

BOARD MEETING

MINUTES

May 6, 2015

The North Carolina Board of Funeral Service met for a duly scheduled Board Meeting at 9:00 a.m. on May 6, 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, Kelly Byrd, John Shields and via teleconference Broadus Combs. Stephen Aldridge was absent.

Also Present: Peter M. Burke, Executive Director; Stephen N. Dirksen, General Counsel; Fred Jordan with Miracles in Sight; Dorman Caudle with Carolina Donor Services; staff members Lyn Cochrane and Dara Lyon Warner.

Mr. Stainback called the meeting to order at 9:05 a.m. and read the Ethics Statement. Mr. Lockhart stated he had attended the House of Representatives meeting of the National Funeral Directors and Morticians Association, Inc. in Little Rock, AR. Mr. Stainback stated he had attended a meeting with House Representatives Boles, Alexander and Hunter.

Mr. Stainback led the Pledge of Allegiance and Mr. Graves had a generic prayer.

The guests introduced themselves.

Ms. Smith stated the minutes for the April 8 meeting had been previously submitted to Board members and made the motion to approve them. Mr. Graves seconded and the motion carried.

Ms. Smith stated the minutes for the April 22 meeting had also been submitted to Board members and made the motion to approve them. Mr. Byrd seconded and the motion carried.

Preneed Committee: Mr. Byrd stated the report was for information only.

There are 657 licensed preneed funeral establishments and 1,695 individuals licensed to sell preneed as of May 4, 2015. There are 171,789 active contracts as of May 5, 2015.

Disciplinary Committee: Ms. Smith stated the committee met via teleconference on April 30, 2015 and presented the report. Ms. Smith made the motion to accept the recommendations for C-15-002, C15-003, C15-006, C15-007, C15-012, C15-013, C15-022, C15-029, C14-040, C15-010, M11-018, M15-016, and addendum M15-011. Mr. Clay seconded and the motion carried.

Finance/Personnel Committee: In Mr. Aldridge's absence, Mr. Combs reviewed the financials. Questions ensued. Mr. Combs made the motion to approve the report and Mr. Graves seconded. The motion carried.

Attorney Report: Mr. Dirksen presented his report for information only. The attorney for the 1:00 hearing has requested a second continuance due to a medical reasons. Mr. Byrd made the motion to allow the continuance of Mitchell & Fair Funeral Home, Rosalind Mitchell and Florence MBA and Mr. Graves seconded. The motion carried.

The 10:00 a.m. hearing is still scheduled.

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

New Funeral Establishment: Rountree Family Mortuary & Cremation Service, Greenville (location and ownership change)

New Crematory: CrestView Crematory, Carolina Shores

New Funeral Director Licensees: Faiger Blackwell II, Brenda Wilkins

New Funeral Service Licensees: David Boor, Linda Fling-Norfleet, Elizabeth Harbin, Elizabeth Singletary

New Embalmer Licensee: Stephen Reeves

New Trainees: Amanda Cook, Patricia Edris, David Green, Christy Hart, Joseph Hughes, Derek Sherrod, Dana Turner

New Transporters: Travon McKenney

The Cremation and Preneed Contract Fee graphs were reviewed.

Mr. Burke and Inspectors Green and Hall attended the CLEAR NCIT Basic Training April 27-29 in Raleigh.

Mr. Burke and Mr. Dirksen attended the Occupational Licensing Agency meeting on May 5. Basic Board operations and the combinations of Boards were topics of discussion.

Mr. Burke will attend the Ontario Board of Funeral Service Preceptor Training class on May 12-14.

Mr. Burke has been contacted by Christine Mullarkey-Campbell, DHHS Emergency Planner regarding the NC Mass Fatality Response Program.

Questions ensued regarding a permit to allow a "funeral director's assistant." Mr. Burke will research this question with other states.

Mr. Burke made comments regarding the meeting with Representatives Boles, Alexander and Hunter on H296.

Trainee Report: Mr. Lockhart stated four trainees were scheduled to meet with the Committee this morning and one showed up.

Trainee #1 mailed in work reports and faxed in the same reports with different times worked. Recommendation is to lose credit for September and April cases and hours and resume traineeship June 1.

Trainee #2 missed two reports and did not show up. Recommendation is to stay on suspension.

Trainee #3 missed two months and did not respond or show up. Recommendation is to terminate traineeship.

Trainee #4 missed two months and did not show up. Traineeship was to start in December but paperwork was never sent. Recommendation was to terminate traineeship.

Mr. Lockhart made the motion to accept the recommendations. Mr. Byrd seconded and the motion carried.

Old Business: None

New Business: None

Mr. Stainback made the motion to go into closed session to discuss a personnel matter. Mr. Byrd seconded and the motion carried.

Mr. Byrd made the motion to return to open session and Mr. Graves seconded. The motion carried and Mr. Stainback stated the Board had discussed a personnel issue.

The Board recessed at 10:45 to prepare for the hearing.

The Board returned to open session and Mr. Shields made the motion to adjourn at 12:52. Mr. Byrd seconded and the motion carried.

Kenneth D. Stainback, President

Elizabeth Williams-Smith, Secretary