

Board of Registration of Funeral Directors & Embalmers
PUBLIC MINUTES
April 12, 2023

The regular meeting of the State Board of Registration of Funeral Directors and Embalmers was called to order at 3:31 pm at 7 Eagle Square, Concord, NH. Members present included Vincent Baiocchetti III (Chairman), Matthew Roan, and Susan Hopkins. Absent was Timothy Kenney and Eric Rochette. Representing the OPLC was Shana Warriner, Board Administrator, and Shane Goulet OPLC Board Attorney.

I. Call to Order

II. Approval of Public Minutes from March 8, 2023 – M. Roan made a motion to approve the minutes from March 8, 2023, T. Kenney seconded, motion passes with a roll call vote.

III. Hearings

a. Richard Landry Show Cause Hearing – Mr. Landry is asking to reinstate his NH Embalmer license. He has been a licensed embalmer and funeral director since 1989 in VT and NH. S. Hopkins made a motion to approve his embalmer reinstatement by substantive waiver citing reciprocity qualifications. M. Road seconded motion passes with a roll call vote.

IV. OPLC/Board Administrator Updates.

V. Applicants –

a. Adriana Ruiz de Velosco - Embalmer – M. Roan made a motion to approve application. S. Hopkins seconded; motion passes with a roll call vote.

b. Joseph Passanise – Apprentice Embalmer – Tabled to May meeting.

c. Patrick Barclay – Apprentice Embalmer – V. Baiocchetti made a motion to approve. M. Roan seconded motion passes with a roll call vote.

d. Brittanie Coyle – Request to Retake Written Exam – V. Baiocchetti made a motion to approve. M. Roan seconded motion passes with a roll call vote.

e. Adrienne Burrows – Embalmer – S. Hopkins made a motion to approve the embalmer application and license under reciprocity. M. Roan seconded motion passes with a roll call vote. Mrs. Burrows was informed she can apply and pay the fees for funeral directors' license once she receives her embalmer license.

VI. Review Apprenticeship Extension Requests

a. Mallory Cashin – S. Hopkins made a motion to approve the extension. M. Roan seconded; motion passes with a roll call vote.

VII. Review Apprenticeship Sponsor Changes

a. Justin Perrin – FYI. The Board noted they haven't heard from his new employer of taking him on as an apprentice.

VIII. Licenses Issued –

IX. Review Funeral Home and Crematory Inspections –

X. Miscellaneous and Other Information

a. Additions to Phaneuf Funeral Homes & Crematorium emails – FYI

- b. **J Verne Notification of New FD and Embalmer – FYI**
- c. **Furber & White Funeral Home Letter – Notification of new owner.**

XI. Continuing Education Review

a. Matt Roan

1. **Wilbert Funeral Services – Bloom Where you are Planted, Funeral Directors Need to K.I.S.S., Digital Marketing for Death Care, Ritual, Community, Catharsis: The Future of Funeral Service in the 21st Century, Rosenacker & Associates Talk – Mergers and Acquisitions, and 8 Pillars of Wellness.** All courses s approved and will be added to the CEU list on the website.

b. Susan Hopkins

1. **Graystone Associates Inc – Quick Start 1 & 2 – Denied** pending more information.

2. **NFDA – Girls Don’t Whistle? The Meaning of Success, Owning your history, Live thru Love, It’s not a Competition, Future Forum 9, DEI: Are you Just Checking the Box-** These were denied.

The Good, The Bad, The Ugly: The Science Behind Embalming, You’ll Love it Here: How to Make Workplace Culture a Competitive Advantage, and Chemical Safety Do’s and Don’ts. These were approved and will be added to the CEU list on the website.

c. Timothy Kenney

1. **NHFDA – The Nature of Workplace Violence, National Life Insurance Policy Locator & Funeral Service, Honoring Service & Sacrifice NH State Veterans Cemetery, Self-Care for Last Responders, and 2023 OCME & Funeral Directors; Coordination and the Opportunities for the Future – All approved and will be added to the CEU list on the website.**

D. Eric Rochette – Tabled until May meeting.

XII. Board Business

a. **Apprentice Embalmer Requirements – Crosswalk and Delegation of Authority – V. Baiocchetti** discussed with the board the changes being made to some requirements as they need to be cleaned up language wise. This was an FYI to the Board.

b. **Apprentice Embalmer Licensure, Delegations of Authority – V. Baiocchetti** discussed with the board the language and workflow process of licensure.

c. **FRL-400 Draft - V. Baiocchetti** went over the changes that were made to FRL-400. Board members agreed with changes.

XIII. Non- Public

First Non-Public Session:

At 3:47 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.

Second Non- Public Session:

At 6:08 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.

First Sealing of Non-Public Minutes

At 4:29 p.m., S. Hopkins 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. M. Roan seconded; motion passes with a roll call vote.

Second Sealing of Non-Public Minutes

At 6:23 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.

Attorney Shane Goulet discussed with the board HB 655 and HB 2. With HB2 there are no direct impacts to the board currently. Attorney Goulet and the Board will keep their eyes on the bill for any changes.

The meeting adjourned at 6:24 p.m.