



On Wednesday, December 10, 2025, the Louisiana State Board of Embalmers and Funeral Directors (“LSBEFD”) conducted a scheduled in-person meeting at the board office located at The Executive Towers 3500 N. Causeway Boulevard Suite 1232 Metairie, Louisiana 70002 in accordance with La. R.S. 37:831, et seq and other applicable law.

## 1) Call to Order

Chairman Stephen Boudreaux called the meeting to order at 10:05 AM. Opening remarks were given by Chairman Stephen Boudreaux stating the mission statement and the purpose of the LSBEFD.

## 2) Roll Call

### Board Members Present

Stephen Boudreaux – Chairman  
Troy Dennard  
Terry Luneau

Anna Wilbert Breaux  
Rev. Shelton C. Dixon  
Kelly Rush Savoy  
Board Member Gregory McKneely was absent.  
*A quorum was present.*

Willie Davis, Jr.  
Charles Joseph "Joe" Eagan, III

### Others Present

Kim W. Michel - Executive Director

R. DeMale Bowden, Jr. – Inspector

Carrie L. Jones – General Counsel

## 3) Invocation

Board Member Reverend S. C. Dixon led the invocation

## 4) Pledge of Allegiance

Board Member Anna Wilbert Breaux led the Pledge of Allegiance

## 5) Public Comments

Chairman Boudreaux asked if there were any public comments?

*No public comment cards were submitted, nor were there any public comment requests submitted online via Microsoft TEAMS by virtual participants.*

*Board Member Reverend S. C. Dixon made a motion to accept the agenda for today, which was seconded by Board Member Kelly Rush Savoy. The motion passed unanimously.*

## 6) Consent Agenda

Chairman Boudreaux presented this meeting’s consent agenda and the following reports:

- a. Executive Director’s Report
- b. Financial Report
- c. Inspector’s Report
- d. Complaint Review Report

*Board Member Terry Luneau made a motion to accept the reports listed in the consent agenda, which was seconded by Board Member Charles Eagan, III. The motion passed unanimously.*

## 7) Approval of Meeting Minutes – October 2025 meeting

October 2025 Board Meeting minutes had been already circuited to the board members via email prior to the meeting.

*Board Member Troy Dennard made a motion to accept the October 2025 meeting minutes with necessary changes, which was seconded by Board Member Anna Wilbert Breaux. The motion passed unanimously.*

## 8) Unfinished Business

- a. **Formalization of the Complaint Review Committee (CRC)– Structure and the Complaint Process**

A resolution was presented to the Board by General Counsel Jones to replace a previous resolution and formalize the complaint review committee's structure and process.

*Board Member Terry Luneau made a motion to accept the resolution for the Formalization of the Complaint Review Committee (CRC)– Structure and the Complaint Process, which was seconded by Board Member Reverend S. C. Dixon. The motion passed unanimously.*

**b. Review of Other State Licensing Fees and Renewals**

At the request of the board, Inspector Bowden presented licensing fees and requirements for various states, jurisdictions, and provinces. This information was presented to the board FOR INFORMATION PURPOSES ONLY.

**9) New Business**

**a. Resolutions – Lewis B. Carter and Alvin L. Verrette**

Inspector Bowden read the Resolutions of Respect in the recent passing of licensees Lewis Carter (Embalmer and Funeral Director – Cox Funeral Home) and Alvin L. Verrette (Embalmer and Funeral Director, Owner and Manager – Verrette's Pointe Coupee Funeral Home)

**b. Election of new officers**

The following nominations were made during the election of new officers:

**TREASURER** - *Board Member Reverend S. C. Dixon made a nomination to select Board Member Charles Joseph "Joe" Eagan, III to serve as the Board's Treasurer, which was seconded by Board Member Willie Davis, Jr. The motion passed unanimously.*

**SECRETARY** - *Board Member Reverend S. C. Dixon made a nomination to select Board Member Kelly Rush Savoy to serve as the Board's Secretary, which was seconded by Board Member Willie Davis, Jr. The motion passed unanimously.*

**VICE PRESIDENT** - *Board Member Reverend S. C. Dixon made a nomination to select Board Member Willie Davis, Jr. to serve as the Board's Vice President, which was seconded by Board Member Troy Dennard. The motion passed unanimously.*

**The Officers of the Louisiana State Board of Embalmers and Funeral Directors are as follows:**

*Stephen Boudreaux – Chairman  
Willie Davis, Jr. – Vice President  
Kelly Rush-Savoy – Secretary  
Charles Joseph Eagan, III - Treasurer*

**c. 2026 Board Meeting/Hearing Schedule**

The 2026 Board Meeting and Formal Hearing schedule was presented to the board. These dates are subject to change. President Boudreaux asked that board members please put these dates in their calendars.

