Megan Fecteau Email** - Notification to the board on employment status.

XI. Continuing Education Review

- a. Matt Roan** – Approved NFDA 22 courses for the NFDA Online Learning Program for 2023 for a total of 70 hours. Approved Selected Independent Funeral Homes 2023

NextGen Seminar for 8.5 Hours.

b. Susan Hopkins – Approved SCI Management 9 courses for a total of 13.25 hrs. total. SCI Management Our Code of Conduct 1 hr. 2023 ICCFA DEAD TALK for 11 hrs. 2023 OGR Annual Conference for 6 hrs. and 2023 OSGR/CFSA Woman’s Forum for 2 hrs. ICFSEB .75 hrs. for Babies in the Ceiling. Wait, Did I Read That Right. Denied the following from ICFSEB Board Member Training Program, All Things Exam Panel, District Meetings, District Reports, Top Regulatory Cases, Recipe for Success: Tell Us How You Do It Panel, Policy Making & Body Raking and Concurrent Sessions for Funeral Service Administrators forum and Conference Initiatives Panel.

c. Tim Kenney – Approved NFDA Arranger Training, Online Cremation Certification Program, Cremation Success Seminar, NFDA Certified Preplanning Consultants Self Study Option, and Cremation Certification Program. Approved NFDA Meet the Mentors. Approved Insight Institute Certified Funeral Celebrants for 17 hrs.

d. Eric Rochette – Approved NFDA How to Get More Calls in 2024, Online Course: Current Burial and Cremation Trends, Dying at Work Isn’t a Succession Plan: The Psychology of a Stress-Free Family Business Transition. Approved CANA Crematory Operations Certification Program.

XII. Board Business –

- a. Draft Language for Inspections – FYI**
- b. Draft Language for Licensing Checklist - FYI**
- c. Draft Forms - FYI**

The meeting adjourned at 6:30 p.m.