

## REGULAR BOARD MEETING

### MINUTES

April 11, 2012

The North Carolina Board of Funeral Service met for a duly scheduled Board Meeting at 9:00 a.m. on April 11, 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. Lawrence Jackson III was absent.

Also Present: Stephen N. Dirksen, General Counsel, Dan Funchess, Funeral Service Licensee, Herb Reichlin with Funeral Consumers Alliance, Fred Jordan with NC Eye Bank, Pat Hayes with North Carolina Funeral Directors Association, Dorman Caudle with Carolina Donor Services, Larry Andrews, Funeral Service Licensee, and Lyn Cochrane.

Ms. Wiseman called the meeting to order at 9:10 and led the Pledge of Allegiance. Ms. Wiseman had the invocation and read the Ethics Awareness & Conflict of Interest statement. Ms. Wiseman and Mr. Willoughby both stated they had attended the Funeral Directors & Morticians Association of NC, Inc., Board meeting in Greenville on Tuesday.

Guests introduced themselves and there was no public comment.

Ms. Wiseman opened the Public Hearing on the Repeal of Rules for 21 NCAC 34A.0102 and 21 NCAC 34A.0105. Mr. Dirksen stated it had been advertised in the NC Register. There were no comments.

Mr. High presented the March 14<sup>th</sup> minutes. Mr. Byrd noted one correction on Page 4, second paragraph, first sentence. The word "move" should be added after motion to. Mr. Combs made the motion to approve the March 14<sup>th</sup> minutes with the correction and Mr. Aldridge seconded. The motion carried.

Preneed Committee: Mr. High reviewed the report. There are 169,565 active contracts as of April 9, 2012; 661 licensed preneed funeral establishments; and 1,633 individuals licensed to sell preneed as of April 10, 2012. Mr. Willoughby made the motion to accept the preneed report as presented. Mr. High seconded and the motion carried.

Traineeship Committee: Ms. Wiseman stated the committee had met this morning. Two trainees were late with two reports and Committee was recommending they lose credit for the month and resume May 1, 2012. One trainee was late with two reports but had completed two years and all cases. Committee was recommending certification of traineeship.

Mr. Aldridge made the motion to accept the committee recommendations. Mr. Stainback seconded and the motion carried.

Disciplinary Committee: Ms. Wiseman presented the report with one addendum. Mr. High made the motion to accept the recommendations for V11-079, V12-007, V12-012, V12-020, V12-001, V12-015, V12-008, M12-001, M12-005, M12-006, M12-007, M12-008 and M12-009. Mr. Stainback seconded and the motion carried. Mr. High made the motion to accept the recommendations for the addendum M11-018. Mr. Stainback seconded and the motion carried.

Finance/Personnel Committee: Mr. Willoughby reviewed the financials and stated they were unreconciled. The deadline for accepting resumes for the Executive Director position ended March 26<sup>th</sup>. Twenty-five applications were received by the deadline. Three were received after the deadline and would not be reviewed. The applications would be discussed later in the meeting.

Mr. Stainback made the motion to accept the report as presented. Mr. Shields seconded and the motion carried.

Exam Committee: There was no report.

Laws & Rules Committee: There was no report.

Attorney Report: Mr. Dirksen presented his report. The May meeting will have hearings on Wednesday only.

Executive Directors Report: Mr. Dirksen presented the reports.

Establishments: New–James Funeral Home & Cremation Services, Huntersville

Crematories: New–Moody-Connolly Funeral Home & Crematory, Brevard

New Removal/Transport–Barry Hamill, Greenville; Joel Kevin Dagerhardt, Maiden; Keith Douglas Bost, Sr., Charlotte; and Thomas Wesley Black, Mooresville

New Funeral Service Licensees: Michael Kisley, Beth Prindiville, Michael Blanc, and Daniel Branson

New Funeral Director Licensee: Christopher O'Briant

New Trainees: William Collie, Willie Acklin, Justin Barfield, Terrance Mitchell, Angela Smith, Carlos Riddick

Exam Applicants: Eight candidates eligible, no reports as of 4-10-12

Other Committee Reports: There were none.

New Business: Mr. Dirksen presented an Order of Liquidation for Banner Mutual Funeral Association, Incorporated, Benson. All requirements have been met. Mr. Willoughby made the motion to accept the Order. Mr. Byrd seconded and the motion carried.

Old Business: There was none.

Informational Items: Ms. Wiseman stated she had been mailed a copy of the Sampson Independent newspaper with a thank you note regarding a disciplinary matter if anyone wanted to read it.

Public Comment: There was none.

Ms. Wiseman recessed the Board to prepare to go into closed session.

The Board reconvened at 9:50 a.m. Mr. High stated the minutes had one other correction that Mr. Aldridge had brought to his attention. On Page 2, Paragraph 2, it should read 168,858 active contracts. Mr. High made the motion to include this correction with the minutes. Mr. Stainback seconded and the motion carried.

Mr. Willoughby asked Mr. Dirksen and Ms. Cochrane how the day-to-day work was progressing without an Executive Director. They responded that all the staff was working together to move things along.

Ms. Wiseman thanked Ms. Cochrane for the help with organizing the dinner for Mr. Harris.

Mr. High made the motion to go into closed session to consider the qualifications, competence, performance, character, fitness, conditions of initial employment of an individual, public officer or employee or prospective public officer of employee; or to hear or investigate a compliant, charge, or grievance by or against an individual, public officer or employee. General personnel policy issues may not be considered in closed session. Mr. Combs seconded and the motion carried.

Upon motion by Mr. Willoughby and by Mr. High, the Board returned to open session. Ms. Wiseman stated they had reviewed the resumes received by the Finance and Personnel Committee and will meet on April 25<sup>th</sup> at 9:00 a.m. to begin the interview process.

With no further business to come before the Board, the meeting was adjourned at 10:55 a.m.

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Tryphina Wiseman, President

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Harris High, Secretary