

REGULAR BOARD MEETING

MINUTES

August 14, 2013

The North Carolina Board of Funeral Service met for a duly scheduled Board Meeting at 9:00 a.m. on August 14, 2013, at the Board's office, 1033 Wade Avenue, Suite 108, Raleigh, North Carolina.

Present: Harris High, President; J. T. Willoughby III, Vice-President; Ken Stainback, Secretary; Stephen Aldridge III, Tryphina Wiseman, and Lawrence Jackson III. Absent: Broadus Combs, John Shields, Kelly Byrd.

Also Present: Peter M. Burke, Executive Director, Stephen N. Dirksen, General Counsel, Patricia Hayes with North Carolina Funeral Directors Association, Fred Jordan with NC Eye Bank, Dorman Caudle with Carolina Donor Services, Michael Rulison with Funeral Consumers Alliance of the Triangle, Lyn Cochrane and Angela Rubbo.

Mr. High called the meeting to order at 9:10 a.m. and led the Pledge of Allegiance.

Mr. High asked the guests to introduce themselves.

New Business: Mr. Burke stated the Invocation had been omitted because of a complaint filed; the invocation presented at the July Board Meeting made a reference to a particular deity. At the option of the Board President, future meetings will include either a moment of silence or a generic invocation. Discussion ensued.

At this time Mr. High opened the meeting for Public Comment regarding rulemaking and the increase of fees. There were no public comments and Mr. High closed the Public Comments.

Mr. Stainback presented the July 10, 2013, minutes. Mr. Aldridge made the motion to approve and Ms. Wiseman seconded and the motion carried.

Disciplinary Committee: Ms. Wiseman stated the Committee met by teleconference on August 9 and presented the recommendations. There was an addendum. Ms. Wiseman made the motion to accept the recommendations for C13-051, C13-053, C13-055, C13-056, C13-026, C13-036, C13-040, C13-039, M13-016, M12-022, and M13-007. Mr. Willoughby seconded and the motion carried. Ms. Wiseman made the motion to accept the recommendations for the Addendum M13-013 and M13-014. Mr. Aldridge seconded and the motion carried.

Finance/Personnel Committee Mr. Willoughby stated the Committee had not met since July 1. Mr. Willoughby reviewed the monthly financials and submitted them for information only. Discussion ensued.

Attorney Report: Mr. Dirksen presented his report and stated the report was for information only. The two 10:00 hearings had been cancelled due receipt of signed Consent Orders but the 1:00 hearing was still scheduled and would be carried over on Thursday because several witnesses could not be present on Wednesday.

At this time Mr. High read the Ethics Statement. Mr. Willoughby and Ms. Wiseman stated they had attended the National Funeral Directors & Morticians Association Convention annual meeting in New Orleans.

Executive Director's Report: Mr. Burke presented the report.

New Establishments: Brunswick Funeral Service, Bolivia; TH Robertson Funeral & Cremation Service, Charlotte; Whitted Funeral Home & Cremation Service, Hope Mills; Community Funeral Home and Cremation Service of Goldsboro, Goldsboro; Stevens Funeral Home, Wilson.

New Funeral Service Licensees: James Altmeyer Jr., Kristin Leigh Hiers, Kimberly Lawyer.

New Funeral Director Licensees: Ovetta Griffin, F. R. Jordan III, Raymond Marlow, Jeffrey Painter, Daniel Smith.

New Trainees: Roshawn Anderson, Duncan Breeze, Drue Cobb, Danielle Lawter, Danielle Pogue, Chas Ramsey, Robert Reed, Bryan Stevens, Ashley Sumerlin, Amiee Thompson.

New Unaffiliated License: Carolyn Whitehead-Jones

Exam Notes: Eight applications were eligible to take Laws & Rules Exam. No results as of 8-13-13.

At this time Mr. Caudle entered the meeting.

Mr. Burke discussed the new Vital Records Certificate of Death and presented a sample copy. This Certificate may also be used as a Medical Examiner Certificate and a Burial Transit Permit. Discussion ensued.

The online Preneed Annual Report is scheduled to go live December 1, 2013.

Mr. Burke presented the Preneed Report. There are 171,046 active contracts as of August 12, 2013; 663 licensed preneed funeral establishments; and 1,704 individuals licensed to sell preneed as of August 12, 2013; one new preneed funeral home—Stevens Funeral Home in Wilson.

Mr. Burke stated three petitions for the three Crematory Authority positions available January 1, 2014. One petition was submitted correctly and two did not meet the requirements. The Board now has the option to fill vacancies by appointment.

On August 21 Mr. Burke is presenting a program for the NCFDA District 8 in Lexington. On August 28 the Fatality Management Planning Committee (SMORT) is meeting and Mr. Burke will attend. The Office of Administrative Hearings will hold monthly training meetings.

With no further business to discuss, the Board recessed until the 1:00 hearing.

After the hearing on Thursday, the Board meeting reconvened. Mr. Willoughby commended the staff for the work done on the Russell case. The meeting was then adjourned.

Harris High, President

Ken Stainback, Secretary