

## 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 June 9, 2021 at 3:47 pm at 7 Eagle Square, Concord, NH. Members present include Timothy P. Kenney (Chairman), Susan J. Hopkins and Vincent A. Baiocchetti III. Eric P. Rochette and Daniel B. Stockbridge were absent.

On a motion made by Timothy P. Kenney and seconded by Vincent A. Baiocchetti III the board approved the regular meeting minutes of May 12, 2021.

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

- Aerial N. Cardillo and her sponsor Roger Gosselin (Phaneuf Funeral Homes and Crematorium)
- Colin M. James and his sponsor Catherine Boyd (DiLuzio Foley and Fletcher Funeral Homes)

#### Motion to commence non-public session:

At 4:27 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 6:59 pm, on a motion made by Timothy P. Kenney seconded by Vincent A. Baiocchetti III the board voted to return to public session and seal the minutes of the preceding non-public session from public disclosure for 20 years 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):

CARDILLO, Aerial N. (Phaneuf Funeral Homes & Crematorium) – application was tabled.

JAMES, Colin M. (DiLuzio Foley and Fletcher Funeral Homes)

II. EMBALMER APPLICATION(S):

NISKALA-HOYT, Ellen M. (Phaneuf Funeral Homes & Crematorium) – application was tabled.

III. APPRENTICESHIP SPONSOR CHANGES:

GODFREY, Jacob P. (add co-sponsor Robert S. Carrier) – removed from table and approved.

IV. CONTINUING EDUCATION APPROVED:

Brian Constant and Scott Davis for the following SuccesCE online programs.

- Best Insurance Ethical Practices 10 hours
- Contemporary Insurance Topics 21 hours

Funeral Service Academy for an online course entitled “Children and Grief” (2 hours).

National Funeral Directors Association for an online course entitled “All-Staff Annual FTC Funeral Rule Review” (2 hours).

The International Cemetery, Cremation and Funeral Association for the 2021 ICCFA University to be held July 23-28, 2021 in Atlanta, GA.

- ICCFA University, College of Sales & Marketing 8.5 hours
- ICCFA University, College of 21<sup>st</sup> Century Services 24.5 hours
- ICCFA University, College of Land Management & Grounds Operations 25.5 hours - Denied
- ICCFA University, College of Funeral Home Mgmt 7.5 hours
- ICCFA University, College of Leadership, Administration & Management 24.5 hours
- ICCFA University, College of Cremation Services 23.5 hours
- ICCFA University, College of Hospitality 24.5 hours

Practicum Strategies 5 hours each for the following online program.

- Business Morals & Ethics
- Everyday Ethics for Funeral Service
- Motivation & Coaching
- Managing Stress for Funeral Professionals

- The Vanguard of Competition and the Funeral Profession
- Hazardous Chemicals / Toxic Substances
- Complying with the Funeral Rule
- Pre-Planning for Funeral Home Business Interruption
- Grief 101 for Funeral Directors
- Funeral Profession & Consumer Behavior
- Coping with Stress as a Funeral Director
- Sacred – Sensitive and Sane
- Funeral Values
- A Review of Basic Embalming Procedures
- Moral Dilemmas Facing the Funeral Profession
- Dealing with Communicable Disease/AIDS
- Universal Precautions
- Job Burnout in Funeral Service
- Investment Management for the Funeral Director
- OSHA: A Practical Guide for Funeral Service
- How To Tell the Children
- Cremation, The Concept, The Client, The Caring
- Cremation: The Process
- Preneed Funeral Planning
- Introduction to Accounting for the Funeral Director
- Understanding and Completing the Certificate of Death
- Power Communications for Funeral Professionals
- Marketing 101 for Funeral Directors
- Intermediate Marketing for Funeral Directors
- Ethics for Funeral Directors
- Living with the FTC's Funeral Rule
- OSHA for Small Business
- Employee Recruitment and Retention in Funeral Service
- Embalming Chemistry
- Cremation: Yesterday, Today and Tomorrow

National Funeral Directors Association for an online course entitled “Embalming & Restorative Arts Seminar” (8.5 hours).

On a motion made by Timothy P. Kenney seconded by Vincent A. Baiocchetti III the board adjourned at 7:01 pm.

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