



Louisiana State Board of Embalmers and Funeral Directors

New Orleans, LA

Suite 1232, The Executive Towers
3500 N. Causeway Blvd.
Metairie, LA 70002
504.838.5109
FAX: 504.838.5112

www.lsbefd.state.la.us
Toll free: 888.508.9083

Notice of Meeting Tuesday, August 8, 2023 10:30 AM Agenda "Revised"

Meeting to be held at the address noted above and online via Teams link noted below

9:00 AM

Mission: The Louisiana State Board of Embalmers and Funeral Directors was formed in 1914 under legal citation R.S. 37:831 for the purpose of regulating funeral establishments, crematory authorities, embalmer and funeral directors, funeral directors and retort operators who are engaged in the care and disposition of the deceased in order to protect the public, safety, and welfare.

- ___ 1. Agenda - Call to order / opening remarks / Pledge of Allegiance
 - Roll call
 - Public Comment (limited time of 3 minutes)
- ___ 2. Resolution – Jerry G. Villemarette, U-1220
- ___ 3. Resolution - Richard N. Romain, U-1223
- ___ 4. Resolution – Constance M. Selico, U-1122
- ___ 5. Resolution for ADA policy implementation
- ___ 6. Executive Director's Report
- ___ 7. Inspector's report - R. Demale Bowden, Jr.
- ___ 8. Minutes – review and approval for June 2023 previously emailed
- ___ 9. Financial report – FY 22.23
- ___ 10. Complaints - update and recommendations from the Complaint Review Committee
- ___ 11. Update re the Laws & Rules Committee Meeting from June 14, 2023
- ___ 12. Executive Session - for discussion of the following:
 - Board/staff matters and/or hearing deliberation and/or meeting-office/business
- ___ 13. Conclusion – final statements and/or closing remarks – Next meeting's tentative date, October 10, 2023
 - Laws & Rules Committee meeting's tentative date, October 11, 2023

Meeting Link – Start

https://teams.microsoft.com/registration/xrcYkvLps0-73UQo5h6UEA_vhEyNHtMa0Wln1-H7To9Rg.HuzgPRn-kk2UEJ1luok5Ng.-OFuPoTI9EOmEYuCwUsNsA.Wd6XBEukVkvW4HIJ86cTOyA.0GXbCAFFSkqch9HebDA_xA?mode=read&tenantId=9218b7c6-e9f2-4fb3-bbdd-4428e61e9410

Meeting Link – Re-Join – After Executive Session

<https://events.teams.microsoft.com/event/3d0b8555-9c25-4085-b499-5564abe54e3d@9218b7c6-e9f2-4fb3-bbdd-4428e61e9410>



LOUISIANA STATE BOARD OF EMBALMERS & FUNERAL DIRECTORS RESOLUTION

Whereas: *Almighty God in His infinite wisdom and wise providence has called unto himself our beloved,*

JERRY G. VILLEMARETTE

FUNERAL DIRECTOR, U-1220, New Orleans, Louisiana, who departed this life on May 14, 2023.

Whereas: *Jerry G. Villemarette, U-1220, received his funeral director license in nineteen hundred eighty-five and had practiced for thirty-six years; and,*

Whereas: *Jerry G. Villemarette, has always exemplified the attributes of high idealism by his courteous manner and personality and has made valuable contributions to the interest and welfare of the people of his community; and,*

Whereas: *Jerry G. Villemarette has further extended his energy to our state by having served in various capacities within his community.*

Therefore, be it resolved: *that the Louisiana State Board of Embalmers and Funeral Directors extends to the family of the late Jerry G. Villemarette, our deepest sympathy and condolences for their great loss which we so keenly feel; and,*

Be it further Resolved *that this tribute to Jerry G. Villemarette, be written into the minutes of the Louisiana State Board of Embalmers and Funeral Directors and suitable copies of this resolution be sent to the members of his family.*



LOUISIANA STATE BOARD OF EMBALMERS & FUNERAL DIRECTORS RESOLUTION

Whereas: *Almighty God in His infinite wisdom and wise providence has called unto himself our beloved,*

RICHARD N. ROMAIN

FUNERAL DIRECTOR, U-1223, New Orleans, Louisiana, who departed this life on June 26, 2023.

Whereas: *Richard N. Romain, U-1223 received his funeral director license in nineteen hundred eighty-six and has been actively practicing for the last thirty-seven years; and,*

Whereas: *Richard N. Romain, has always exemplified the attributes of high idealism by his courteous manner and personality and has made valuable contributions to the interest and welfare of the people of his community; and,*

Whereas: *Richard N. Romain. has further extended his energy to our state by having served in various capacities within his community.*

Therefore, be it resolved: *that the Louisiana State Board of Embalmers and Funeral Directors extends to the family of the late Richard N. Romain, our deepest sympathy and condolences for their great loss which we so keenly feel; and,*

Be it further Resolved *that this tribute to Richard N. Romain, be written into the minutes of the Louisiana State Board of Embalmers and Funeral Directors and suitable copies of this resolution be sent to the members of his family.*



LOUISIANA STATE BOARD OF EMBALMERS & FUNERAL DIRECTORS RESOLUTION

Whereas: *Almighty God in His infinite wisdom and wise providence has called unto himself our beloved,*

CONSTANCE M. SELICO

FUNERAL DIRECTOR, U-1122, New Orleans, Louisiana, who departed this life on July 20, 2023.

