

Louisiana State Board of Embalmers And Funeral Directors

Minutes of the Meeting for January 9, 2024

Board Members present:

Willie P. Davis, Jr., President
Terry Luneau , Vice President
Shelton Dixon, Secretary
Stephen Boudreaux
Juan Joseph
Louis Charbonnet
Rodney McFarland

The meeting was called to order by the Board's President, Mr. Davis, at 10:00 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, R. Demale Bowden, Jr., Inspector, Christopher Lento, AAG General Counsel and Chanel R. Debose, Prosecuting Attorney. Mr. McKneely and Mr. Southall were not present at today's meeting.

Mr. Davis began the meeting with the mission statement that: 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.

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

Mr. Davis called for a vote of the new officers for 2024.

A motion was made by Mr. McFarland, with a second by Mr. Boudreaux and unanimously passed that the board continue with the rotation of current officers and elect a member to the Treasurer position.

A motion was made by Mr. McFarland, with a second by Mr. Charbonnet and unanimously passed that Mr. Boudreaux be nominated as the Treasurer.

The 2024 Officers are:

President – Terry Lunueau
Vice-President – Shelton Dixon
Secretary – Gregory McKneely
Treasurer – Stephen Boudreaux

The meeting proceeded with Mr. Davis turning the meeting over to Mr. Luneau.

The following was presented.

Resolution

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

EMBALMER AND FUNERAL DIRECTOR, E-2003, Oakdale, Louisiana, who departed this life on December 14, 2023.

Whereas: *Eddie Mae Brunson, E-2003, received her embalmer and funeral director license in nineteen hundred eighty four and has been practicing for the last thirty-nine years; and,*

Whereas: *Eddie Mae Brunson, 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: *Eddie Mae Brunson 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 Eddie Mae Brunson, our deepest sympathy, and condolences for their great loss which we so keenly feel; and,*

Be it further Resolved *that this tribute to Eddie Mae Brunson, 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.*

Resolution

Whereas: *Almighty God in His infinite wisdom and wise providence has called unto himself our beloved,*
Joe D. Hopkins, Sr.

EMBALMER AND FUNERAL DIRECTOR, E-2109, Maringouin, Louisiana, who departed this life on October 31, 2023.

Whereas: *Joe D. Hopkins, Sr., E-2109, received his funeral director license in nineteen hundred eighty-eight and has been actively practicing for the last thirty-Five years; and,*

Whereas: *Joe D. Hopkins 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: *Joe D. Hopkins 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 Joe D. Hopkins, our deepest sympathy, and condolences for their great loss which we so keenly feel; and,*

Be it further Resolved *that this tribute to Joe D. Hopkins 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.*

Ms. Michel presented the board with an opportunity notice from the Conference for a delegate grant to be awarded to an applicant to attend the 120th annual Conference Meeting. The delegate grant will be awarded for the costs to be covered by the Conference for attending the meeting.

Ms. Michel requested that the board consider Mr. Bowden for the applicant opportunity.

A motion was made by Mr. McFarland, with a second by Mr. Joseph, and unanimously passed that Mr. Bowden should complete the delegate grant application and be allowed to attend the meeting if he is awarded the opportunity.

The contract for general counsel services, provided by the LA Department of Justice, Office of the Attorney General was presented to the board for review and consideration for renewal. The current contract will expire on June 30, 2024. Resolutions were also presented to the board regarding the contract.

A motion was made by Mr. McFarland with a second by Mr. Boudreaux and unanimously passed by a roll call vote to renew the contract with the LA Department of Justice, Office of the Attorney General and for Ms. Michel to move forward with the contract process.

