

BOARD MEETING

MINUTES

December 9, 2015

The North Carolina Board of Funeral Service met for a duly scheduled Board Meeting at 9:00 a.m. on December 9, 2015, at the Board's office, 1033 Wade Avenue, Suite 108, Raleigh, North Carolina.

Present: Valdus Lockhart, President; Elizabeth Williams-Smith, Secretary; Charles Graves, Joe Clay, Broadus Combs, Kelly Byrd, and Craig Olive; Stephen Aldridge via teleconference.

Also Present: Peter M. Burke, Executive Director; Christina Cress, General Counsel; Staff members Lyn Cochrane, Dara Warner and Brett Lisenbee; Dorman Caudle with Carolina Donor Services, and Fred Jordan with Miracles in Sight; Catherine Lee with Allen, Pinnix and Nichols.

Mr. Lockhart called the meeting to order at 9:02 a.m. and read the Ethics Statement. No one recused themselves.

Mr. Lockhart led the Pledge of Allegiance and Mr. Graves had the invocation.

Mr. Lockhart then welcomed the guests and asked them to introduce themselves.

Preneed Committee: Since Ms. Williams was not available for the Minutes, Mr. Byrd presented the preneed report. The Committee last met via e-mail on September 4, 2015. The Activity Report and Inspector Reports were for information only.

There are 653 licensed preneed funeral establishments and 1,730 individuals licensed to sell preneed as of December 7, 2015. There are 174,923 active contracts as of December 7, 2015.

At this time Ms. Lee entered the meeting.

Executive Director Report: Mr. Burke presented the following information:

New Funeral Service Licensee: Brittany Chancey, Louis Crabaugh, Christopher Wilson, Brian Winslow.

New Funeral Director Licensees: Erica Sharp, Robert Staples.

New Trainees: Jarrod Carpin, Joseph Lashley, Stephanie Rodriguez, Tyler Rozier, Camille-Macie Rumph.

Mr. Burke presented the Cremation and Preneed graphs and new graphs for Inspections and Preneed Audits for 2014 compared with 2015. Mr. Burke commended the inspectors.

The new Preneed Establishment Application was presented for approval. Mr. Graves made the motion and Mr. Combs seconded. The motion carried.

The online renewal for funeral directors and funeral service licensees has been active since December 1 and of the 503 renewals received, 147 were online renewals.

At this time Ms. Smith entered the meeting.

Mr. Burke stated a press release had been sent to the media regarding the Board action on the former president.

The inspector position was sent to both trade associations and 12 applications had been received. Interviews will begin next week.

Staff continues to be in communication with Emergency Management related to their Mass Fatality classes. Mr. Burke will attend a meeting with Commission of Anatomy at the Office of Chief Medical Examiner on December 22.

Inspector Green presented a CE session sponsored by the Eastern District of Funeral Directors & Morticians Association of NC, Inc. by Don Brown Funeral Home. Board Staff continues to be active in supporting the continuing education efforts of North Carolina's trade associations.

A local cemetery has agreed in principle to take the cremated remains held in the Board's office and place them in a crypt in their mausoleum for an unspecified time period.

The Vice President of the North Carolina Funeral Director Association has commended the Board on the E-Newsletter sent out to them monthly.

Mr. Burke and Ms. Cress will be out of the office for several days this month. Attorney Catherine Lee and Staff Member Beth Anne Prindiville will be available during this time.

Minutes: Ms. Smith stated the minutes for the November 4 and November 25 meetings had been previously submitted to Board members and if there were no corrections made the motion to approve the November 4 minutes. Mr. Graves seconded and the motion carried. Ms. Smith made a motion to approve the November 25 minutes and Mr. Graves seconded. The motion carried.

Finance/Personnel Committee: Mr. Aldridge reviewed the financials and yielded questions to Mr. Burke. Mr. Byrd made motion to approve the report. Mr. Clay seconded and the motion carried.

The discussion of the 2016 Budget was deferred to the end of the meeting.

Disciplinary Committee: Ms. Smith presented and reviewed the cases. Mr. Byrd made the motion to approve the recommendation for M05-007; C14-012 and concurrent cases V12-017 and V12-057; C14-060; C14-066; C14-068 and concurrent case C15-061; C15-018 and concurrent case M15-044; C15-023; C15-026; C15-043; C15-044; C15-046; V11-059 and concurrent case C14-061; C13-089 and concurrent cases V12-036, C15-014 and C15-053; C14-022 and concurrent case M15-042; C14-044; C14-056 and concurrent cases C15-017; C15-054; M14-015; M14-015 and concurrent cases C14-056; C15-017; C15-054; M15-042 and concurrent case M15-042; M15-043; M15-044 and concurrent case C15-018; C14-023; C14-026; C14-043; C15-047; P12-001; P15-004 and concurrent cases M15-001, M15-011 and C15-034; M15-035; M15—039; Addendum Case M15-046; M15-031. Mr. Combs seconded and the motion carried.

Mr. Byrd commended the Disciplinary Committee and Ms. Cress on the over 30 cases reviewed. Ms. Cress thanked Ms. Smith and Mr. Graves.

Attorney Report: Ms. Cress presented the report for information only and noted a format change to the report. Compliance Opinions are now included for the month. There were two hearings scheduled for today but one was continued and one was settled by consent order. Expect a full 2 day schedule in January.

Ms. Cress thanked the Committee and stated 76 cases had been reviewed since she began.

A Campbell Law student extern will begin in January to help with reorganizing legal records. This is a voluntary position.

Ms. Cress requested a closed session later to discuss a matter of attorney-client privilege.

Old Business: None.

New Business: Mr. Lockhart presented the 2016 Committees and stated staff will send out a committee expectation letter before the January meeting.

Mr. Graves made the motion to go into closed session to discuss a personnel matter and a matter of attorney-client privilege. Mr. Combs seconded and the motion carried.

Upon motion by Mr. Byrd and second by Mr. Graves, the Board returned to open session. Mr. Graves made a motion to accept the ruling discussed in the meeting. Mr. Byrd seconded and the motion carried.

Mr. Byrd made a motion to accept the 2016 budget as presented and Mr. Clay seconded. The motion carried.

Mr. Byrd made the motion to accept the recommendation regarding the personnel matter. Mr. Combs seconded and the motion carried.

Mr. Burke stated he had the 2014 – 2015 comparison figures for funeral homes and preneed establishments comparing the 3 inspectors versus 4 inspectors.

2014 with three inspectors-155 funeral homes inspected and approximately 159 preneed.
2015 with four inspectors—234 funeral homes inspected and approximately 359 preneed.

Public Comment: None.

Mr. Graves made the motion for the meeting to adjourn, seconded by Mr. Byrd, at 11:30.

Valdus T. Lockhart, President

Elizabeth Williams-Smith, Secretary