

Louisiana State Board of Embalmers And Funeral Directors

Minutes of the Meeting

For

January 10, 2023

Board Members present:

Rodney McFarland , President

Willie P. Davis, Jr. , Vice President

Terry Luneau , Secretary

Gregory McKneely

Juan Joseph

Maurice Southall

Louis Charbonnet

The meeting was called to order by the Board's President, Mr. McFarland, at 9:00 AM, at the Board's office, located at 3500 N. Causeway Blvd. Ste. 1232, Metairie, Louisiana. Also, present was Kim W. Michel, Executive Director, Heidi L. Penouilh, Executive Assistant, Marybeth Harrington, Inspector, R. Demale Bowden, Jr., Inspector, and Christopher Lento, AAG, General Counsel. Mr. Dixon and Mr. Boudreaux were not present for today's meeting.

Mr. McFarland noted that;

According to LA R.S. 37:832, the Louisiana State Board of Embalmers and Funeral Directors purpose is for regulating funeral establishments, crematories, embalmer and funeral directors, funeral directors, retort operators and individuals engaged in the care and disposition of the deceased and to handle consumer complaints.

PUBLIC COMMENTS:

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

PRESENTATIONS:

There were no presentations for today's meeting.

COMPLIANCE, HEARING and/or ADMISSION AND CONSENT

There were no items to be discussed at today's meeting.

BOARD OFFICE UPDATE

The Executive Director's report.

Ms. Michel noted that the renewal session has ended, however, the reconciliation has not been completed at this time. Ms. Michel stated that with over two thousand licensees to be processed in Certemy, licensees may continue to receive email until each file has been completed. Heidi and I appreciate everyone's patience as we try to complete the process. There are no registry record of licenses and interns for this meeting and the Conference report has not been released yet.

Motion was made by Mr. Southall, with a second by Mr. Luneau and unanimously passed to accept the report as presented.

Inspector M. Harrington

Greetings to the President of the Board Mr. McFarland, Mr. Secretary Luneau, Board Members and Executive Director Mrs. Kim Michel

As this is the first Inspectors Report for the year of 2023, As of this meeting and since our last meeting I have completed 40+ inspections in Districts C & D This concludes my report. I will answer any questions at this time that you the Board have regarding inspections or my report.

Motion was made by Mr. Davis, with a second by Mr. Joseph and unanimously passed to accept the report as presented.

Inspector Mr. Bowden

President McFarland, Board Members, & Executive Director Michel:

New Year's Greetings to everyone. I thank you for the opportunity to give my first inspector's report for the year of 2023 and it is as follows:

Inspections

December 2022 inspections have been in the Districts of C & D and date from December 6, 2022, to December 29, 2022, and consisted of the following: **36** total inspections, which include inspecting **23** main establishments, **7** branches, **4** chapels, and **2** crematories.

As of year's end, December 29, 2022, I have performed and completed a total of **226** inspections which include inspecting: **197** funeral home establishments (*129 main establishments, 42 branches and 26 chapels*), **23** crematories, **5** new funeral establishments and **1** new crematory establishment.

As you are aware, January 2023 inspections have begun continuing in the Districts of C & D and date from January 3, 2023, to January 6, 2023, and consisted of the following: **11** total inspections, which include inspecting **2** main establishments, **1** branch, **7** chapels, and **1** crematory. Of those, 11 inspections 9 of those inspections had no issues in reference to the inspection checklist, and 2 (one crematory and one funeral home) had one or more issues in reference to the inspection checklist. Total number of inspections since our last meeting, **47**.

In the next few weeks, it's our projected goal to be finishing up with inspecting a few loose mains, chapels, and branch locations in the Districts of C & D. To the best of my knowledge, there is **ONLY 20 - 30** inspections remaining before completing the entire state with inspections.

No new establishments inspections have been performed during this period.

The car is well, it's being maintained in tip top condition as expected and the total mileage for the year end in 2022 was 12,625 miles.

