

## REGULAR BOARD MEETING

### MINUTES

July 9, 2014

The North Carolina Board of Funeral Service met for a duly scheduled Board Meeting at 9:00 a.m. on July 9, 2014, at the Board's office, 1033 Wade Avenue, Suite 108, Raleigh, North Carolina.

Present: Kelly Byrd, President; Ken Stainback, Vice President; Broadus Combs, Secretary; John Shields, Charles Graves, Elizabeth Williams-Smith, Tryphina Wiseman and Stephen Aldridge III.  
Absent: Lawrence Jackson III.

Also Present: Peter M. Burke, Executive Director; Stephen N. Dirksen, General Counsel; Daniel Armstrong and Patricia Hayes with North Carolina Funeral Directors Association; Dorman Caudle with Carolina Donor Services; Fred Jordan with Miracles in Sight; Valdus Lockhart, Funeral Service Licensee, Lyn Cochrane and Beth Anne Prindiville.

Mr. Byrd called the meeting to order at 9:05 a.m., led the Pledge of Allegiance, and had a prayer.

Mr. Byrd read the Ethics Statement. Ms. Wiseman stated she attended the Funeral Directors & Morticians Association of N. C., Inc. convention in Durham in June.

Mr. Byrd asked the guests to introduce themselves.

Mr. Combs presented the May 7, 2014, minutes. Mr. Graves made the motion to accept the minutes and Ms. Wiseman seconded. The motion carried.

Preneed Committee: Mr. Byrd stated the committee met via e-mail on June 19 to review a consumer request to revoke their contract and have funds moved to an out of state provider. Committee recommended approval.

There are 651 licensed preneed funeral establishments, 1,667 individuals licensed to sell preneed and 171,824 active contracts as of July 7, 2014. One funeral home has had a change of name and ownership: West & Dunn Funeral Home, Erwin. Mr. Combs made the motion to approve the recommendation and the preneed report. Mr. Graves seconded and the motion carried.

Disciplinary Committee: Ms. Wiseman stated the Committee met via teleconference the report had been sent to Board members. Mr. Dirksen stated there was an addendum. Ms. Wiseman made the motion to accept the recommendations for V09-021, M09-023, V10-011, V12-010, C13-030, C13-070, C14-005, C14-007, C14-013, C14-018, C14-019, C14-020, C14-028, C14-029, C14-031, C14-033, V11-038, C13-023, C1-016, C14-021, C14-027, M14-013, C13-087, M14-001, M14-014, and M12-024. Mr. Combs seconded and the motion carried.

After review of the addendum, Ms. Wiseman made the motion to accept the recommendations for C14-002 and M14-005. Mr. Stainback seconded and the motion carried.

Laws and Rules Committee: Mr. Stainback stated the committee had not met since March 10. Mr. Stainback presented the status of legislature affecting the funeral service in North Carolina (2013-14: H808; 811, 1170; S403) for information only and deferred any questions to Mr. Burke. There were none.

Attorney Report: Mr. Dirksen presented his report and stated the report was for information only. Three hearings were settled by consent order, one was continued and one will be heard today at 11:00 and should continue into Thursday. Mr. Aldridge thanked the Disciplinary Committee for all their work since the May Board meeting.

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

New Funeral Establishments: Bennett Funeral Service, Newton; Omega Funeral Service & Crematory, Burlington; Padgett Funeral Home, Wallace; Roberts Funeral Service, Winston-Salem.

New Crematories: Northern Carolina Cremation, Henderson and Omega Funeral Service & Crematory, Burlington.

New Chapels: Peoples of Whiteville Riegelwood Chapel, Whiteville.

New Funeral Service Licensees: Joseph Bowers, Karen Bowers, Edward Carter, Samuel Farmer, Jr., Brandon Frederick, Michelle Hays, Clint Ingram, Justin Lindsey, Steven Marcinkowski, William Taylor, Kevin Hagen and Ephraim Irvin, II – reactivated, Roger Marion and Christopher May – converted from FD to FS.

