

July 8, 2014

Meeting of the Louisiana State Board of Embalmers and Funeral Directors was called to order at 10:40 AM by the board's President, Louis Charbonnet, III, at the board's office located at 3500 North Causeway Blvd., Suite 1232, Metairie, Louisiana.

Present:

Louis Charbonnet, III, President
Patrick H. Sanders, Secretary
Kelly Rush, Vice President
Gerard Schoen, III, Treasurer
Edward L. Muhleisen
Margaret Shehee
John Dansby, Consumer Representative

Also present:

Kim W. Michel, Executive Director
Heidi Fontaine, Administrative Coordinator II
M. Jude Daigle, Inspector

Mr. Brasseaux and Mr. Cox was not present at today's meeting.

As has been required by law, time was set aside as "Public Comment Time". However, no one was present to speak.

For informational purposes only, the Board members were presented with a listing of all open matters remaining as of the end of fiscal 2013/2014, together with a listing of the complaints filed for fiscal 2014/2015, to date.

The inspector's report was then presented to the board members by Mr. Jude Daigle.

Motion was made by Mr. Schoen, seconded by Ms. Shehee and passed that the Inspector's report be approved as presented.

The Executive Director's report was then presented to the board members by Ms. Kim Michel.

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

A discussion ensued with regard to the filing of death certificates by funeral directors.

A directive was issued by the Chair for Ms. Michel to contact the Medical Board to inquire about the doctor's responsibility regarding death certificates in order to advise the funeral directors regarding the same so that the families may be better assisted with the death certificates.

The minutes of the March 25, 2014 and the May 20, 2014 meeting were presented to the Board Members for their further review and approval.

Motion was made by Mr. Sanders, seconded by Mr. Dansby and passed that the March 25, 2014 minutes be approved as presented.

Motion was then made by Mr. Sanders, seconded by Mr. Dansby and passed that the May 20, 2014 minutes need to be further reviewed.

Financial report budget vs actual, and 2014-2015 budget, an updated 2014-2015 budget revision, were presented to the Board Members for their further review, consideration and approval.

Motion was made by Ms. Rush, seconded by Ms. Shehee and passed that the financial report, budget update, 2014/15 budget proposal information be accepted and approved as presented.

Formal Hearing entitled, "In the Matter of Professional Funeral Services, New Orleans," was continued.

A request from Crystal Braud, WP holder 0424, for a reciprocal license was presented to the Board members for approval. Ms. Braud holds a Georgia Embalmer License, EMB004844 and a Funeral Director License, FD005251. Ms. Braud is currently employed with The Baloney Funeral Home, LaPlace.

Motion was made by Mr. Sanders, seconded by Ms. Shehee and passed that Ms. Braud be issued her Louisiana license.

A letter from the Dept. Of Child and Family Services-Child Enforcement Section was presented to the Board Members for informational purposes only.

A directive was issued by the Chair to include information from the Dept. Of Child and Family Services upon our website.

Current pending matters reviewed by the Complaint Review Committee are as follows:

Information gathered by the Board's staff with regard to a complaint filed by Amanda Robling against Kevin Grant, Mark Ordoyne and Chauvin Funeral Home, Houma, was presented to the Board Members.

It was the unanimous decision by the Board that the allegations do not appear to be a violation of the laws, rules and regulations under which all licensees must operate, all as per the recommendations of the Complaint Review Committee.

Information gathered by the Board's staff with regard to a complaint filed by Bobby Marks against Harold Scott and Wilson Wooddale Funeral Home, Baton Rouge, was presented to the Board Members.

It was the unanimous decision by the Board that the allegations do not appear to be a violation of the laws, rules and regulations under which all licensees must operate, all as per the recommendations of the Complaint Review Committee.

Information gathered by the Board's staff with regard to a complaint filed by Tijuana Gilmore against Blaine Owens and Owens Memorial Chapel, Ruston, was presented to the Board Members.

