



Board of Funeral Directors and Embalmers

Public Meeting Minutes

Funeral Directors & Embalmers Board
Oct 11, 2023 at 3:30 PM EDT
@ 7 Eagle Square Concord NH - Hearings Room

Attendance

Present:

Members: Vinnie Baiocchetti, Ryann Healy, Susan Hopkins (remote), Matt Roan
Guests: Rahkiya Medley-Board Counsel, Bethany Cottrell-Division Director of Licensing and Administration (remote), Tina Kelley-Rules Coordinator, Brenda Rines-Board Administrator, Tracey Sopinsky-LSR

Absent:

Members: Eric Rochette

I. Call to Order

V. Baiocchetti, Chair, called the meeting to order at 3:30 pm

II. Approval of Public Minutes 9/13/23

Motion: Upon a motion by M. Roan and seconded by R. Healy to approve the meeting minutes. Motion passed unanimously.

III. OPLC/Board Administrator Updates

- A. Bethany Cottrell - Division Director of Licensing and Board Administration
Funeral Director Exam - reviewed with board members in non-public session.

IV. Legislative and/or Rules Updates

- A. Tina Kelley – Program Specialist/Rules Coordinator

1. FrI 200 – Initial Proposal – Draft

Motion: Upon a motion by M. Roan and seconded by R. Healy to initiate rulemaking process. Motion passed unanimously.

2. FrI 300 various - Initial Proposal – Draft

Motion: Amendments to be made, will be tabled until next board meeting.

3. Frl 400 various - Initial Proposal – Draft

Motion: Upon a motion by M. Roan and seconded by R. Healy to initiate rulemaking process. Motion passed unanimously.

V. Apprentice Embalmer Applicants and Sponsors to be interviewed

1. Sarah Greene – Paul McKenna (988) – M. Roan completed the interview
2. Allison McKenna – Paul McKenna (988) – M. Roan completed the interview
3. Paige Nelson – Darryl Frank (1112)-M. Roan completed the interview
4. Sean Bowen – Ryann Healy (1008)-M. Roan completed the interview

VI. Licenses Issued 9.12.23 through 10.3.23 – Informational only

VII. Review Funeral Home and Crematory Inspections

A. Susan Hopkins - assigned inspections

1. Baker-Gagne Funeral Home Chapel – assigned 8/23/2023
2. Baker-Gagne Funeral Home – assigned 8/23/2023
3. Rivet Funeral Home – assigned 8/23/2023
4. Dumont-Sullivan Funeral Chapel – assigned 8/23/2023
5. Davis Funeral Home – scheduled 10/13/2023

B. Matthew Roan - assigned inspections

1. Tasker Funeral Home - Inspection was completed and passed

C. Ryann Healy - assigned inspections on 8/23/2023

1. Holt-Woodbury Funeral Home & Cremation Services-completed and passed
2. Advantage Funeral Home relocation to McHugh Funeral Home – assigned 10/9/2023

D. Eric Rochette - assigned inspection on 8/23/2023

1. Emmons Funeral Home Inc

VIII. Continuing Education Review

Motion:

Upon a motion by V. Baiocchetti and seconded by M. Roan all continuing education reviewed were approved. Motion passed unanimously.

IX. Non-Public

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.

Motion:

Upon a motion by V. Baiocchetti and seconded by M. Roan to go into the non-public session. Motion passed unanimously by roll call vote at 4:20 pm.

X. Sealing of Non-Public Minutes

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.

Motion:

Upon a motion by V. Baiocchetti and seconded by S. Hopkins to seal the non-public meeting minutes. Motion passed unanimously by roll call vote.

XI. Adjournment - Next Board meeting is November 8, 2023 3:30 pm

Motion:

Upon a motion by V. Baiocchetti and seconded by M. Roan to adjourn the meeting. Motion passed unanimously by roll call vote at 5:01 pm.