Whereas: *Constance M. Selico, U-1122 received her funeral director license in nineteen hundred seventy eight and has been practicing for the last forty-five years; and,*

Whereas: *Constance M. Selico, has always exemplified the attributes of high idealism by her courteous manner and personality and has made valuable contributions to the interest and welfare of the people of her community; and,*

Whereas: *Constance M. Selico, has further extended her energy to our state by having served in various capacities within her community.*

Therefore, be it resolved: *that the Louisiana State Board of Embalmers and Funeral Directors extends to the family of the late Constance M. Selico, our deepest sympathy and condolences for their great loss which we so keenly feel; and,*

Be it further Resolved *that this tribute to Constance M. Selico, be written into the minutes of the Louisiana State Board of Embalmers and Funeral Directors and suitable copies of this resolution be sent to the members of her family.*

Secretary



Louisiana State Board of Embalmers And Funeral Directors

Suite 1232, The Executive Towers
3500 N. Causeway Blvd. 70002
Metairie, LA 70002
504.838.5109

Fax: 504.838.5112
www.lsbefd.state.la.us
Toll free: 888.508.9083

Resolution of the Louisiana State Board of Embalmers

BE IT KNOWN, that during the meeting of the Louisiana State Board of Embalmers and Funeral Directors (LSBEFD), Metairie, Louisiana, was held on the 8th day of August, 2023, at 9:00 o'clock a.m. a quorum being present, the following resolution was introduced by Mr/s. _____ and seconded by Mr/s. _____, to wit:

WHEREAS, The Louisiana State Board of Embalmers and Funeral Directors hereby authorizes Kim W. Michel, Executive Director, to implement a Virtual Media/Video Conference Policy in accordance with the Americans with Disabilities Act for the LSBEFD, in accordance with Act 393 of 2023.

The above and foregoing resolution was adopted by the Louisiana State Board of Embalmers and Funeral Directors of Metairie at its meeting on the 9th day of August at 9:00 o'clock a.m.

YEAS: _____

NAYS: _____

Absent: _____

PRESIDENT

SECRETARY

Accounting Summary

8/1/2023

Investments - Non-Operating

Bank Plus	\$ 159,297.03
Liberty Bank	\$ 54,106.52
Liberty Bank	\$ 63,405.85
Total Non-Operating	\$ 276,809.40

Operating Funds

Chase - MM	\$ 123,771.26
Chase check account	\$ 36,797.21
Total Operating	\$ 160,568.47

October - December = operating funds received are renewals = establishments, embalmers & funeral directors

March - May = operating funds received are renewals = crematories & retort operators

3 x Certificates of Deposit for reserve investment account funds (non-operating funds)

Chase MM and Chase checking account are operating accounts.

Fees received during October through December and February through March are for operations.

Bank Plus and the two Liberty banks hold reserved funds placed in CDs. Interest from these accounts accumulate to the balance of these accounts and are not withdrawn.

The following page(s) of budget information is a projection based upon the operational income received solely from the Oct -Dec and Feb-Mar fees that are received.

The budget projections(s) fluctuate with each report and a final accounting cannot be determined until the fiscal year end.

The budget projection does not incorporate the funds reserved in the CDs.

The board does not receive any funding from the State of LA through appropriations, taxes, allocations, grants, etc.

The board operates completely by income received from license fees and registrations.