It was the unanimous decision by the Board that the allegations do not appear to be a violation of the laws, rules and regulations under which all licensees must operate, all as per the recommendations of the Complaint Review Committee.

Information gathered by the Board's staff with regard to a complaint filed by Anthony Adelfio, Sr. against William Bagnell and Bagnell and Son Funeral Home, Covington, was presented to the Board Members.

It was the unanimous decision by the Board that the allegations do not appear to be a violation of the laws, rules and regulations under which all licensees must operate, all as per the recommendations of the Complaint Review Committee.

Information gathered by the Board's staff with regard to a complaint filed by Mary Cormier against Zeb Johnson and Johnson Funeral Home, Lake Charles, was presented to the Board Members.

It was the unanimous decision by the Board that the allegations do not appear to be a violation of the laws, rules and regulations under which all licensees must operate, all as per the recommendations of the Complaint Review Committee.

Information gathered by the Board's staff with regard to a complaint filed by Ashley Spottsville against Joyce Grant and Grant's Westside Funeral Home, Port Allen, was presented to the Board Members.

It was the unanimous decision by the Board that this matter be tabled pending further investigation.

For the record, Mr. Charbonnet recused himself from any discussion of the following matter and turned the Chair over to the Board's Vice President, Ms. Rush.

Information gathered by the Board's staff with regard to a complaint filed by Helene Benn Jones against Lyelle Bellard and Charbonnet Labat Funeral Home, New Orleans, was presented to the Board Members.

It was the unanimous decision by the Board that the allegations do not appear to be a violation of the laws, rules and regulations under which all licensees must operate, all as per the recommendations of the Complaint Review Committee.

Mr. Charbonnet resumed his position as Chair.

A discussion ensued regarding the purchase of a new vehicle for the Board's Inspector, Jude Daigle.

Motion was made by Mr. Sanders, seconded by Mr. Schoen and passed for Ms. Michel to proceed with the purchase process for a vehicle for Mr. Daigle all in keeping with the regulations outlined by the Office of State Purchasing.

Mr. Schoen, Chair of the Laws and Rules Committee, presented the Board with an update regarding the recent changes that will take place on August 1, 2014 with regard to the internship/temporary license law that was recently passed in the 2014 Legislative Session.

A discussion ensued with regard to the current law and the interns presently registered under same.

A directive was issued by the Chair that the Board seek an opinion from the Attorney General regarding the current law and the new law's affect on interns currently registered under the current regulation.

An update was provided with regard to Ms. Michel's introduction for website and renewal changes at the last Board Meeting, a proposal was received from the Board's current vendor, Fusion Web Development and Hosting, to restructure the website and make it easily accessible for the staff to make changes and add a payment tab for renewals.

The postcard presented that will be mailed for the renewal reminders was presented to the Board Members with the requested changes.

Motion was made by Ms. Rush, seconded by Ms. Shehee and passed that Ms. Michel move forward with the website redesign and the postcards for renewals are approved for mailing.

Motion was subsequently made by Ms. Shehee, seconded by Mr. Schoen and passed that the meeting move into Executive Session at 12:00 PM to discuss office efficiencies and strategies.

Motion was made by Ms. Shehee, seconded by Mr. Schoen and passed that the meeting move out of Executive Session at 1:15 PM.

A discussion ensued with regard to Richardson Funeral Home, Covington and there being no manager available at the establishment.

A directive was issued by the Chair for Ms. Michel to send a certified return receipt letter to Mrs. Richardson to advise a date that Mr. Daigle would be in the area to address the management issue with her.

A discussion then ensued with regard to Rayne Memorial Funeral Home, Rayne, regarding some areas of concern.

A directive was issued by the Chair for Ms. Michel to send a certified return receipt letter to Mr. Taylor to advise a date that Mr. Daigle would be in the are to address the areas of concern.

There being no further business to be addressed upon today's agenda, the meeting was then adjourned at 3:30 PM.

Patrick Sanders, Secretary

Approved -

Louis Charbonnet, III, President