

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 November 4, 2020 at 3:32 pm electronically via Zoom. Members present include Timothy P. Kenney (Chairman), Susan J. Hopkins, Eric P. Rochette, Vincent A. Baiocchetti III and Daniel B. Stockbridge.

On a motion made by Timothy P. Kenney and seconded by Eric P. Rochette the board approved the regular meeting minutes of October 14, 2020.

The following individual(s) met, via Zoom, with the board to discuss their application for licensure.

- Jennifer A. Hale and her sponsor Thomas G. LaBerge (J. Verne Wood Funeral Home).
- Lawrence A. Carnevale Sr. (Brewitt Funeral Home) regarding his application for an embalmer license.

The Board met with Michael Porter of OPLC Enforcement Unit for an overview of how complaints will be processed.

Motion to commence non-public session:

At 4:28 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 4:49 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 Susan J. Hopkins and vote was unanimous.

I. WRITTEN EXAMINATION(S):

WILDAY, Randall S.

II. APPRENTICE EMBALMER APPLICATION(S):

HALE, Jennifer A. (J. Verne Wood Funeral Home)

III. EMBALMER APPLICATION(S):

CARNEVALE SR., Lawrence A. (Brewitt Funeral Home)

IV. REQUESTS FOR APPRENTICESHIP EXTENSION:

NELSON, Jordan L. (Wilkinson-Beane-Simoneau-Paquette Funeral Home)

V. FUNERAL HOME & CREMATORY INSPECTIONS:

Tabled - Bailey Funeral Home (Lancaster) completed 09/28/20 by Timothy P. Kenney

Passed - Lambert Funeral Home (Manchester) completed 10/27/20 by Eric P. Rochette

Passed - Carriage House Crematory (Manchester) completed 10/27/20 by Eric P. Rochette

VI. CONTINUING EDUCATION APPROVED:

International Cemetery, Cremation and Funeral Association for a virtual seminar series entitled "Fiscal Management" (1 hour each) to be held as follows.

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| • Budgeting & Forecasting | 11/05/20 | 1 hour |
| • Trust Fund Management & Investment | 11/12/20 | 1 hour |
| • Should Outsourcing be a Piece of Your Resource Puzzle | 11/19/20 | 1 hour |
| • Analyzing Financial Statements and Valuation | 12/03/20 | 1 hour |

International Cemetery, Cremation and Funeral Association for a webcast entitled "2020 Crematory Operator & Cremation Arranger Certification" (14 hours) to be held November 17-18, 2020.

Wilbert Funeral Services for a webinar entitled "It's About Time" (1 hour) to be held November 5, 2020.

Wilbert Funeral Services for a webinar entitled "The 4 P's" (1 hour) to be held November 12, 2020.

Wilbert Funeral Services for a webinar entitled “Children, Death and Funerals” (1 hour) to be held November 19, 2020.

Wilbert Funeral Services for a webinar entitled “Cremation and Connection through Ceremony” (1 hour) to be held December 3, 2020.

Continuing education credit was denied for the Wilbert Funeral Services webinar entitled “Cemetery Development for Cremation” (1 hour) to be held December 10, 2020.

Wilbert Funeral Services for a webinar entitled “Digging Into Disinterment and Other Cemetery Issues” (1 hour) to be held December 17, 2020.

On a motion made by Timothy P. Kenney seconded by Susan J. Hopkins the board adjourned at 4:50 pm.

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