

## REGULAR BOARD MEETING

### MINUTES

December 10, 2014

The North Carolina Board of Funeral Service met for a duly scheduled Board Meeting at 9:00 a.m. on December 10, 2014, at the Board's office, 1033 Wade Avenue, Suite 108, Raleigh, North Carolina.

Present: Kelly Byrd, President; Ken Stainback, Vice President; John Shields, Charles Graves, Elizabeth Williams-Smith, Tryphina Wiseman, Broadus Combs, Joseph Clay and via teleconference Stephen Aldridge III.

Also Present: Peter M. Burke, Executive Director; Stephen N. Dirksen, General Counsel; Patricia Hayes with North Carolina Funeral Directors Association, Dorman Caudle with Carolina Donor Services, Fred Jordan with Miracles in Sight, Funeral Licensees Michael Bailey and Esther Hammond and Board staff members Lyn Cochrane and Dara Lyon Warner.

Mr. Byrd called the meeting to order at 9:06 a.m. and led the Pledge of Allegiance.

Mr. Shields had the prayer and Mr. Byrd read the Ethics Statement. Mr. Byrd asked the guests to introduce themselves.

Marty Mills entered and swore in new Board Member Joseph Clay.

Public Comment: There was none.

Mr. Combs presented the November 12, 2014, minutes that had been previously mailed to Board members. Mr. Combs made the motion to accept the minutes as presented and Mr. Graves seconded. The motion carried.

New Officer Election: Ms. Wiseman made the motion to elect Mr. Stainback as President. Mr. Graves seconded and the motion carried.

Ms. Wiseman made the motion to elect Mr. Aldridge as Vice President. Mr. Shields seconded and the motion carried.

Mr. Stainback made the motion to elect Ms. Williams-Smith as Secretary. Mr. Combs seconded and the motion carried.

The 2015 slate of officers is Ken Stainback, President; Stephen Aldridge, Vice President; Elizabeth Williams-Smith, Secretary.

Mr. Byrd thanked the Board for allowing him to be President for 2014. Mr. Byrd presented outgoing members, Mr. Shields and Ms. Wiseman, small tokens of appreciation for serving on the Board.

Preneed Committee: Mr. Byrd stated the Committee last met September 5.

There are 655 licensed preneed funeral establishments, 1,692 individuals licensed to sell preneed and 172,875 active contracts as of November 9, 2014. Mr. Byrd stated this report was for information only.

Disciplinary Committee: Ms. Wiseman made the motion to approve the recommendations for C13-079, C14-055, C14-059, C14-062, M14-023, M1-025, and M14-024. Mr. Combs seconded and the motion carried.

Finance & Personnel Committee: Mr. Combs reviewed the financials. Discussion ensued. Mr. Combs made the motion to accept the financials. Ms. Wiseman seconded and the motion carried.

Mr. Combs moved the 2015 budget to later in the meeting.

Attorney Report: Mr. Dirksen presented his report for information only. Thursday hearings were continued by Mr. Byrd. There are three hearings scheduled for today beginning at 10:00 a.m.

Mr. Dirksen updated the Board regarding the Pennsylvania case that had been appealed to the Supreme Court. The Supreme Court denied the petition to hear the case so the Court of Appeals decision stood. Most laws in PA governed by the Pennsylvania Board remain unchanged.

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

New Funeral Establishments: Boston's Mortuary, Charlotte

New Funeral Service Licensees: Tori Schleema Dixon, Robert Hintz, Chance Waters

New Unaffiliated Registration: Kenneth W. Poe

New Trainees: Mark Andrews, Bradford Bailey, Johnny Campbell, Frances Dattolo, Teshuna DuBose, Melissa Grady, Jasmine Lingle, Christopher Phelps, Matthew Shuler, Tyler Shumate, James Spangler III, Jacob Vaughn, Sarah White, Andrew Whitefield Jr.

Mr. Burke has interviews scheduled for Thursday with two applicants for the fourth inspector position.

2015 Mileage and subsistence rates are not yet available.

The ICFSEB annual meeting will be February 25-26, 2015, in Dallas, Texas. The Board's Executive Committee and Mr. Burke will attend this meeting.

The Board is now a member of the Federation of Associations of Regulatory Boards (FARB). Mr. Burke will attend the FARB Forum in January.

Old Business: There was none.

New Business: Mr. Byrd discussed and made the motion to set up a new committee (Technology Committee) to research and discuss ideas and goals for upgrading the Board's renewal system and other opportunities with staff. Mr. Combs seconded and the motion carried. Mr. Byrd will chair the committee.

Discussion ensued regarding Board member hotel rates. Mr. Byrd made the motion to approve a maximum of \$100 per night. Each Board member would be responsible for making their own reservation and submitting their receipt with their expense sheet. Mr. Combs seconded and the motion carried.

Mr. Byrd called for a recess. Upon return Mr. Stainback made a motion to go into closed session to discuss a personnel matter. Ms. Wiseman seconded and the motion carried.

Upon a motion made by Ms. Wiseman and seconded by Mr. Graves, the Board returned to open session. During closed session personnel matters were discussed.

At this time the Board recessed to prepare for hearings.

After the hearings at 5:55, Mr. Byrd resumed the Board meeting.

Mr. Byrd stated he had received a letter from a crematory in Charlotte that was late and wanted to Board to consider waiving the late fees. The Laws & Rules Committee will review the Rule at a later date; however, the Board denied the request.

Mr. Combs asked Mr. Burke to review the 2015 Budget. Discussion ensued. Mr. Byrd made the motion to approve the 2015 budget. Mr. Graves seconded and the motion carried.

At this time Mr. Stainback presented Mr. Byrd with a token of appreciation for his leadership of the Board during 2014 and Mr. Byrd thanked the Board.

The Board meeting adjourned at 6:06 p.m.

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M. Kelly Byrd, President

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J. Broadus Combs, Secretary