

BOARD MEETING

MINUTES

March 6, 2012

The North Carolina Board of Funeral Service met for a duly scheduled Board Meeting at 10:00 a.m. on March 6, 2012 at the Board's office, 1033 Wade Avenue, Suite 108, Raleigh, North Carolina.

Present: Tryphina Wiseman, President; J. T. Willoughby III, Vice President; Harris High, Secretary; Ken Stainback, John Shields, Stephen Aldridge III, Kelly Byrd, and Broadus Combs.

Also Present: Paul Harris, Executive Director; Stephen N. Dirksen, General Counsel; and Lyn Cochran.

Ms. Wiseman called the meeting to order at 10:00 a.m. and led the Pledge of Allegiance. Ms. Wiseman had the invocation and read the Ethics Awareness & Conflict of Interest statement. Mr. Willoughby, Ms. Wiseman and Mr. High stated they had attended the International Conference of Funeral Service Examining Boards conference in Little Rock, Arkansas.

There was no public comment.

Ms. Wiseman deferred the meeting to Mr. Willoughby, Chairman of Finance and Personnel. Mr. Willoughby presented the letter of resignation from Mr. Harris and opened the floor to comments or discussion. There was none and Mr. Willoughby made the motion to accept the letter effective March 27, 2012. Mr. Byrd seconded the motion and the motion carried.

Discussion ensued regarding the search process for a new Executive Director. Mr. Jackson advised the Board of his interest in the position.

Mr. Willoughby made the motion to publish notices in The Charlotte Observer and The News & Observer to run March 11, 14, 18 and 21st, to give notices to the Funeral Directors & Morticians Association of NC, Inc. and the North Carolina Funeral Directors Association, put the notice on the Board's website and list with State Personnel. Deadline for submitting applications will be March 26, 2012. Mr. High seconded and the motion carried. Mr. Jackson recused himself from the discussion and did not vote.

Mr. Willoughby presented the Employment Agreement and discussion ensued regarding changes that should be made. Mr. Combs made the motion to accept the Employment Agreement with a change in 8.3 from 30 days to 60 days and by changing Section 7 by including Legislative Liaison duties. Mr. Byrd seconded the motion and the motion carried. Mr. Jackson recused himself from the discussion and did not vote.

Mr. Harris will submit the Agreement to outside counsel for their review and will have them contact Mr. Willoughby with any questions.

Discussion ensued regarding the 401(k) plan. Mr. Jackson made the motion to allow Mr. Harris to remain on the Board's 401(k) plan. Mr. Aldridge seconded and the motion carried.

Mr. Harris stated he had been in contact with the Board's IT contractors regarding changing network access and database access effective March 27. Mr. Dirksen will supervise this process and the transfer of personal items in the office that belong to Mr. Harris. The company for which Mr. Harris will be working has North Carolina funeral homes as its clients and also submits CE requests. The funeral homes that are clients of the company do not have any pending matters before the Board. Just as he does with the CE request, if anything arises from those funeral homes, Mr. Harris will not be involved. Ms. Wiseman asked Mr. Harris to address his approved compensation for 2012. Mr. Harris explained the compensation included a percentage increase and a single payment. He advised the Board that he had not and would not take the single approved payment prior to his departure.

Mr. Harris suggested the April Board meeting as just a Board meeting with no hearings since Mr. Dirksen will be assuming additional duties until the Executive Director is hired. Ms. Wiseman agreed unless an emergency presents itself.

At this time there was a five-minute recess.

Upon returning Mr. Willoughby made a motion to go into closed session to discuss employee performance. Mr. Byrd seconded and the motion carried.

Mr. Willoughby made a motion to return to open session and Mr. Stainback seconded. The motion carried. Ms. Wiseman stated no action was taken at this time.

With no further business to come before the Board, the meeting was adjourned.

Tryphina Wiseman, President

Harris High, Secretary