

North Carolina Board of Funeral Service

1033 Wade Avenue, Suite 108, Raleigh, NC 27605

(919)-733-9380 or 1-800-862-0636

www.ncbfs.org

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Next meeting of the Board is 9 a.m. Wednesday, December 11, 2013 at the Board offices, 1033 Wade Avenue, Suite 108, Raleigh, NC 27605. The agenda will be posted by December 6 and can be viewed by [following this link](#).

[CLICK HERE FOR CONTINUING EDUCATION PROGRAMS](#)

IMPORTANT ANNOUNCEMENTS-

Board offices will be closed November 28-29 for Thanksgiving.

The revised 2013 Cremation Guidelines document is now available on the Board website at <http://www.ncbfs.org/atneed.pdf>

Preneed Program Assistant (part-time)

The North Carolina Board of Funeral Service currently has an opening for a part-time (25 hrs/wk) program assistant in the Preneed office.

The Preneed Program Assistant performs a variety of administrative processing duties for consumers, licensees and staff. Said duties include but are not limited to: Reviewing documents for completeness and accuracy, data entry into internal system, maintenance of files and archiving of records, annual report preview and review; answering telephones. The position assists other staff during peak workload periods and times, and performs other duties as required. Position requires a working knowledge of office practices and procedures, and includes the use of a computer, postage machine, copier and fax machine. Candidate will be required to gain a thorough knowledge and understanding of North Carolina preneed laws and rules in order to be successful.

Interested candidates should forward a letter of interest, resume and wage requirements to:

Peter M. Burke, CFSP, Executive Director
NC Board of Funeral Service
1033 Wade Ave., Suite 108
Raleigh, NC 27605

Licensees should have received a postcard from the Board referencing the NC Vital Records website and their link concerning the new NC Death Certificate, which goes into effect on January 1, 2014. Be sure to review the information on the Vital Records link carefully.

OSHA Training reminder – employers must train workers on new label elements and safety data sheets by December 1, 2013. This is the first deadline in the implementation phase of aligning the OSHA Hazard Communication Standard with the UN Globally Harmonized System of Chemical Classification and Labeling.

TRAINEE CORNER

Policy change reminder: Effective **July 1, 2013**, **ALL** trainees, both full-time AND part-time, are required to report their hours worked on their monthly trainee reports.

Both the trainee and the supervisor share responsibility for the timely submission of reports. Late submissions could require an appearance before the Board for **both** the trainee and the supervisor...taking both of you away from the funeral home for at least a morning - if not longer. The solution is simple – *don't be late!*

CONTINUING EDUCATION

Remember: Continuing Education hours MUST be completed before your practitioner license will be renewed. Do not wait until the "grace period" to get your hours... <http://www.ncbfs.org/list.html>

SYMPATHY IS EXTENDED TO THE FAMILIES OF:

Glenn W. "Jimmy" Douglas, retired from of Reins-Sturdivant Funeral Home, North Wilkesboro, who died on October 11, 2013.

Mildred Louise Humphries Carroll, mother of Steve Carroll of McKinney-Landreth & Carroll Funeral Service and Cremations, Cliffside, who died on November 8, 2013.

James M. "Jim" Gold, former owner of Palmer Mortuary, Shelby, who died on November 13, 2013.

DISCIPLINARY MATTERS:

CASE FILE NUMBER: M13-016.

LICENSEES: Johnson & Son Funeral Home (FE #292; PNE #292).

SUMMARY: During a recent examination, a Board inspector found multiple preneed recordkeeping violations. The firm failed to deposit preneed funeral funds within five (5) business days of receipt for one contract. The firm was on probation for similar preneed violations.

BOARD ACTION: The Board adopted a consent order accepting the voluntary surrender of all preneed licenses.

EFFECTIVE DATE: November 13, 2013.

CASE FILE NUMBER: M13-017.

LICENSEES: Betts & Son Funeral Home. (FE #28; PNE #562).

SUMMARY: The firm was on probation and had its preneed sales licenses suspended for previous preneed violations. During a recent examination, a Board inspector found similar violations of the Board's laws and rules

pertaining to preneed recordkeeping.

BOARD ACTION: The Board adopted a consent order extending the existing sales suspension and firm probation for three years. The firm also paid a \$3,000.00 compromise penalty.

EFFECTIVE DATE: November 13, 2013.

CASE FILE NUMBER: M13-018.

LICENSEES: Community Funeral Home of Kenly (FE #784).

SUMMARY: During an investigation of a complaint from a local government official that Funeral Establishment was not in compliance with local building ordinances, a Board inspector found that Funeral Establishment had left the deceased in a facility without adequate climate control. The lack of care by the firm accelerated the decomposition of the deceased. The deceased was in the process of being forwarded to a funeral home in another jurisdiction. An unlicensed owner made and completed the arrangements without notifying the manager.

BOARD ACTION: The Board adopted a consent order accepting the voluntary surrender of the funeral establishment permit. The unlicensed person would be prohibited from applying for a traineeship until May 1, 2014.

EFFECTIVE DATE: November 13, 2013.

CASE FILE NUMBERS: V11-048; V11-058; M11-032

LICENSEES: First Choice Funeral Home (FE #430); Allen Jones (FSL #1445); Everard Hughes (FSL #2108).

SUMMARY: The Board found that the owners of First Choice Funeral Home were practicing funeral directing without a license and did not comply with vital records laws. A Board inspector found that the firm was not in compliance with the Funeral Rule.

BOARD ACTION: The Board issued a Final Agency Decision revoking the funeral establishment permit of First Choice Funeral Home. The Board placed

Mr. Jones and Mr. Hughes on probation for two years and required each to take a continuing education course in Funeral Rule compliance.

EFFECTIVE DATE: March 14, 2013.

CASE FILE NUMBERS: V11-013; V11-045; V11-067; V12-008; V12-070; V12-084; M13-015.

LICENSEES: Russell-Marks Funeral Home (FE #377). Larry Wayne Russell (FSL #3000).

SUMMARY: Mr. Russell failed to treat a body with respect at all times and operated and practiced without compliance with Board licensing requirements. Mr. Russell also violated the Board's preneed laws, both before and after he surrendered his preneed license to the Board, by misappropriating preneed funds for several preneed contracts and selling preneed contracts without a license. Finally, the firm used several documents and checks with forged signatures of consumers and a notary public.

BOARD ACTION: The Board issued a Final Agency Decision revoking all licenses.

EFFECTIVE DATE: September 11, 2013.



Happy Thanksgiving