**d. Regulatory Academy with Dale Atkinson and the Atkinson Firm**

Executive Director Michel presented information about the Regulatory Academy Workshop Sponsorship. This workshop is for Louisiana regulatory agencies focusing on Law, Licensing, & Leadership lead by Dale Atkinson and the Atkinson Firm. Because of the sponsorship cost, board members asked Executive Director Michel to see what the individual fee for attendance would be vs. being a sponsor of the academy.

**e. 122nd Annual Meeting of The International Conference of Funeral Service Examining Boards – Delegate Program**

Inspector Bowden presented information on the 122nd Annual Meeting of The International Conference of Funeral Service Examining Boards and their Delegate Program. Presently, LSBEFD's Inspector R. DeMale Bowden, Jr., serves on The Conference's Board of Directors. He will be seeking re-election in February of 2026 at this meeting. It was suggested by Board Members Davis and Savoy that General Counsel Jones and Board Member Charles Joseph Eagan, III (Treasurer) go as representatives of the LSBEFD.

**f. Response to EO 25-038 Administrative Rules and Regulations**

General Counsel Jones explained the Response to EO 25-038 Administrative Rules and Regulations which had been prepared by board staff.

*Board Member Troy Dennard made a motion to accept the Response to EO 25-038 Administrative Rules and Regulations, which was seconded by Board Member Terry Luneau. The motion passed unanimously.*

g. **Proposed Rule Changes from the Laws and Rules Committee**

Chapters 1- 9 of were presented to the board to review the proposed rule changes from the Laws and Rules Committee which is being led by Board Member Terry Luneau. After discussion, there were no suggested changes to the chapters presented to the board.

h. **Continuing Education**

i. Revised Continuing Education Attendance Certification Roster

The Revised Continuing Education Attendance Certification Roster was presented to the board. The only change was removing the notary area, therefore allowing CE Providers and Sponsors to sign the Continuing Education Attendance Certification Roster.

*Board Member Troy Dennard made a motion to accept the Revised Continuing Education Attendance Certification Roster, which was seconded by Board Member Charles Joseph Eagan, III. The motion passed unanimously.*

ii. Discussion of Continuing Education Requirements in LA RS 37:854

After a presentation by Executive Director Michel about LA RS 37:854 A (1) and LA RS 37:854 A (3) and her explanation of the approval process, board members agreed that LA RS 37:854 A (3) should be removed which states - *Credit shall not be given for the same course more than once during any two consecutive licensing periods.*

## 10) Disciplinary Matters\*

There were no disciplinary matters to come before the board.

*Board Member Terry Luneau made a motion to go into the executive session to discuss agenda items 11. a. Report on Litigation and b. Personnel Matters, which was seconded by Board Member Charles Joseph, Eagan, III. The motion passed unanimously. The executive session began at 10:52 AM.*

## 11) Executive Session (pursuant to LA R.S. 42:17)

a. Report on Litigation

1. Marybeth Harrington v LSBEFD - Nicholaus Oshea Barber-Cypress Funeral Services, CDC Orleans Parish, State of Louisiana, Docket # 20124-00124
2. Gary Lewis, New Orleans Funeral and Cremation Service v LSBEFD, CDC Orleans Parish, State of Louisiana, Docket # 2024-06195
3. Gary Lewis, New Orleans Funeral and Cremation Service v LSBEFD, CDC Orleans Parish, State of Louisiana, Docket # 2024-06196
4. Gary Lewis, New Orleans Funeral and Cremation Service v LSBEFD, CDC Orleans Parish, State of Louisiana, Docket # 2025-00465

The board came out of the executive session at 11:57 AM with a roll call to reflect on the board members present following executive session. Present was Chairman Stephen Boudreaux and Board Members Anna Wilbert Breaux, Willie Davis, Jr., Troy Dennard, Rev. S. C. Dixon, Charles Joseph "Joe" Eagan, III, Terry Luneau, and Kelly Rush Savoy. Board Member Gregory McKneely was absent.

## 12) Professional Development

General Counsel Jones will prepare an e-mail and send out to all board members overviewing the Louisiana Open Meetings Laws.

## 13) Closing Remarks

Final statements and closing remarks were given by Chairman Boudreaux. The next board meeting is scheduled for January 27, 2026, at 10:00 AM.

## 14) Adjournment

*Board Member Reverend S. C. Dixon made a motion to adjourn the meeting, which was seconded by Board Member Charles Joseph Eagan, III The motion passed unanimously. The meeting adjourned at 12 Noon.*