LA STATE BOARD OF EMBALMERS & FUNERAL DIRECTORS

Budget vs. Actuals: Budget 23.24 - FY24 P&L

July 2023 - June 2024

	TOTAL	
	ACTUAL	BUDGET
Income		
3010 Fun Estab Annual Renewal		300,000.00
3020 Fun Estab New Certificates		7,500.00
3030 Ownership, Location, Name Chang		10,000.00
3040 Crematory Authority License		3,000.00
3045 Crematory Auth Annual Renewal		35,000.00
3050 Retort Operator License	500.00	10,000.00
3055 Retort Operator Annual Renewal	80.00	25,000.00
3060 Embalmer Annual Renewal		75,000.00
3070 Funeral Director Annual Renewal		40,000.00
3080 Emb/FunDir/ Temp License Fees	2,250.00	20,000.00
3100 Interest on Investments		1,500.00
3110 Fines		1,000.00
3120 Miscellaneous Income	129.18	3,500.00
3140 Duplicate Certificate Fee		1,000.00
3150 Internship Fee	1,000.00	15,000.00
3160 Temporary License fee		500.00
3170 F.D.License Reinstatemt		1,000.00
3180 Emb. License Reinstatement		1,000.00
Total Income	\$3,959.18	\$550,000.00
GROSS PROFIT	\$3,959.18	\$550,000.00
Expenses		
4000 Compensation -		
4010 Per Diem		5,000.00
4040 Salaries		0.00
Total 4000 Compensation -		5,000.00
4020 Compensation -		
Salaries - Office	28,614.40	185,000.00
Total 4020 Compensation -	28,614.40	185,000.00
4050 Employee Benefits -		
4051 Employers Contrib Retire System	8,746.14	40,000.00
4054 Employment Security Tax		50.00
4060 Group Insurance -		
4061 GIP-Active employees		20,000.00
4064 GIP - Joe Lee Pea	68.08	273.24
4065 GIP - Stella L. Neal	47.36	190.08
4067 GIP - Dawn P. Scardino	1,401.72	8,500.00
4068 GIP- Millard J. Daigle	625.00	6,000.00
Total 4060 Group Insurance -	2,142.16	34,963.32
Total 4050 Employee Benefits -	10,888.30	75,013.32
4100 Travel -		
4110 Mileage Reimbursement		12,000.00

LA STATE BOARD OF EMBALMERS & FUNERAL DIRECTORS

Budget vs. Actuals: Budget 23.24 - FY24 P&L

July 2023 - June 2024

	TOTAL	
	ACTUAL	BUDGET
4130 Inspectors Travel Expense	256.96	32,000.00
4570 Board members meeting exp		4,000.00
Total 4100 Travel -	256.96	48,000.00
4200 Professional Fees		
4210 Legal Fees	14,167.50	100,000.00
4230 Audit		6,750.00
4240 Computer Consultant		12,000.00
Total 4200 Professional Fees	14,167.50	118,750.00
4300 Other Purchased Services -		
4310 Insurance		17,000.00
4340 Dues and Subscriptions		600.00
4360 Telephone & Telegraph	104.56	5,300.00
4390 Hearing Expense		100.00
Total 4300 Other Purchased Services -	104.56	23,000.00
4400 Rents -		
4410 Rent-Office & Parking		35,000.00
4420 Equipment Lease		5,600.00
Total 4400 Rents -		40,600.00
4500 Supplies & Maintenance -		
4510 Stationery, Supplies & Office	323.13	30,000.00
4511 Postage		4,000.00
4520 Xerox & Maint Office Equipment		700.00
4580 Miscellaneous Expense		2,500.00
Total 4500 Supplies & Maintenance -	323.13	37,200.00
Payroll Expenses		
Taxes	0.15	
Total Payroll Expenses	0.15	
Total Expenses	\$54,355.00	\$532,563.32
NET OPERATING INCOME	\$ -50,395.82	\$17,436.68
NET INCOME	\$ -50,395.82	\$17,436.68

Louisiana State Board of Embalmers And Funeral Directors

Minutes of the Laws and Rules Committee Meeting For June 14, 2023

Committee Members present:

Terry Luneau, President

The meeting was called to order by the Committee's President, Mr. Luneau, at 10:00 AM, at the Board's office, located at 3500 N. Causeway Blvd. Ste. 1232, Metairie, Louisiana.

Present from the board's office was Kim W. Michel, Executive Director.

Present on behalf of the LFDMA was Patrice Crain, Evelyn Syrie, and Charles Muse.

Present on behalf of the LFDA was Louis Muhleisen, Foster Guillory and Boyd Mothe, Jr. and Edward Muhleisen.

PUBLIC COMMENTS:

There were no public comments were made at today's meeting

The committee began with a continuation of discussing the regulations from the last meeting with a review of Mr. Bowden's notes and observations as inspector;

Title 46:

1107. E. language change; add funeral and remove such

Add; ii. Upon the temporary closure of a funeral establishment as a result of a storm, hurricane, flood, fire or any Other natural disaster or state of emergency, the funeral establishment manager of the establishment affected, shall notify the board within a period of 15 days, as to whether their establishment will be working temporarily.

1111. A. add "other than as a result of a storm, hurricane, flood, fire or any natural disaster or state of emergency...

1201.A Repeal

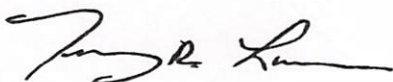
1203 A. add authority to crematory

1901 A. Repeal

Question for legal counsel, that based upon LA R.S. 37:53, can the board promulgate a rule to require that all human remains be identified?.

The next scheduled meeting of the board will be on Wednesday, August 9, 2023.

There being no further business, the meeting was concluded.



Terry Luneau, President, Laws and Rules Committee