**THE LOUISIANA STATE BOARD OF EMBALMERS AND FUNERAL DIRECTORS
RESOLUTION**

The following Motion and Resolution was offered by Mr. McFarland who moved for its adoption, and seconded by Mr. Dixon at the January 9, 2024, meeting of the Louisiana State Board of Embalmers and Funeral Directors (the "Board"):

WHEREAS the Board wishes to retain the legal services of the Office of the Attorney General at:

- \$225 per hour- Ten or more years of service
- \$175 per hour - Five to Ten years of service
- \$150 per hour - Three to Five years of service
- \$125 per hour - Less than Three years of service
- \$100 per hour - Investigators
- \$ 60 per hour - Paralegals
- \$ 40 per hour - Law Clerks

The total of all sums payable under this agreement including fees and reimbursement of expenses shall not exceed \$45,000.00 per year. Thus, the maximum amount of this contract resolution will be \$165,000.00.

WHEREAS this resolution shall take effect beginning July 1, 2024.

BE IT RESOLVED that the Louisiana State Board of Embalmers and Funeral Directors pursuant to La. R.S. 42:262 does hereby retain and employ the Department of Justice, Office of The Attorney General as general counsel; and

BE IT FURTHER RESOLVED that this Resolution be submitted to the Attorney General for the State of Louisiana for approval.

The resolution having been submitted to a vote, the vote thereon was as follows:

- YEAS: 6
- NAYS: 0
- ABSENT: 2
- NOT VOTING: 0

Whereupon the Resolution was declared adopted by the Louisiana State Board of Embalmers and Funeral Directors on the 9th day of January 2024.

I, Kim W. Michel, Executive Director of The Louisiana State Board of Embalmers and Funeral Directors, hereby certify the above and foregoing to be a true and exact copy of a resolution adopted by the said Board at its meeting held January 9, 2024, at which a quorum was present, and the same has not been revoked, rescinded or altered in any manner, and is in full force and effect.

Witness my hand this 9th day of January 9th, 2024.

Kim W. Michel, Executive Director

**Meeting of the board of the
Louisiana State Board of Embalmers and Funeral Directors**

A meeting of the Louisiana State Board of Embalmers and Funeral Directors was held on January 9, 2024, whereby a resolution was passed authorizing Kim W. Michel, Executive Director, to sign on behalf of the Louisiana State Board of Embalmers and Funeral Directors and by her signature, to enter to any and all approved contractual obligations on behalf of this Board.

YEAS: 6

NAYS: 0

Absent: 2

Ms. Michel presented the Executive Director’s report with a discussion regarding the renewals, the current budget report not reflecting an accurate accounting of the renewals as those are still being reconciled and that a meeting is scheduled with Certemy to discuss some reported issues.

Ms. Michel also discussed continuing education regarding carryover, accumulation of hours as well as duplicate courses taken within a 2-year period. The following excerpt from the regulations outline CEs;

37:854...

- (1) A maximum of eight hours of continuing education may be carried over and applied to the required hours for subsequent licensing periods, up to four hours each period for a maximum of two periods.
- (3) Credit shall not be given for the same course more than once during any two consecutive licensing periods.

The license and registry report provided here is missing one funeral home that had closed, which was Brannum Funeral Home, Lake Providence.

The license and registry are included in this report.

Funeral Establishments - new issue

Richardson Funeral Home of Louisiana	3001 - Amite	New Establishment
Family First Funeral Home	3002 - Shreveport	New Establishment
Eternal Peace Funeral Home	3003 - Natchitoches	New Establishment

Establishment Ownership/Location/Name Change

Name	Lic #	Location	Manager - Lic.#	
Brown-McGehee Memorial, LLC		3004 - Bogalusa		Owner Change

Crematory Establishment - new / Ownership Change

Closed Funeral Establishments

Rhodes United Fidelity Funeral Home
 Greene Funeral Home and Cremation Service, LLC
 Robottom Mortuary - branch

895 - Baton Rouge
 2956 - New Iberia
 714 - Hahnville

Embalmer and Funeral Director License - new issue

Carley Major	E-2986	Kynlie Fremin	E-2991
James Davis, Jr.	E-2987	Hannah LaFleur	E-2992
Kristin Bruce	E-2988	Crystal Griffin	E-2993
Molly Henderson	E-2989	Shay Griffin	E-2994
Erick Fauntleroy	E-2990	Eric Johnson, Sr.	E-2995

