

**Board of Registration of Funeral Directors & Embalmers**  
**PUBLIC MINUTES**  
**November 9, 2022**

The regular meeting of the State Board of Registration of Funeral Directors and Embalmers was called to order at 3:28 pm at 7 Eagle Square, Concord, NH. Members present included Vincent A. Baiocchetti III (Chairman), Matthew J. Roan and Susan J. Hopkins. Absent was Timothy P. Kenney and Eric P Rochette. Representing the OPLC was Shana Warriner, Board Administrator and Talia Wilson. Board Administrator. Representing the AG's Office Sheri Phillips via Zoom.

**I. Approval of Public Minutes from October 12, 2022** – S. Hopkins made a motion to approve the minutes from October 12, 2022, M. Roan seconded, motion passes with a roll call vote.

**II. Hearings** - None.

**III. Applicants** –

**a. Jannika Coons Apprentice** – S. Hopkins made a motion to approve application, M. Roan seconded, motion passes with a roll call vote.

**IV. Review Apprenticeship Extension Requests** –

**a. Arianna Cassidy-Fullerton** – S. Hopkins made a motion to approve extension until December 9, 2023, M. Roan seconded, motion passes with a roll call vote.

**b. Cora Michaud** – S. Hopkins made a motion to approve extension until November 10, 2023, M. Roan seconded, motion passes with a roll call vote.

**V. Review Apprenticeship Sponsor Changes** –

**a. Adrienne Zetty Barrows** – No action necessary.

**VI. Licenses Issued** –

**a. New Apprentices** - Adrienne Barrows, Adley Faulkner, Glen Hall and Timothy Littlefield

**b. New Embalmers** – Richard Cooper

**VII. Review Funeral Home and Crematory Inspections** – S. Hopkins made a motion to approve inspections for Stringer Funeral Home, Smart Funeral Home and Connor-Healey Funeral Home, M. Roan seconded, motion passes with a roll call vote. V. Baiocchetti made a motion to extend Douglas and Johnson, seconded by M. Roan, motion passes with a roll call vote. S. Hopkins abstained.

Letter will be written to Phaneuf and Diluzio Foley for outstanding balance on inspection as fees have not been received at this time. V. Baiocchetti will look over the letter before it is sent to the parties.

**VIII. Miscellaneous and Other Information**

**a. Set Up Exam Review** – The board will send Shana dates to book a room.

## **IX. Continuing Education Review**

**a. Matt Roan** – Approved Selected Independent Funeral Homes 2022 Annual Meeting 9.5 hrs. and Selected Educational Trusts 8 hrs.

**b. Susan Hopkins** – Approved Marc Barton CEU for Education Workers Group Online Course Restorative Art & Modern Techniques 3 hrs. and Mark Gray CEU for Apex Preneed Planning: What Every Funeral Director Should Know 4 hrs., Apex Infant Embalming Techniques online course 3 hrs. and Apex Restoration of Tissue Donor online course 3 hrs. Tabled CEU for Celeste Hunt, Dana Farwell, and William Cardin until we receive more information.

## **X. Board Business –**

a. PLC-300 – The Board reviewed and will send out to Peter and will provide feedback later to Executive Director Courtney.

b. SB330 Final Sub-Committee Report – Board was advised by V. Baiocchetti to review the report.

## **XI. Non- Public**

At 4:11 pm, V. Baiocchetti made a motion to go into non-public session, S. Hopkins seconded, motion passes with 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. The Board returned to Public Session at 4:26 p.m.

At 4:28 p.m., S. Hopkins made a motion to seal and withhold the minutes of the 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. M. Roan seconded, motion passes with a roll call vote,

The meeting adjourned at 4:28 p.m.