



Board of Funeral Directors and Embalmers

Public Meeting Minutes

Funeral Directors & Embalmers Board

Aug 9, 2023 at 3:30 PM EDT

@ 7 Eagle Square Concord NH - Hearings Room

Attendance

Present:

Members: Vinnie Baiocchetti, Ryann Healy, Susan Hopkins, Matt Roan, Eric Rochette

Guests: Chris Senko, Administrator-Bureau of Board Administration, Brenda Rines, Board Administrator, Alex Mahoney, Apprentiscope, Rahkiya Medley, Board Counsel, Heather Kelly, OPLC Director of Operations

I. Call to Order

V. Baiocchetti, Chair, called the meeting to order at 3:32 pm.

II. Approval of Public Minutes 7/12/23

Motion:

Upon a motion by M. Roan with a second by R. Healy the board voted as submitted.

III. OPLC/Board Administrator Updates

A. Heather Kelly - Director of Operations 3:30 pm

Question and Answer session regarding the ApprentiScope software

B. Alex Mahoney - ApprentiScope Representative 3:30 pm

Alex to show a presentation on how the ApprentiScope program works. Unable to share screen through the Zoom meeting, presentation has been rescheduled.

IV. Legislative Updates - Board Counsel, if necessary

V. Review Apprenticeship Sponsor Changes

VI. Licenses Issued

Informational only

A. Kali Crowley - Embalmer License

B. Isabella Rouix - Apprentice Embalmer License

VII. Embalmer Apprentice Application

VIII. Review Continuing Education Requests

IX. Review Funeral Home and Crematory Inspections

A. Eric Rochette - Funeral Home Inspections

1. Roan Family Funeral Home

Motion:

Inspection completed by E. Rochette with no findings.

2. Phaneuf Funeral Home

Motion:

Approve funeral home inspection.

Inspection completed by E. Rochette with no findings.

X. Miscellaneous and Other Information

XI. Continuing Education Review

A. Susan Hopkins

WFS Current Issues Facing Funeral Service CEU - Approved

WFS Should Cremated Remains RIP CEU - Approved

XII. Board Business

XIII. Non-Public

Motion:

Conduct a 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.

Upon a motion by V. Baiocchetti with a second by E. Rochette the board voted to passed unanimously with a roll call vote at 4:18 pm and the Board returned to Public Session.

XIV. Sealing of Non-Public Minutes

Motion:

To seal 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.

Upon a motion by V. Baiocchetti with a second by R. Healy the board voted to pass unanimously with a roll call vote.

XV. Adjournment - Next Board meeting is September 13, 2023 at 3:30 pm

Meeting adjourned at 4:21 pm