



Board of Funeral Directors and Embalmers

Public Meeting Minutes

Funeral Directors & Embalmers Board
Feb 14, 2024 at 3:00 PM EST
@ 7 Eagle Square Concord NH - Hearings Room

Attendance

Present:

Members: Vinnie Baiocchetti-Board Chair, Terese Barton-Board Administrator, Cassandra Brown-Board Counsel, Shane Goulet-Hearings Officer, Ryann Healy-Board Member, Susan Hopkins-Vice Chair, Brenda Rines-Board Administrator, Matt Roan-Board Member, Eric Rochette- Board Member, Tracey Sopinsky-LSR.

I. Call to Order

Vinnie Baiocchetti Board chair called the meeting to order at 3:00 pm.

II. Approval of Public Minutes

A. Funeral Meeting Minutes - 1/13/2024

On a motion by S. Hopkins and seconded by M. Roan, the Board amended the minutes to reflect V. Baiocchetti as excused and E. Rochette as present. The Board approved the meeting minutes from 1/13/2024 as amended.

III. OPLC/Board Administrator Updates

A. OPLC Director of Operations - Heather Kelley @ 3:00pm - CE Broker

OPLC Director of Operations, Heather Kelley discussed with the Board on the OPLC's process of implementing the CE broker roll out.

B. FYI- Copy of Schedule Report 2/5/2024

IV. Legislative and/or Rules Updates

A. Fr1 404- Final Proposal-Draft w/Tina Kelley

The final proposal draft will be revised and brought back to the next meeting on March 13, 2024, for reviewal.

V. Applications

A. Apprentice Embalmer Application

1. Lopes, Tatyana- Apprentice Interview w/Apprentice and Sponsor
2. McCarthy, Matthew - Apprentice Interview w/Apprentice and Sponsor

VI. Review Funeral Home and Crematory Inspections

A. Susan Hopkins - assigned inspections

1. Rivet Funeral Home - assigned 8/23/2023 (Completed)
 2. Waters Funeral Home - assigned 11/13/2023
 3. Ross Funeral Home - assigned 11/13/23
 4. Brookside Chapel - assigned 11/17/23
 5. Zis Sweeney Funeral Home - assigned 11/17/23
- B. Matthew Roan - assigned inspections
- C. Ryann Healy - assigned inspections
- D. Eric Rochette - assigned inspections
1. Emmons Funeral Home Inc - assigned 8/23/2023
- E. Vinnie Baiocchetti - assigned inspections
1. CE Peaslee & Sons Funeral Home - reassigned 11/21/23 - inspection date 12/19/23
 2. Wilkinson Beane Funeral Home - Renewal - 2/8/2024
Completed on 2/08/2024.
 3. 603 Cremations - Renewal - 2/8/2024
Completed on 02/8/2024.
 4. Emmons Funeral Home - New Inspection - 2/8/2024
Inspection completed on 2/08/2024.
 5. Winnipiesaukee Cremations - Renewal - 2/8/2024
Completed on 02/08/2024.

VII. Continuing Education Review

- A. Ryann Healy
- On a motion by R. Healy and seconded by M. Roan all continuing education reviewed were approved. Motion passed unanimously by the Board.
- B. Susan Hopkins
- On a motion by S. Hopkins and seconded by M. Roan, 6 hours from the NexGen Seminar are approved the 2-hour discussion was not approved for continuing education. The CANA-Crematory Operations Certification Program approved by the Board. Motion passed unanimously by the Board.
- C. Matt Roan
- On a motion by M. Roan and seconded by R. Healy, the continuing education was approved for the NFDA Certified Pre Planning Consultant, Embalming and Restorative Arts, Meet the Mentors for only 7 hours, Online Cremation Certification Program, and Online Learning Program were reviewed and approved. Motion passed unanimously by the Board.

VIII. 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.

On a motion by V. Baiocchetti and seconded by M. Roan, the Board voted to enter the 1st Non-Public session by a roll call vote at 3:49 pm.

IX. 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.

On a motion by V. Baiocchetti and seconded by E. Rochette, the Board voted to seal the 1st Non-Public minutes by a roll call vote at 4:56 pm.

X. Adjournment - Next Board meeting is March 13, 2024

On a motion by V. Baiocchetti and seconded by E. Rochette, the Board voted to adjourn. The motion passed unanimously, and the Board adjourned at 4:56 pm.