

BOARD MEETING

MINUTES

July 8, 2015

The North Carolina Board of Funeral Service met for a duly scheduled Board Meeting at 9:00 a.m. on July 8, 2015, at the Board's office, 1033 Wade Avenue, Suite 108, Raleigh, North Carolina.

Present: Ken Stainback, President; Stephen Aldridge, Vice President; Elizabeth Williams-Smith, Secretary; Charles Graves, Joe Clay, Valdus Lockhart, Kelly Byrd, John Shields and Broadus Combs.

Also Present: Peter M. Burke, Executive Director; Stephen N. Dirksen, General Counsel; Tom Schneider with North Carolina Funeral Directors Association; Kevin Dingle with Heartland Payroll Solutions, Dan Funchess, Funeral Service Licensee, and Board staff members Lyn Cochrane and Dara Warner.

Mr. Stainback called the meeting to order at 9:07 a.m. and read the Ethics Statement. No one recused themselves at this time.

Mr. Stainback led the Pledge of Allegiance and asked for a moment of silence.

The guests introduced themselves.

Ms. Smith stated the minutes for the June 10 meeting had been previously submitted to Board members and made the motion to approve them. Mr. Graves seconded and the motion carried.

Preneed Committee: Mr. Byrd stated the committee met via e-mail on June 24, 2015, and the report was for information only.

There are 654 licensed preneed funeral establishments and 1,697 individuals licensed to sell preneed as of July 6, 2015. There are 170,725 active contracts as of July 7, 2015.

Disciplinary Committee: Ms. Smith stated the committee met via teleconference on July 2, 2015 and presented the report. Ms. Smith made the motion to accept the recommendations for C15-035, C15-042, C15-051, C13-075, C15-033, M06-019, M15-020 and M15-021. Mr. Graves seconded and the motion carried. Ms. Smith made the motion to accept the recommendation for the addendum C14-052, M15-001 and M15-013. Mr. Byrd seconded and the motion carried.

Finance/Personnel Committee: Mr. Aldridge reviewed the financials and made the motion to approve the report. Mr. Byrd seconded and the motion carried.

Technology Committee: Mr. Byrd stated the committee had met twice to discuss online renewals, cremation reports and the filing of Certificates of Performance. Mr. Burke will take the recommendations to Mr. Miranda for his review. This report is for information only.

Attorney Report: Mr. Dirksen presented his report for information only. An inspector has not been able to serve a notice of hearing so it will be served by publication in the newspaper for the required number of days for an August hearing. There is one hearing at 10:00 a.m.

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

New Funeral Establishment: New Beginnings Funeral & Cremation, Washington; Noe Funeral Service, Beaufort; Reavis Funeral Home of Statesville, Statesville.

New Crematory: Southern Piedmont Cremation Service, Albemarle

New Unaffiliated: Norman Whitted Funeral Director Licensee, Fayetteville

New Funeral Service Licensees: Andrew Earl, Thomas Hilderbrand, Jere Perry, Jr.,

New Funeral Director Licensees: George Davis, Edgar Juergens, Christopher Ledford, Rodney McKaig.

New Trainees: Jason Bradley, Heather Barton, Jairo Contreras, Mitchell Flora, DuWayne Gibbs, Cedric Hargrave, Victoria Petit, Chelsea Philyaw, Brian Puckett, Jean Wallace.

The Cremation and Preneed Contract Fee graphs were reviewed.

The Cost Collection Worksheet Report from Office of State Budget & Management is due in July but was filed in June 2015.

A Trainee Forum is scheduled in Graham for July 31. An invitation was mailed to approximately 207 trainees and as of today, 23 have signed up. Forums will also be scheduled for eastern and western North Carolina later in the year.

A tour is scheduled today at 3:00 at the Office of Chief Medical Examiner.

Notices for two Crematory Candidate positions were mailed June 24 and are due back the end of July. One application has been received.

Old Business: None

New Business: Mr. Aldridge stated he would like to go into closed session at the end of the meeting to discuss a personnel matter. Mr. Shields had questions regarding appointments for 2015.

Public Comment: Mr. Dinkle had questions regarding job descriptions.

The Board recessed at 9:52 to prepare for the hearing.

After the hearing, Mr. Aldridge made the motion to go into closed session and Mr. Byrd seconded to discuss a personnel matter.

At 12:28 Mr. Byrd made the motion to return to open session and Mr. Lockhart seconded. Mr. Stainaback stated they had discussed a personnel matter.

Mr. Byrd made the motion to adjourn at 12:30 and Mr. Aldridge seconded. The motion carried.

Kenneth D. Stainback, President

Elizabeth Williams-Smith, Secretary