

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

**March 9, 2016**

**Board Members present:  
Louis Charbonnet, III, President  
Kelly Rush, Vice President  
Gerard Schoen, III, Treasurer  
John H. Dansby, Consumer Representative  
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 9:10 AM, at the Board's office located at 3500 N. Causeway Blvd. Suite 1232, Metairie, Louisiana. Also present was Kim W. Michel, Executive Director, Dianne T. Alexander, General Counsel, M. Jude Daigle, Inspector and Heidi L. Penouilh, Administrative Coordinator II. Mr. Sanders was not present at today's meeting.

**PUBLIC COMMENTS:**

There were no comments presented at today's meeting.

**PRESENTATIONS:**

S. Beaux Jones, Attorney with the LA Department of Justice was available to address the Board. Mr. Jones advised and reminded the Board regarding the administrative process that the Board is charged with and the duties of the staff. Mr. Jones also explained the reasons for the course of actions to protect the rights of due process that involves any complaints against licensees and the complainants in order to move forward with hearings. The Board has created a Complaint Review Committee to dispel any invalid complaints and to make recommendations for any complaints to be investigated through the Board's General Counsel and Prosecuting Counsel. Mr. Jones reiterated that the Board must remain neutral due to the hearing process and that the complaints be kept anonymous by a numbered system until they have been completed.

\*Attended meeting in progress.

**EXECUTIVE SESSION:**

Motion was made by Mr. Dansby, seconded by Ms. Rush and unanimously passed that the Board move into Executive Session at 9:30 AM to discuss staff actions and proper procedures with regard to the management of the complaint process through the Complaint Review Committee.

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

The Complaint Review Committee should prepare a brief synopsis of the items that were discussed to be reviewed at the next scheduled Board Meeting in conjunction with the numbered list. The synopsis should outline the situations and continue to remain anonymous.

### **COMPLIANCE HEARING:**

There were no hearing scheduled for today.

### **REGULATIONS, RULES AND PROCEDURES**

A contract for Chanel R. Debose as Prosecuting Attorney was presented to the Board Members for review and approval. Ms. DeBose was present to introduce herself and to answer any questions the Board might have for her.

Motion was made by Ms. Rush, seconded by Ms. Shehee and unanimously passed to accept the contract for Ms. Debose's services as the Prosecuting Attorney.

An amendment for the continued services of the Attorney General's office as "Special Counsel" was presented the Board Members for review and approval.

Motion was made by Ms. Rush, seconded by Ms. Shehee and unanimously passed to accept the contract for the Attorney General's office services as the "Special Counsel".

Ms. Michel presented the Board with Executive Orders; JBE-1603, JBE-1604 and JBE-1605 all of these orders outline the expenditure freeze and hiring freeze for the remainder of fiscal 15-16.

The Board was presented with Legislative Bills for the 2016 session in relation to this agency.

### **BOARD/STAFF ISSUES**

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

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

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

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

The Board was presented with a 2016 renewal update with regard to the licensees that did not renew for the 2016 session.

Ms. Michel updated the Board Members with regard to the lease in the Executive Towers, Suite 1232 as having been renewed based upon the option within the current lease for the next three years with the same rental fees and that once that lease has been received an amendment will be requested that Suite 1232 be leased for the next seven years for a total of ten years.

### **MINUTES**

The minutes of the December 7, 2015 meeting were presented to the Board members for review and approval.

Motion was made by Ms. Shehee, seconded by Mr. Schoen and unanimously passed that the minutes be approved as presented.

## **FINANCIAL**

Financial Report and Budget update Fiscal 2015/2016.

Motion was made by Mr. Schoen, seconded by Mr. Cox 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**

The following temporary licenses were presented to the Board for review and determination for issuance of a Louisiana license;

LA license request; Devontai Gaines, temporary license 0478, an active licensee from Virginia with an embalmer/funeral director license 0502901327 currently employed with Forest Park Funeral Home of Shreveport;

LA license request; Allen Dave, temporary license 0477, an active licensee from Texas with a funeral director license 113624 currently employed with Forest Park Funeral Home of Shreveport;

LA license request; Kenneth Wright, temporary license 0481, an active licensee from Arkansas with an embalmer/funeral director license 21479/4273 currently employed with Aulds Funeral Home of Shreveport;

LA license request; Guy Keller, temporary license 0482, an active licensee from Tennessee with an embalmer/funeral director license 4383/4327 currently employed with Mothe Funeral Home of New Orleans;

LA license request; Megan Broussard, temporary license 0465, an active licensee from Texas with a funeral director license 115794 currently employed with Lake Lawn Metairie Funeral Home of New Orleans;

LA license request; George Ewing, III, temporary license 0480, an active licensee from Texas with a funeral director license 115761 currently employed with Carriage Services in New Orleans.

It was noted in the request summary for Mr. Keller, his license issue date was October 2015, therefore, a question arose as to the time frame for being licensed in another State according to our Statute for a temporary licensee to have been actively practicing for not less than one year in the past three years. Ms. Michel reviewed the date according to the Tennessee certification form and noted that the date entered was correct as October 2015. Ms. Michel stated that she would review the file to determine why that date was entered by the Tennessee Board as Mr. Keller's documents were in order before a temporary license was issued.

Motion was made by Mr. Brasseaux, seconded by Mr. Dansby and unanimously passed that each of the temporary licensee's request be issued their Louisiana license; and a letter to be drafted to Mr. Keller explaining that due to an unfortunate mistake by the staff with regard to overlooking some required provisions, his LA license will be issued.

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

There were none to be determined at this time.

**NEW BUSINESS**

The Board unanimously agreed and decided to keep the current officers in place until further notice.

The Board has unanimously agreed and decided that the internship forms will continue to be used until an opinion has been received from the AG's office regarding same.

There being no further business to be addressed upon today's agenda, the meeting was then adjourned at 11:55 AM.



Patrick Sanders, Secretary



Louis Charbonnet, III - President Approved with corrective changes on April 13, 2016



*Kim W. Michel*

Composed and prepared by – Kim W. Michel