Funeral Director License - new issue

Juanesha Davis	U-1838	Jasmine Bingham Harrell	U-1843
Hunter Tarpley	U-1839	Craig Ransaw	U-1844
Norwert Hills, Jr.	U-1840	Isaac Brooks, Sr.	U-1845
Dartavious Norman	U-1841	Donnisha Alexander	U-1846
Amanda Ebard	U-1842	Ruby Weeks	U-1847

Retort Operator License - new issue

Victoria Jones	480	Kyle Elliott	483
Joshua Carpenter	481	Andrew Malbrough	484
Christopher Weary	482		

Internships Registered

Erin Finster	EMB/FD	0825	Lake Lawn Metairie F.H., New Orleans
Jade Tolbird	FD	0826	Hixson Brothers F.H., Jena
Louis Armstrong	EMB/FD	0827	Fields Funeral Home, New Iberia
Wesley Manning	FD	0828	Labby Memorial, Leesville
Coral Wyche	FD	0829	Westside Leitz Eagan F.H., Marrero
Mekiva Dumas	FD	0830	Duplain W. Rhodes F.H., New Orleans
Dakasha Leonard	FD	0831	Scott's Bluff Morticians, Baton Rouge
Bryan Hartsfield	EMB/FD	0832	Jenkins F.H., Mansfield
Rachel Fruge	EMB/FD	0833	Melancon F.H., Carencro
Abigayl Whiteman	EMB/FD	0834	Riley Smith F.H., DeQuincy
Ashley Robinson	EMB/FD	0835	Mercy Funeral Home, Clinton
Shatira Green	FD	0836	Dennis F.H., New Orleans
Brooklyn Levy	EMB/FD	0837	Seale F.H., Denham Springs
Jacey Reeder	EMB/FD	0838	Hixson Brothers F.H., Jena
Breana Crain	FD	0839	Crain & Son F.H., Franklinton

A motion was made by Mr. Dixon, with a second by Mr. Charbonnet, and unanimously passed to accept the Executive Director's report and that the closed funeral home be noted on the March meeting report.

Inspector's report is as follows:

Board Members & Executive Director Michel:

Happy New Year to all. My inspector's report for this January meeting is as follows:

Inspections

Inspections at this time have been in all Districts A, B, C, and D and date from October 12, 2023, to January 5, 2024, with 99% of all funeral establishments and crematories in the state being inspected. Since this is the first meeting of the new year, I would like to give a recap of the 2023 Inspection Year. New establishment inspections have been performed which opened **SIX** new establishments, consisting of **5** funeral establishments and **1** crematory, while **SEVENTEEN** ownership change inspections have been performed, which consisted of **16** funeral establishments and **1** crematory. Again, I send congratulations and best wishes to those firms who opened during the year of 2023.

For the year, in **District A** funeral establishments & crematories had **13** items not in compliance with the inspection checklist. **District B** funeral establishments & crematories had **105** items not in compliance with the inspection checklist. **District C** funeral establishments & crematories had **29** items not in compliance with the inspection checklist and finally in **District D** funeral establishments & crematories had **53** items not in compliance with the inspection checklist. A spreadsheet has been prepared, by district, showing each funeral establishment and/or crematory's citation and will be provided to Executive Director Michel. **Issues around**

the state that have been consistent are:

FUNERAL ESTABLISHMENTS

- **Licenses** Funeral establishments were found to **NOT** have the current year's state board issued establishment license posted or on display.
-
- **Display Area** The display area consisted of **LESS THAN** six adult caskets.
- Funeral professionals **NOT** properly understanding LA R.S. 37:842, F, 3, (v), Title 46 Chapter 11 when it states a *variety of styles and quality*.
-
- **ID Method** Funeral professionals **DO NOT** understand that **ALL** caskets being used for the deceased should have some type of ID Method.
- Advise on what types of ID Methods is allowed.
-
- **Preparation Room** Some preparation rooms have been found **NOT** to have hot water.
- Embalming Log
 - Embalmers **DO NOT** complete the entire line of the embalming log for the deceased.
 - The embalming log is **NOT** being kept up to date.