New Funeral Director Licensee: Lisa Adcock, Dina Deleon-Chinapoo, Matthew Jernigan, Charles Mollette, John Tinker.

New Trainees: Mooya Assasepa, Jarvis Bell, Annetta Cox, George Davis, Jenna Gaskin, Jeffrey Head, Michael Herring, Robert Hood, Dasmine Joyner, Melissa Kearns, Glenna Leary, William Munden, Jason Phelps, Amanda Richardson, Jennifer Rowe, Micara Sessoms, Craig Smith, Patrick Stover, Michael Weaver, Anna Wrenn, Vivian Wright.

New Transport Registrations: Gena Byrd, Eric Foxx, Donald Harris, Jr., Anthony Hightower, Terry Rausch, Jr., Michael Ward.

Mr. Burke introduced Beth Anne Prindiville, the new Administrative Services Coordinator.

Mr. Burke updated Board members on the legislative items mentioned in the Laws and Rules Committee report. Mr. Burke and Mr. Dirksen attended the last meeting regarding S403 and there was no mention of the funeral bill. The “prudent man” is no longer part of this bill.

The 2014 Internal Control Certification Report is due July 31 and is ready for Mr. Byrd's signature.

Mr. Burke was a panelist at the NCFDA Education Conference and Expo in Wilmington. It was an interesting discussion and Mr. Burke made several contacts with the State Emergency Management program.

Mr. Burke has been invited to attend the National Funeral Directors Association conference in Nashville, Tennessee, in October and speak at a breakfast meeting hosted by The Academy of Professional Funeral Service Practice.

Ms. Wiseman asked about inspection reports and why there were only two. Mr. Burke stated one region had not submitted a report because the inspector is on vacation. Mr. Burke commended Inspector Lisenbee on his efforts in volunteering to assist in the western region.

Finance/Personnel Committee: Mr. Combs reviewed the monthly financials and stated the committee had met via teleconference call on Thursday, May 8 to discuss personnel matters. Mr. Graves made the motion to accept the report and Ms. Smith seconded. The motion carried.

Trainee Committee: Ms. Wiseman requested the report to be moved to later in the meeting.

Old Business: Mr. Byrd had questions regarding the current Online Preneed Annual Report and future online renewals. Discussion ensued.

Mr. Byrd requested a ten-minute recess.

Upon return to the meeting, Attorney Jeff Gray entered the meeting.

Trainee Committee: Ms. Wiseman stated Trainee 1 missed two reports and recommendation is to resume August 1; Trainee 2 missed one report with no response and recommendation is to remain suspended and provide proof of hours worked. This trainee may have left the funeral home; Trainee 3 missed 3 reports and recommendation is restart August 1. This trainee only needs 4 more months of traineeship. Ms. Wiseman made the motion to accept the recommendations. Mr. Graves seconded and the motion carried.

Public Comment: There was none.

Mr. Aldridge made the motion to go into closed session to discuss personnel matters. Mr. Combs seconded and the motion carried.

Ms. Wiseman made the motion to return to open session and Mr. Graves seconded. Mr. Byrd stated during closed session they discussed personnel issues.

Mr. Byrd stated under Old Business the Board needed to discuss the monthly meetings. Discussion ensued. Mr. Stainback made the motion to return to the monthly Board meetings. Mr. Graves seconded and the motion carried.

At this time the Board recessed to take a twenty-minute lunch and prepare for the hearing.

At 1:00 Mr. Aldridge made the motion to resume the Board meeting. Mr. Combs seconded and the motion carried.

Mr. Aldridge made the motion to go into closed session to discuss attorney-client privilege. Mr. Graves seconded and the motion carried.

Mr. Combs made the motion to return to open session and Mr. Stainback seconded. The next Board meeting will be August 13.

The Board adjourned at 1:15 p.m.

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M. Kelly Byrd, President

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J. Broadus Combs, Secretary