

MINUTES

STATE OF NEW HAMPSHIRE BOARD OF REGISTRATION OF FUNERAL DIRECTORS AND EMBALMERS

The regular meeting of the State Board of Registration of Funeral Directors and Embalmers was called to order on September 9, 2020 at 3:33 pm electronically via Zoom. Members present include Timothy P. Kenney (Chairman), Susan J. Hopkins, Vincent A. Baiocchetti III and Daniel B. Stockbridge. Eric P. Rochette was absent.

On a motion made by Timothy P. Kenney and seconded by Daniel B. Stockbridge the board approved the regular meeting minutes of August 12, 2020.

Motion to commence non-public session:

At 3:45 pm, on a motion made by Timothy P. Kenney seconded by Vincent A. Baiocchetti III and by a unanimous 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. Each member recorded his or her vote on the motion, which passed by unanimous poll vote of all members present and included all members listed above.

Motion to return to public session:

At 5:02 pm, on a motion made by Timothy P. Kenney seconded by Susan J. Hopkins the board voted to 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.

Actions authorized during non-public session: On a motion made by Timothy P. Kenney seconded by Vincent A. Baiocchetti III and vote was unanimous.

I. WRITTEN EXAMINATION(S):

 SPIRITOS, Aaron J. (Phaneuf Funeral Homes & Crematorium)

II. REQUESTS FOR WRITTEN EXAMINATION(S):

 SUTCLIFFE, Arthur D.

III. REQUESTS FOR APPRENTICESHIP EXTENSION:

NISKALA-HOYT, Ellen (Phaneuf Funeral Homes & Crematorium)

DRAPANIOTIS, Christopher P. (McHugh Funeral Home) – Tabled

IV. LICENSE REINSTATEMENT:

SARGENT, Roger E.

V. FUNERAL HOME & CREMATORY INSPECTIONS:

Passed – Garrison City Crematory (Dover) completed 06/30/20 by Daniel B. Stockbridge

Tabled - Merrimack Cremation Service (Merrimack) completed 06/12/20 by Eric P. Rochette

Tabled - Emmons Funeral Home (Bristol) completed 07/03/20 by Eric P. Rochette

VI. CORRESPONDENCE:

The board previously voted to table discussion of a letter from J. Normand Paquette Jr. regarding the continuing education requirement for home study/online programs as specified in administrative rule Frl 403.04 (c).

VII. CONTINUING EDUCATION APPROVED:

Continuing education credit was denied for the International Cemetery and Funeral Association 2020 Executing Excellence: An ICCFA Virtual Leadership Conference to be held September 16-17, 2020.

- Leading Through Challenge and Change 1 hour
- Breakout Sessions .5 hours
- CRM...So Much More Than Just Contact Management 1 hour
- All Change is Personal: The Need to Focus on People During Disruptive Change 1 hour
- Breakout Sessions .5 hours
- Government & Legal Affairs 1 hour

On a motion made by Timothy P. Kenney seconded by Vincent A. Baiocchetti III the board adjourned at 5:03 pm.

Minutes respectfully submitted by Susan M. Russell, Board Administrator.