

EMERGENCY BOARD MEETING

MINUTES

April 17, 2017

The North Carolina Board of Funeral Service met for an emergency Board Meeting at 10:00 a.m. on April 17, 2017, at the Board's office, 1033 Wade Avenue, Suite 108, Raleigh, North Carolina.

Present: Charles Graves, President; Matt Staton, Vice President (by telephone); Craig Olive, Secretary (by telephone); Mark Blake; Valdus Lockhart; Don Brown (by telephone); and Steve Herndon (by telephone). Absent: Kelly Byrd and Mike Stone.

Also Present: Christina Cress, General Counsel; Catherine Lee, attorney with Nichols, Choi & Lee, PLLC.

Mr. Graves called the meeting to order at 10:02 a.m. and led the Pledge of Allegiance.

Mr. Graves had the invocation.

Mr. Graves read the Ethics Statement.

Mr. Graves announced that David Shehdan tendered his resignation as the Board's Executive Director.

Mr. Olive made a motion to go into closed session to discuss a personnel matter. Mr. Brown seconded. Motion carried.

Mr. Brown made a motion to go back into open session. Mr. Blake seconded. Motion carried.

Mr. Lockhart made a motion to designate Ms. Lee to serve as the Board's Interim Executive Director. Mr. Olive seconded. Motion carried.

Mr. Lockhart made a motion that the Board delegate authority to the Personnel & Finance Committee to resolve staff issues during the interim period. Mr. Brown seconded. Motion carried.

Mr. Brown made a motion that the Board delegate authority to the Personnel & Finance Committee to post the Executive Director job posting and recruit for the same. Mr. Lockhart seconded. Motion carried.

Mr. Blake made a motion to go into closed session to discuss a personnel matter. Mr. Lockhart seconded. Motion carried.

Mr. Blake made a motion to go back into open session. Mr. Brown seconded. Motion carried.

Mr. Lockhart discussed a plan for formal training and a bi-weekly conference call with the Personnel & Finance Committee for the individual hired to serve as the Board's next Executive Director.

Mr. Blake instructed Board staff to notify members of the NC General Assembly with whom the Board has been working on proposed legislation as well as the Board's interested parties regarding Mr. Shehdan's resignation. Discussion ensued regarding notification of the Board's stakeholders and an announcement being posted to the Board's website. Ms. Lee also indicated that an E-newsletter would be published containing the announcement.

Discussion ensued regarding appointing a second legislative liaison to serve in the interim period. Mr. Staton made a motion to appoint Darrell Cagle as the Board's second legislative liaison. Mr. Lockhart seconded. Motion carried.

Ms. Cress indicated that she would send a proposed Executive Director job posting to the Board members for review prior to posting it publicly.

Mr. Lockhart made a motion to adjourn the emergency meeting. Mr. Brown seconded. Motion carried.

Charles Graves, President

Craig Olive, Secretary