

## BOARD MEETING

### MINUTES

October 14, 2015

The North Carolina Board of Funeral Service met for a duly scheduled Board Meeting at 9:00 a.m. on October 14, 2015, at the Board's office, 1033 Wade Avenue, Suite 108, Raleigh, North Carolina.

Present: Ken Stainback, President; Elizabeth Williams-Smith, Secretary; Charles Graves, Joe Clay, Valdus Lockhart, Broadus Combs, Kelly Byrd, John Shields; Stephen Aldridge, Vice President, via teleconference.

Also Present: Peter M. Burke, Executive Director; Christina Cress, Catherine Lee with Allen, Pinnix and Nichols, Craig Olive with Johnston County Office of Register of Deeds and Board staff members Lyn Cochrane and Dara Warner.

Mr. Stainback called the meeting to order at 9:05 a.m. and read the Ethics Statement. Mr. Lockhart attended a Board of Directors meeting for the Funeral Director and Morticians Association of N. C., Inc. Mr. Shields stated he is now employed by a funeral firm and it presents a conflict of interest so he tendered his resignation. He was thanked for his service by all Board and staff members and departed the meeting.

Mr. Stainback led the Pledge of Allegiance and asked for a moment of silence.

Minutes: Ms. Smith stated the minutes for the September 9 meeting had been previously submitted to Board members and if there were no corrections made the motion to approve them. Mr. Clay seconded and the motion carried.

Preneed Committee: Mr. Byrd stated the committee had not met since September 4 and presented his report for information only. Mr. Burke stated two preneed establishments had requested out of state transfers for trust funds. These requests were just received and needed to be considered by Preneed Committee and Board. Conditions have been met. Mr. Byrd made the motion to allow the transfer and Mr. Graves seconded. The motion carried.

Two new funeral homes have been licensed for preneed: Bryan Funeral Home, Plymouth and Davis-Little Funerals, Rocky Mount.

There are 652 licensed preneed funeral establishments and 1,719 individuals licensed to sell preneed as of October 13, 2015. There are 173,273 active contracts as of October 13, 2015.

Finance/Personnel Committee: Mr. Aldridge reviewed the financials and made the motion to approve the report. Mr. Graves seconded and the motion carried.

Mr. Aldridge made the motion to replace the Conference Room chairs and several chairs in the Board Room. Discussion ensued. Mr. Byrd seconded and the motion carried.

Disciplinary Committee: Ms. Smith presented and reviewed the cases. Mr. Lockhart made the motion to accept the recommendations for C15-049 concurrent case C15-039), C15-052 (concurrent case C15-056), C15-056 (concurrent case C15-052) , C15-060 (concurrent cases C15-034 and M15-011), C13-075 (concurrent cases C15-016 and C15-045), C14-032, C15-009, C15-014 (concurrent cases C15-053 and V12-036), C15-024 (concurrent case M15-029), C15-046, M15-029 (concurrent case C15-024), C15-001 concurrent case V12-075), C15-050, and M15-034. Mr. Lockhart made the motion to accept the recommendations and Mr. Graves seconded. The motion carried.

Mr. Burke and Ms. Cress then discussed M15-033. Mr. Byrd made the motion to accept the recommendation and Mr. Graves seconded. The motion carried.

Executive Director's Report: Mr. Burke presented the following information:

New Funeral Establishments: Bryan Funeral Service, Plymouth

New Crematory: Union Crematory, Inc., Monroe

New Funeral Service Licensee: Shelesceyah McConnell

New Funeral Director Licensees: Kevin Brinkley, Edgar Butler

New Trainees: Laura Adair, Mark Cunningham, Joseph Cutchins III, Ashley Evans, Jody Goforth, Jennifer Hood, Frederick Jordan IV, Christopher Sasser, Lakeisha Simmons, Bryan Strickland, Robert Varner

New Unaffiliated Licensee: Michael Braden Funeral Service Licensee, Charles Cook Funeral Service Licensee, and Ronald Prioleau Funeral Service Licensee.

New Transport Permits: James Clarence Lilly

The Cremation and Preneed Contract Fee graphs were reviewed.

State of NC Form 93B-2 is due October 31. Mr. Burke met with the Diocese of Raleigh Bereavement Network on September 22.

Mr. Burke was elected as Secretary-Treasurer of The International Conference of Funeral Service Examining Boards at the Board of Directors Meeting held in Tucson, AZ on September 28-30. This position fills a vacated position and was effective immediately.

The ICFSEB Annual meeting is February 24-25 in Newport Beach, California. Mr. Burke and the Board's Executive Committee will attend.

Discussion ensued regarding crematory locations and written policy, procedures and opinions issued by the Board for future member use.

Attorney Report: Ms. Cress presented the report for information only. There is one hearing scheduled for today.

Mr. Stainback noted the Board needed to go into closed session to discuss a matter of attorney-client privilege. Mr. Lockhart made the motion to go into closed session and Mr. Graves seconded. At 9:52 the Board entered closed session.

Upon motion by Mr. Byrd and second by Mr. Graves, the Board returned to open session.

Old Business: None.

New Business: Mr. Stainback opened the floor for 2016 officers so licenses could be ordered ready for January renewals. Mr. Byrd made the motion to elect Mr. Lockhart for president. Mr. Graves seconded and the motion carried. Mr. Graves made the motion to elect Mr. Byrd for vice president. Mr. Aldridge seconded and the motion carried. Mr. Aldridge made the motion to elect Mr. Graves for Secretary. Mr. Byrd seconded and the motion carried.

Discussion ensued regarding custody of cremated remains when an establishment closes.

Mr. Byrd has been in contact with several state boards to see how they handle online renewals and the databases they use in their day to day businesses. Mr. Byrd has also been in touch with a company that will make a presentation on the use of their database.

Public Comment: None.

The Board recessed at 11:05 a.m. to prepare for the 10:00 a.m. hearing.

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Kenneth D. Stainback, President

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Elizabeth Williams-Smith, Secretary