

Louisiana State Board of Embalmers And Funeral Directors

Minutes of the Meeting

For
June 11, 2019

Board Members present:

Maurice Southall, President
Edward Muhleisen, Vice President
Rodney McFarland, Secretary
Duplain Rhodes, III, Treasurer
Terry Luneau
Lonnelle Aquillard
Willie P. Davis, Jr.
S.J. Brasseaux, Past President

The meeting was called to order by the Board's President, Mr. Southall 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 Penouilh, Administrative Coordinator, III and Jude Daigle, Inspector. Rev. Dixon was not present at today's meeting.

PUBLIC COMMENTS:

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

PRESENTATIONS:

There were no presentations scheduled for today's meeting.

COMPLIANCE, HEARING and/or ADMISSION AND CONSENT

Gene Jones was present to answer any questions from the Board as Ms. Michel confirmed that the provisions had been satisfied that were previously ordered for the reinstatement of his license.

Motion was made by Mr. McFarland, seconded by Ms. Aquillard and unanimously passed to allow Mr. Jones to reinstate his license.

Ms. Debose was present to address the Board with regard to the Baloney Funeral Home Matter

Motion was made by Mr. Brasseaux, seconded by Mr. Luneau and unanimously passed that after considering the Judgments rendered by The Honorable Rachel Johnson of the Civil District Court for the Parish of Orleans; and the finding of fact that Carmen Marie Baloney did embezzle Five-Hundred Thousand (\$500,00.00) dollars pursuant to the Judgment rendered in the Fortieth Judicial District Court, Parish of St. John the Baptist, the Board has determined that it will sustain its decision not to revoke the license of Carmen Marie Baloney.

A Resolution was presented to the Board by Ms. Michel as follows;

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 11th day of June, 2019 at 9:00 o'clock a.m. a quorum being present, the following resolution was introduced by Mr. Brasseaux and seconded by Mr. Luneau, to wit:

WHEREAS, The Louisiana State Board of Embalmers and Funeral Directors authorizes the Complaint Review Committee, currently Maurice Southall, President, Chanel R. Debose, Prosecuting Attorney and Kim W. Michel, Executive Director, to allow additional investigative procedures of complaints by permitting informal conferences of all parties involved to further determine the necessity of a formal hearing to be scheduled before the entire board;

WHEREAS, The Louisiana State Board of Embalmers and Funeral Directors shall allow legal counsel to be present with said parties and to include a transcription of the proceedings on record for the purpose of complaint rationality, which shall be admissible as evidence in the event of a formal hearing;

WHEREAS, this board is of the belief that by allowing this additional procedure within the Complaint Review Committee and the complaint process, the Board will be providing an extra step to the complaint process for improved transparency and to provide enhanced management for the complaints.

NOW THEREFORE, BE IT RESOLVED, that the Louisiana State Board of Embalmers and Funeral Directors, Metairie, hereby authorizes the Complaint Review Committee to begin implementing, as necessary, to the complaint investigative process, informal conferences.

BE IT FURTHER RESOLVED, that The Louisiana State Board of Embalmers and Funeral Directors agree to the addition of informal conferences of the Complaint Review Committee if the committee deems it necessary.

The above and foregoing resolution was adopted by the Louisiana State Board of Embalmers and Funeral Directors of Metairie at its meeting on the 11th day of June, 2019 at 9:00 o'clock a.m.

YEAS: __ 8 __

NAYS: __ 0 __

Absent: __ 1 __

PRESIDENT, Maurice Southall

SECRETARY, Rodney McFarland

Ms. Michel presented the Board with Ethics and compliance information regarding mandatory training and deadline as well as the Code of Governmental Ethics for review as an appointed Board member.

Ms. Michel presented the Board with several Legislative bills that were passed as well as some Legislative bills that were introduced but did not pass for informational purposes only.

Ms. Michel presented the board with a letter from the USEPA with regard to burial at sea. Information can be accessed by <https://www.epa.gov/ocean-dumping/burial-sea>. The letter will be posted to the website under notices and information for review.

Motion was made by Mr. Brasseaux, seconded by Mr. Rhodes and unanimously passed that the Board move into Executive Session at 9:45 AM..

Motion was made by Mr. Brasseaux, seconded by Mr. Luneau and unanimously passed that the Board move out of Executive Session at 10:30 AM for discussion of the following;

Due to the resignation of the staff General Counsel, Ms. Michel presented the board with a proposal and information regarding office/staff options;

Ms. Michel stated that since the board has a contract with a Prosecuting Attorney as well as a contract for various legal assistance through the LA Dept. of Justice/Office of the Attorney General, she suggested that the office would benefit by employing a part time staff assistant and to develop and improve the website for better-quality of license management.

