

**Minutes for the Meeting of the  
Louisiana State Board of Embalmers  
And Funeral Directors**

**August 12, 2015**

**Board Members present:**  
**Louis Charbonnet, III, President**  
**Patrick H. Sanders, Secretary**  
**Kelly Rush, Vice President**  
**Gerard Schoen, III, Treasurer**  
**Edward L. Muhleisen**  
**J. Steven Cox**  
**S.J. Brasseaux**  
**Margaret Shehee**

The meeting was called to order by the Board's President, Louis Charbonnet, III at 9:20 AM, at the Board's office located at 3500 N. Causeway Blvd. Suite 1232, Louisiana. Also present was Kim W. Michel, Executive Director, Dianne Alexander, General Counsel, M. Jude Daigle, Inspector and Heidi L. Penouilh, Administrative Coordinator. Mr. Dansby was not present at today's meeting.

**PUBLIC COMMENTS:**

There were no public comments to be addressed at today's meeting.

**COMPLIANCE HEARING:**

There were no hearings scheduled for today's meeting.

**REGULATIONS, RULES AND PROCEDURES**

For informational purposes, the Board was presented with a list of Acts that have been enacted by the Legislature. ACT 25 and Act 270 have been placed on the Board's website for review under the notifications section. These ACTs can also be reviewed on the Louisiana Legislature page.

Ms. Shehee requested that the digests of the noted ACTs be added to the website as well.

For informational purposes only, the Board was presented with Concurrent Resolution 74 regarding military individuals and their spouses.

A motion was made by Mr. Sanders, seconded by Ms. Shehee and unanimously passed that agenda item thirteen be moved up on the agenda for discussion.

Boyd Mothe, Jr. was present to address the Board with his concern regarding the necessity of a funeral director to be present for a disinterment from one cemetery to another cemetery that is owned within the same company, but the two cemeteries are not joined on the same property.

After some discussion, Mr. Charbonnet directed the Laws and Rules Committee to address this issue at their next meeting for a determination.

## **BOARD/STAFF ISSUES**

### **A. Executive Director's report by Kim W. Michel**

Motion was made by Mr. Brasseaux, seconded by Mr. Sanders and unanimously passed to accept the Executive Director's report as presented.

### **B. Inspector's report by M. Jude Daigle**

Motion was made by Mr. Sanders, seconded by Mr. Mulheisen and unanimously passed to accept the Inspector's report as presented.

The Board's lease with the Executive Towers will expire in February 2016. The new lease proposal was presented to the Board for review and determination.

## **MINUTES**

Motion was made by Mr. Cox, seconded by Mr. Schoen and unanimously passed to accept the minutes of the meetings for June 24, 2015.

## **FINANCIAL**

Financial Report and Budget update Fiscal 2015/2016

Motion was made by Mr. Cox, seconded by Mr. Brasseaux and unanimously passed to accept the financial report and budget update for fiscal 2015/2016.

## **COMPLAINT SUMMARY**

For informational purposes only, the Board members were presented with a numerical listing of all open matters remaining at the end of fiscal 2014/2015, together with a numerical listing of the complaints filed for fiscal 2015/2016, to date.

## **CORRESPONDENCE**

Temporary licensees requesting their LA license:

- a. Chancellor Tucker, T/L 0474, who holds Arkansas funeral director license 21769, currently employed with Precious Memories Mortuary, Shreveport.

Motion was made by Mr. Sanders, seconded by Mr. Cox and unanimously passed that Mr. Tucker be issued his Louisiana funeral directors license.

For informational purposes only, the Board was presented with information regarding the Army Honor Guard and the availability to perform Honors for military funerals. This information has been posted to the Board's website under notifications.

## **PRESENTATIONS**

There were no presentations for today's meeting.

## **EXECUTIVE SESSION**

Motion was made by Mr. Schoen, seconded by Mr. Sanders and unanimously passed to go into Executive Session at 11:30 a.m. for the following reasons:

Discussion and review of the lease for the office

Discussion and determination of office/staff issues

Motion was made by Mr. Schoen, seconded by Mr. Cox and unanimously passed that the Executive Session be concluded at 1:00 p.m. to take the following actions:

Motion was made by Mr. Brasseaux, seconded by Mr. Cox and unanimously passed that the office lease be tabled until further options could be reviewed.

As General Counsel for the Board, Ms. Alexander presented the Board members with; 1) a confidentiality agreement to be signed by the staff, 2) a policy regarding the purpose and the usage guidelines for state/board issued electronics, and 3) a new schedule/system for inspections to be performed beginning January 2016.

Motion was made by Mr. Brasseaux, seconded by Mr. Schoen and unanimously passed to accept and implement the confidentiality agreement, the electronics policy and the new system for inspections as presented by Ms. Alexander.

**COMPLIANCE HEARING and/or ADMISSION and CONSENT DECISION(S)**

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

**NEW BUSINESS**

A discussion ensued with regard to the Board's staff attending various association meetings and presenting information for continuing educational purposes.

Ms. Alexander expressed her concerns to the Board with regard to ethics and the regulations that relate to the Board and the staff. Also, the Board must pay for travel and arrangements of the staff. If the associations pay for any expenses, those expenses could be a violation of the state and ethic regulations.

Mr. Charbonnet stated that it is not necessary for the Board's staff to attend association meetings to conduct continuing education. Since the Board meetings are being scheduled in different areas of the State during each year, licensees can attend the Board meetings for continuing education relating to Board business. The scheduled meetings will be restructured so that Ms. Alexander or Ms. Michel can prepare a presentation for fifty minutes prior to the start of the scheduled meeting which will be applicable towards continuing education requirements along with the meeting to follow. Mr. Charbonnet also expressed that there is no fee for attending a Board meeting.

There being no further business to be addressed upon today's agenda, the meeting was then adjourned at 2:00 PM.



Patrick Sanders, Secretary



Louis Charbonnet, III - President Approved



Kim W. Michel – composed and created