CREMATORIES

- **No consistent issues**

Further, I have had **30** inspection findings where I found the same problem during my inspection that was not fixed from a previous inspection. These firms and their issues have also been turned over to Executive Director Michel.

A big thank you to those funeral establishments and crematories who have gotten their issues corrected, as some has sent photos, videos, emails, and text messages to let both the office and I know that the issue has been corrected.

Representation

On December 13, 2023, I along with 50 plus other state regulatory board staff members, state regulatory board members and funeral directors / embalmers throughout the US participated in a virtual learning session on the topic of "Licensure Impacts through Interstate Compacts," hosted by the International Conference of Funeral Service Examining Boards.

Board Car

The total mileage at the completion of this report was **39,089** miles.

A motion was made by Mr. Charbonnet, with a second by Mr. Dixon and unanimously passed to accept the Inspector's report as presented.

The minutes of the October 10, 2023, board meeting which was previously emailed to the members for review and approval.

A motion was made by Mr. Dixon, with a second by Mr. McFarland and unanimously passed to accept the minutes as presented.

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

Investments - Non-Operating	-
	\$
Bank Plus	159,341.79
	\$
Liberty Bank	54,106.52
	\$
Liberty Bank	61,234.38
	\$
Total Non-Operating	274,682.69
<hr/>	
Operational Funds	
	\$
Chase - MM	319,224.28
	\$
Chase check account	30,762.37
Total Operating	\$349,986.65

October – December; operating funds received are renewals for establishments, embalmers and funeral directors and funeral directors.

March – May; operating funds received are renewals for crematories and retort operators.

There are three Certificates of Deposit for reserve investment account funds (non-operating funds) with two Certificates of Deposit in Liberty and one Certificates of Deposit in Bank Plus.

The Chase MM and Chase checking accounts are the operational accounts with the deposit of the fees received during October through December and February and May as well as other license and registration fees collected during the fiscal year.

The budget presentation is a projection based upon the operational income received solely from the Oct-Dec and Feb-May fees that are received.

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

The budget does not incorporate the funds reserved in the certificates of deposit.

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

The board is self-funded and operates completely by income received from licenses and registrations.

A motion was made by Mr. McFarland with a second by Mr. Dixon and unanimously passed to accept the report as presented.

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

Ms. Debose 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 twelve complaints; five complaints were no apparent violation, two complaints were withdrawn by complainant, two complaints were deferred as they were possibly considered civil issues, one complaint to be deferred to the District Attorney in the municipality of the complaint issue, and two complaints to be reviewed.

A motion was made by Mr. McFarland, with a second by Mr. Dixon and unanimously passed that complaint report be accepted as presented.

Mr. Luneau advised the board that the Laws and Rules Committee, along with select members from the LFDMA and the LFDA, had met on October 11, 2023, to continue the work on the rules for the board. The committee is preparing changes to the rules with language and practices. The Laws & Rules Committee is planning to meet tomorrow, January 10, 2024, at 10:00 AM.

A motion was made by Mr. Boudreaux, with a second by Mr. McFarland and unanimously passed that the board move into Executive Session at 10:41 AM.

A motion was made by Mr. McFarland, with a second by Mr. Dixon and unanimously passed that the board move out of Executive Session at 10:49 AM for discussion of the following.

Discussion with regard to the following;

Ms. Michel and her pending exit as the Executive Director and inspections by Mr. Bowden.

NEW BUSINESS

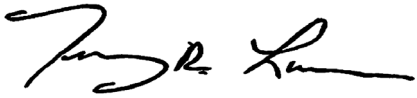
The next scheduled meeting of the board will be on Tuesday, March 5, 2024, at 10:00 AM and the Laws and Rules Committee will meet on Wednesday, March 6, 2024 at 10:00 AM.

Mr. Luneau stated that a meeting may be scheduled ahead of the March meeting date if needed.

There being no further business, the meeting was concluded.



Gregory McKneely, Secretary



Terry Luneau, President