Ms. Michel presented the board with an outline considering staff attorney vs contract attorney vs full time staff vs part time staff reflecting fees, salaries and benefits.

The information provided with regard to the website detailed the upgrade for all licensees and the ability to create an account, control their information, renew, print wallet/I.D. cards, proof of licensure, print establishment licenses, notifications from the board, payment, application completion and submission directly through the website, pre need submission, continuing education maintenance, inspection reports and maintenance, complaints, interns, intern reports upload, temporary licenses, status, maintenance of all correspondence, etc. This program/system would provide more efficiency to renewals as well as the entire application process. Licensees would have the ability to control their information such as address, telephone numbers, license type, employment, have access to their records and be able to decide what information would be available to the public through a search. All Licenses would be able to be retrieved by license type, city/town, depending on parameters created.

Based on the information provided, Ms. Michel was able to establish cost effectiveness through the option of part time staff with website improvement.

Motion was made by Mr. Brasseaux, seconded by Mr. Davis and unanimously passed that Ms. Michel begin the process as soon as possible for the employment of a part time staff assistant.

Motion was made by Mr. Brasseaux, seconded by Mr. Muhleisen and unanimously passed that Ms. Michel research and explore further options regarding the website and to negotiate the best cost option for discussion at the next scheduled meeting.

Executive Director's Report

Ms. Michel presented the board with information re license and registry.

License & Registry Update

Updated on 6/6/2019 from last meeting in April 2019

Funeral Establishments - new issue

Grace Funeral Home, Mandeville	2931
Hillcrest Memorial Blanchard Chapel	2932

Establishment Ownership/Location/Name Change

Crematory Establishment - new issue

Embalmer and Funeral Director License - new issue

Julie Brister	E- 2882
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Funeral Director License - new issue

Mark Barrios	U- 1690
Brian Jennings	U- 1691
Martin Adkins	U- 1692

Retort Operator License - new issue

Michael Maddocks	318
Derek Bordelon	319

Reinstated Licenses - E / U / RO

Eric Simmons	E- 2575
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Temporary License - new issue

Internships Registered

Jalon Chatman	0375	Amber Hunsicker	0380
Cameron Smith	0376	Cleveland Washington	0381
Joseph Goodlow	0377	Serena Goodwin	0382
Brendan Owens	0378	Paige Batts	0383
Bryce Thompson	0379	Stacy Muro	0384

For informational purposes only, Ms. Michel presented the board with a letter that was mailed from a licensee to the board's office for a renewal on April 7, 2019. The letter was subsequently returned to the addressee on May 18, 2019 noting that the letter was unclaimed and unable to be forwarded, which was to the board's office. The licensee contacted the post office where the letter was mailed from and through an inquisition by the Postmaster, it was determined that the post office in Metairie failed to attempt delivery of the letter to the board's office. The Postmaster wrote a letter outlining the incident and faulting the Metairie Postal Office location.

Therefore, Ms. Michel expressed the continued problems with the USPS and that it is important to track and monitor all USPS mail whether to the board's office or anywhere else. Due to the proof of the mail having been sent in a timely manner, the licensee was not considered delinquent.

Motion was made by Mr. McFarland, seconded by Mr. Luneau and unanimously passed to accept the report as presented.

INSPECTOR'S REPORT

Motion was made by Mr. Muhleisen, seconded by Mr. Davis and unanimously passed to accept the report as presented.

MINUTES

Motion was made by Mr. Brasseaux, seconded by Mr. Luneau, and unanimously passed to dispense with the reading of the minutes due to pervious email and to accept the minutes of the meeting for April 9, 2019.

FINANCIAL

Motion was made by Mr. Rhodes, seconded by Ms. Aquillard and unanimously passed to accept the financial report and budget presentations as presented.

CORRESPONDENCE

There was no correspondence to present to the board.

NEW BUSINESS

The next meeting of the Board is scheduled for August 13, 2019.

There being no further business, the meeting was concluded at 11:00 Am.

A handwritten signature in black ink that reads "Rodney McFarland, Sr." The signature is written in a cursive style with a large initial 'R' and 'M'.

Rodney McFarland, Secretary

Maurice Southall

Maurice Southall, President

