

REGULAR BOARD MEETING

MINUTES

June 8, 2011

The North Carolina Board of Funeral Service met for a duly scheduled Board Meeting at 9:00 a.m. on June 8, 2011 at the Board's office, 1033 Wade Avenue, Suite 108, Raleigh, North Carolina.

Present: George Parrott, President; Tryphina Wiseman, Vice President; Elizabeth Webber, Secretary; Rudy Lea, Frank McCree, J. T. Willoughby III, Jack Briggs, Harris High and Ken Stainback.

Also Present: Paul Harris, Executive Director; Stephen N. Dirksen, General Counsel; Dorman Caudle with Carolina Donor Services, Herbert Reichlin with Funeral Consumers Alliance, Fred Jordan with NC Eye Bank, Pat Hayes with the North Carolina Funeral Directors Association, and Lyn Cochrane.

Mr. Parrott called the meeting to order at 9:12 and asked the guests to introduce themselves. He then, led the Pledge of Allegiance, and asked Mr. Willoughby to have the invocation.

Mr. Parrott read the Ethics Awareness & Conflict of Interest statement. Mr. Briggs, Mr. High and Mr. Lea attended the NCFDA Convention in Asheville.

There was no public comment.

Mrs. Webber presented the minutes from the May meeting. Ms. Wiseman made the motion to approve the minutes and Mr. High seconded. The motion carried.

Exam Committee: Ms. Webber stated Castle Worldwide had sent a statistical review of the laws and rules exam from January 2010 through May 2011. Staff has not had time to review the data but will do so and prepare a report for the committee to present at a future meeting. Since the May meeting, five applicants have taken the laws and rules exam. Four were first time, and one was a retake. All passed. This report was for information only.

Finance and Personnel Committee: Mr. Briggs stated the \$100,000 payment approved at the May meeting and the conversion agreement was signed last week on the mortgage.

Further to the committee discussions to consolidate the litigation and business continuity reserves into one investment vehicle for high return, staff obtained information from First Citizens and State Treasurer.

Mr. Briggs yielded to Mr. Harris for review of the 2010 financial audit. Discussion ensued. Mr. Briggs made the motion to approve the audit and Mr. Willoughby seconded. The motion carried.

Mr. Harris stated the Committee had met by teleconference to discuss the health plan renewal and options reviewed with the insurance representative and Mr. Harris. The recommendation to adopt the plan changes ER room co-pay for staff and retaining other benefits at the current level. Staff contributions will increase to 7% of their respective premiums. Mr. Briggs made the motion to accept the recommendation and Mr. High seconded. The motion carried.

Due to anticipated extended staff leave for health reasons, Committee is recommending the Board allow Mr. Harris to contract with an accounting services firm to assist with accounting duties until staff returns. Ms. Webber made the motion to accept the recommendation. Mr. Stainback seconded and the motion carried.

Mr. Briggs presented the unreconciled financials for information only since the bank statements came in too late.

Laws and Rules Committee: Mr. Briggs yielded the floor to Mr. Harris. Mr. Harris stated Committee members Parrott and Stainback had met with him by teleconference. A brief summary was presented and discussion ensued regarding HB 799 An Act to Allow Licensure by Endorsement for Military Personnel and Military Spouses. Discussion ensued.

Traineeship Committee: Ms. Wiseman stated the Committee met this morning with a trainee on suspension for two late reports within the trainee year. Recommendation is to lift the suspension effective July 1. Ms. Wiseman made the motion to accept the recommendation. Mr. Lea seconded and the motion carried.

Preneed Committee: Mr. Willoughby presented the report. He stated in keeping with the recent Board policy one funeral home with serious problems was not identified on the inspectors' sheets. Mr. Willoughby moved the report was for information only. Mr. High seconded and the motion carried. Mr. Harris stated that In compliance with the Board's policy he informed the Disciplinary Committee of the firm's identity.

Disciplinary Committee: Mr. Lea presented the report and stated there was an addendum. Discussion ensued regarding the report. Mr. Willoughby made a motion to accept the recommendations V10-010, V11-027, V11-031, V08-007, V11-030, M11-011, M11-012, V10-039, V11-011, M11-013, V08-043, M11-014, and M11-015. Ms. Wiseman seconded and the motion carried.

Discussion ensued regarding the Addendum. Mr. Briggs made the motion to accept the recommendation for V08-037. Mr. Lea seconded and the motion carried.

Attorney's Report: Mr. Dirksen presented the report and stated the hearings were set for 11:00 today. Mr. Dirksen stated there would be no hearings on Thursday because Mr. Parrott had approved a second continuance since the defendant had retained an attorney at the last minute.

Executive Directors Report: Mr. Harris presented the Inspectors' reports.

Mr. Harris stated since the May meeting fourteen reports have been filed and reviewed.

New Establishments: Triad Cremation Society, High Point; Hodges and Little Memorial Funeral Service, Rockingham; Quinn-McGowan Funeral Home-Bradley Creek Chapel, Wilmington.

New Chapels: Blackwell Chapel, Yanceyville (converted from establishment)

New Crematory: Capital Crematory, Nags Head, one pending

New Funeral Service Licensees: Joshua Rich, Scott MacKenzie, Benjamin Nelms, Andy Austin, Michael Yannone, Dana Griffin, Thomas Stepp, Jr. (converted), Jack Strayhorn (converted)

New Funeral Director Licensees: Charles Chambers, Merle Terry

New Trainees: Terri Matthews, Daniel Owens, Harold Gates, Erica Graham, Alice Pegram

Transport/Removal: Matthew Covington, Charles McAllister, Curtis Greene, Ronald Cowan, William Via

Staff Ethics report: Mr. Harris attended the NCFDA Convention which included attending the Board's booth and participating in a round table discussion. Mr. Harris also has been in contact with the NCFDA and FD & MA of NC, Inc, regarding House Bill 799.

Mr. Harris stated an interview was scheduled for Friday for the paralegal position. The Interior construction plan ad is ready but the bid package is not ready.

Mr. Harris will attend the FD&MA of NC, Inc., Annual Convention in Winston-Salem June 14 and 15th. A Preneed/FTC Review will be scheduled for the end of July and a Cremation law review in August. The July meeting will be an abbreviated meeting with hearings Wednesday and Thursday. Mr. Harris has spoken with Mr. Burton and a Crematory Authority meeting is scheduled for July 12. Questions ensued.

New Business: There was none.

Old Business: There was none.

Informational Items: Mr. Michaux will be in the office today to take Board pictures. Questions ensued regarding S&L and the Lawson cases.

Public Comment: There was none.

With no further business, Mr. Parrott recessed the meeting until the 11:00 hearing.

Mr. Lea and Ms. Wiseman departed following the earlier recess as members of the Disciplinary Committee. Following conclusion of the 1:00 pm hearing, Mr. Parrott reconvened the Board meeting. He recognized Mr. Dirksen who reported the 1:30 hearing was continued until July by President Parrott. This was following a teleconference with the respondents, Mr. Parrott, Mr. McDarris and Mr. Dirksen. Discussion ensued.

With no further business Mr. Willoughby moved to adjourn, seconded by Mr. High, at 2:08 p.m. Motion carried.

George S. Parrott, President

Elizabeth S. Webber, Secretary