

## 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 February 10, 2021 at 3:37 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 Vincent A. Baiocchetti III the board approved the regular meeting minutes of January 13, 2021.

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

- Meet with applicant Ricky A. Gagne to discuss his Embalmer application.

#### 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 6:09 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. APPRENTICE EMBALMER APPLICATION(S):

PRESTON, Hollie M. (Bennett Funeral Home)

ELDRIDGE, TIMOTHY E. (Lord Funeral Home)

GAGNE, Ricky A. (Phaneuf Funeral Homes & Crematorium)

II. LICENSE REINSTATEMENT:

BARTON, Mark R. (Dupuis Funeral Home)

III. FUNERAL HOME & CREMATORY INSPECTIONS:

Discussed letter from Buddy Phaneuf informing the Board as of February 2, 2021, Cain & Janosz Funeral Home, Manchester assets were acquired by Phaneuf Funeral Homes and Crematorium.

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

Tabled – Waters Funeral Home (Concord) completed 11/10/20 by Susan J. Hopkins

Passed – Brewitt Funeral Home (Exeter, Epping, Raymond) completed 1/19/21 by Timothy P. Kenney

Tabled – Cournoyer Funeral Home (Jaffrey) completed 1/26/21 by Susan J. Hopkins

Passed – Brewitt Crematory (Epping) completed 1/19/21 by Timothy P. Kenney

Discussed status of licensed personnel at Goodwin Funeral Home (Manchester).

Discussed status of licensed personnel at Fournier-Hale Funeral Service (North Woodstock).

IV. CORRESPONDENCE:

Discussed letter from Craig Peabody (Peabody Funeral Home) regarding an employee that is attending Commonwealth Institute of Funeral Service in Texas and needs to complete some embalming requirements.

V. CONTINUING EDUCATION APPROVED:

Continuing education credit was tabled pending additional information for EliteCME Learning online courses.

- OSHA and CDC Compliance for the Funeral Profession 1 hour
- Aftercare 1 hour
- Training New Embalmers 1 hour
- Talking with Children About Death 1 hour

National Funeral Directors Association for the following Online Learning Center courses.

- Approaching Trauma Cases with Confidence 3 hours

- Conflict Management for Funeral Directors – Successful Interpersonal Communications 4 hours
- Deathcare Marketing – 25 FAQs 6 hours
- Demonstration of Soft Tissue Repair 4 hours
- Do-It-Yourself Memorials (with a Little Help from the Funeral Directors) 2 hours
- Embalming Perspectives and Paradigms Challenged 6 hours
- Embalming Risk Management 4.0 3 hours
- Embalming the Obese Case 3 hours
- Funeral Service Ethics 2 hours
- Marketing a Funeral Home for Long-Term Profitability 3 hours
- Mastering the Art of Funeral Home Etiquette 1 hour
- Offering Funeral Packages in Compliance with the FTC Funeral Rule 2 hours
- Professional Ethics in Funeral Service: NFDA’s Code of Conduct 1 hour
- Relevance of Restorative Art 3 hours
- RSVP: I’ll See you at My Living Funeral 2 hours
- Supporting Pregnancy Loss Families 3 hours
- Ten Tools for Stress Relief 3 hours
- The Funeral – A Chance to Touch, A Chance of Serve, A Chance to Heal 4 hours
- Understanding a Child’s Grief: Insights for Funeral Home Owners, Directors, Staff 3 hours
- Understanding and Managing Grief 6 hours
- Understanding the Practice of the FTC Funeral Rule 3 hours

International Cemetery, Cremation and Funeral Association for the 2021 ICCFA Virtual Seminar Series: Ceremony and Memorialization (4 hours) to be held February 4 – March 25, 2021.

- Humans and Communities Cannot Survive Without Rituals 1 hour
- How a Dynamic Duo Can Defeat Covid-19 1 hour
- You Lost Dad Once, Don’t Lose Him Again! 1 hour
- Ceremony & Permanent Placement During Covid-19 1 hour

National Funeral Directors Association tabled pending review of the home study programs including Books and DVDs.

National Funeral Directors Association for a webinar entitled “Partnering with Procurement Agencies to Better Assist Families” (1 hour) to be held April 15, 2021.

National Funeral Directors Association for the 2021 Virtual Professional Women’s Conference (7 hours) to be held April 7-8, 2021.

- Prospecting to Women Influencers 1 hour
- The Millennial Funeral Director 1 hour
- Defusing Conflict in the Arrangement Conference 1 hour
- What Holds Us Back at Work: How to Communicate with Colleagues, Managers and Clients 1 hour
- Inside the Courthouse 1 hour

- Helpful Embalming Tips 1 hour
- Creating Small Moments of Ceremony During the Initial Transfer 1 hour

MKJ Marketing for a program entitled “2021 Marketing Summit” (13.5 hours) to be held February 22-24, 2021 in Beaver Creek, CO and March 15-17, 2021 in Naples, FL.

MKJ Marketing for a program entitled “2021 E-Commerce Mastermind Program” (4.5 hours) to be held March 18, 2021 in Naples, FL.

MKJ Marketing for an online program entitled “Virtual Arrangements – Managing Funeral and Cemetery Arrangements Remotely” (5 hours).

Wilbert Funeral Services for a webinar entitled “Cremation is \_\_\_\_\_: Understanding Cremation Motivations” (1 hour) to be held February 18, 2021.

Wilbert Funeral Services for a webinar entitled “Back to Basics – Burial Vaults” (1 hour) to be held March 4, 2021.

On a motion made by Timothy P. Kenney seconded by Daniel B. Stockbridge the board adjourned at 6:10 pm.

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