

*Readopt with amendment Plc 1003.02, eff. 12-22-21 (doc. #13316), to read as follows:*

Plc 1003.02 Definitions. For purposes of this part and for reimbursement, the following definitions shall apply:

(a) “Meeting” means a convening of a quorum of a supported board, commission, or council for the purpose of conducting official business within the jurisdiction of the body, whether conducted in-person or, if authorized by law to do so, held via electronic means or conducted in-person with participation via electronic means by one or more members of the body or the public, or both, provided that if a meeting is continued so as to occur on more than one calendar day, each day that any part of the meeting occurs ~~shall be~~ **is** a separate meeting for purposes of per diem and expense reimbursement. The term includes meetings of a quorum of a statutorily-created committee or subcommittee of a supported board, commission, or council.

(b) “Member” means an individual who has been appointed as required by applicable law to serve on a supported board, commission, or council or on a subunit.

(c) “Reimbursable expenses” means:

- (1) Mileage, parking, and tolls as determined pursuant to Plc 1003.05 for all supported boards, commissions, and councils; and
- (2) For the board of registration of funeral directors and embalmers, expenses of examinations and inspections as determined pursuant to Plc 1003.06.

(d) “Sub-unit” means a statutorily-created committee or subcommittee of a supported board, commission, or council.

*Adopt Plc 1003.06 to read as follows:*

Plc 1003.06 Reimbursable Expenses for Board of Registration of Funeral Directors and Embalmers.

(a) The purpose of this section is to ~~ensure proper~~ **provide for** reimbursement for members of the board of registration of funeral directors and embalmers (board) who:

- (1) Perform inspections pursuant to RSA 325:17 and Frl 603; and
- (2) Conduct practical examinations pursuant to RSA 325:18 and Frl 302 relative to embalming, Frl 303 relative to funeral directors, or Frl 403 relative to reinstatement.

(b) A member of the board who has been duly authorized by the board to conduct an inspection shall be reimbursed the amount specified in Table 1003-1, below, as applicable to the type of inspection conducted:

Table 1003-1: Reimbursement Rates for Inspections

| <b>Type of Inspection</b>                 | <b>Reimbursement Rate</b> |
|---|---------------------------|
| New facility funeral home or chapel       | \$250 per inspection      |
| Funeral home reinspection (every 3 years) | \$200 per inspection      |
| Funeral home reinspection (deficiencies)  | \$100 per inspection      |
| Chapel reinspection (every 3 years)       | \$100 per inspection      |

(c) A member of the board who has been duly authorized by the board to conduct a **written or** practical examination shall be reimbursed \$150 for each examination conducted.

(d) To receive reimbursement, the board member shall submit to the OPLC an invoice that identifies the total amount of reimbursement sought and, for each activity for which reimbursement is sought:

- (1) The date the activity occurred;
- (2) The location of the activity;
- (3) Whether the activity was an inspection or an examination;
- (4) If the activity was an inspection:
  - a. The name of the facility inspected;
  - b. The type of inspection conducted using the categories listed in Table 1003-1, above; and
  - c. The reimbursement rate, from Table 1003-1, above; and
- (5) If the activity was an examination:
  - a. The name of the individual to whom the examination was administered;
  - b. The type of examination conducted; and
  - c. The reimbursement rate from (c), above.

(e) The board member shall sign and date the invoice to certify that the information submitted is true, complete, and not misleading to the best knowledge and belief of the board member.

#### **Appendix A: State Statutes Implemented**

| <b>Rule</b> | <b>State Statute(s) Implemented</b>     |
|-------------|---|
| Plc 1003.02 | RSA 310-A:1-d, II(h)(3)                 |
| Plc 1003.06 | RSA 310-A:1-d, II(h)(3); RSA 325:17, 18 |

**[no change to Appendix B]**