Motion was made by Mr. Davis, with a second by Mr. Joseph and unanimously passed to accept the report as presented.

The minutes for the October, November and December 2022 meetings are incomplete at this time.

The financial report as well as budget for FY 21/22 and projected FY 22/23 was presented.

Chase - MM	\$ 284,620.64	1/9/2023
Bank Plus	\$ 159,297.03	(Formerly First Bank & Trust)
Liberty Bank	\$ 54,106.52	
Liberty Bank	\$ 63,405.85	

Chase check account	\$ 34,493.62
Total	\$ 595,923.66

October - December = dependent funds received are renewals = establishments, embalmers & funeral directors
 March - May = dependent funds received are renewals = crematories & retort operators

3 x Certificates of Deposit for reserve 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.

Continued...

Motion was made by Mr. Luneau with a second by Mr. Joseph and unanimously passed to accept the report as presented.

The Complaint Review Committee's report was presented to the Board by Ms. Michel.

Ms. Michel reiterated that the complaints are presented anonymously in numerical format to the Board with the Complaint Review Committee's decision based upon the information presented at the time of review. The numbered complaints presented in an open meeting remain anonymous while a complaint is pending further investigation and/or until such time as the complaint file has been closed.

There were seven complaints that were reviewed. It was noted that one complaint was recommended for an informal hearing and six complaints were recommended as no apparent violation, all as per the recommendations of the Complaint Review Committee.

Motion was made by Mr. Southall, with a second by Mr. Davis and unanimously passed that complaint report be accepted as presented.

The Laws & Rules Committee, is planning a meeting tomorrow, January 11, 2023 to begin at 10:00 AM.

The following resolution was presented to the board for review and approval;

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, Metairie, Louisiana, was held on the 10th day of January, 2023, at 9:00 o'clock a.m. a quorum being present, the following resolution was introduced by Mr. _____ and seconded by Mr. _____, to wit:

WHEREAS, The Louisiana State Board of Embalmers and Funeral Directors wishes to authorize whomsoever occupies the position of Executive Director to make day-to-day decisions relating to personnel, employment and staffing, and

WHEREAS, The Louisiana State Board of Embalmers and Funeral Directors wishes to retain oversight of the delegation of this authority; and desires that any and all decisions of the Executive Director remain subject to ratification, modification or reversal by the Board, and

WHEREAS, this Board is of the belief that allowing this delegation of authority will streamline office operations and maximize the operational efficiency of the day-to-day business of the Louisiana State Board of Embalmers and Funeral Directors,

NOW THEREFORE, BE IT RESOLVED, that the Louisiana State Board of Embalmers and Funeral Directors, hereby delegates authority for personnel, employment, and staffing related matters to whomsoever occupies the position of Executive Director, to, as that person deems necessary, make decisions related to employment and personnel matters concerning the employees and/or staff of the Board, subject to continuing Board oversight.

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

YEAS: _____

NAYS: _____

Absent: _____

Motion was made by Mr. Charbonnet, with a second by Mr. Luneau and unanimously passed, by a roll call vote, to accept the Resolution as presented.

Motion was made by Mr. Joseph, with a second by Mr. Charbonnet and unanimously passed that the Election of Officers continue in progression of the members;

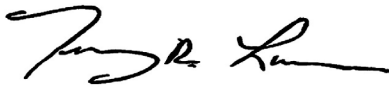
President – Mr. Davis
Vice President – Mr. Luneau
Secretary – Mr. Dixon

Motion was made by Mr. Davis, with a second by Mr. Southall, and unanimously passed, by a roll call vote, that Mr. McKneely be elected as Treasurer.

NEW BUSINESS

The next scheduled meeting of the board will be on Tuesday, March 7, 2023.

There being no further business, the meeting was concluded.



Terry Luneau, Secretary

Rodney McFarland, Sr., President

