

Louisiana State Board of Embalmers And Funeral Directors

Minutes of the Meeting

For

March 7, 2023

Board Members present:

Willie P. Davis, Jr., President
Terry Luneau, Vice President
Shelton Dixon, Secretary
Gregory McKneely, Treasurer
Stephen Boudreaux
Juan Joseph
Rodney McFarland

The meeting was called to order by the Board's President, Mr. Davis, at 9:00 AM, at the Board's office, located at 3500 N. Causeway Blvd. Ste. 1232, Metairie, Louisiana. Also, present was Kim W. Michel, Executive Director, Heidi L. Penouilh, Executive Assistant, R. Demale Bowden, Jr., Inspector, and Chanel Debose, Prosecuting Attorney. Mr. Southall and Mr. Charbonnet were not present at today's meeting.

Mr. Davis began the meeting with the mission statement that: The Louisiana State Board of Embalmers and Funeral Directors was formed in 1914 under legal citation R.S. 37:831 for the purpose of regulating funeral establishments, crematory authorities, embalmer and funeral directors, funeral directors and retort operators who are engaged in the care and disposition of the deceased in order to protect the public, safety, and welfare.

PUBLIC COMMENTS:

Marybeth Harrington was present to address the board with regard to her prior employment with the board. Wendi Harrington was present to address the board with regard to the finances.

PRESENTATIONS:

Mr. Bowden presented the following declaration to Ms. Lafaye C. Jackson, U-650 in honor of her 100th birthday as she still continues to practice;

Declaration

Whereas: *In the course of Human Events, it becomes of paramount importance to pay honor to an individual who continues to perform services and makes personal contributions to persons with whom she is associated; and*

Whereas: *Almighty God in his infinite wisdom and wise providence has blessed the life for One-Hundred years of age;*

Lafaye C. Jackson

funeral director license U-650, Homer, Louisiana, who continues to dedicate her time and;

Whereas: *Lafaye Jackson, U-650, who became licensed on July 8, 1952, continues to offer her counsel, judgment and time to the funeral profession for the past Seventy-One years; and,*

Whereas: Lafaye C. Jackson *always exemplifies the attributes of high idealism by her courteous manner and personality and continues to make valuable contributions to our profession and to the interest and welfare of the people of her community;*

Whereas: Lafaye Jackson *has further extended her energy to our state by having served in various capacities within her community;*

Therefore, be it resolved: *that the Louisiana State Board of Embalmers and Funeral Directors extends to Lafaye Jackson our deepest gratitude and blessings for her great influences and perseverance; and,*

Be it further Resolved *that this tribute be written into the minutes of the Louisiana State Board of Embalmers and Funeral Directors and suitable copies of this declaration be sent to the members of her family.*

BOARD OFFICE UPDATE

The Executive Director's report.

Renewal session 2024 for crematories and retort operators began on Feb. 15, 2023 and will end on May 15, 2023. Renewal notifications were mailed prior to Feb 15..

All funeral establishments should have received their renewal license to display for 2023. If there are any establishments that have not received their 2023 display license, please advise the office so that one can be forwarded. We apologize for the delay which was due to the office operations being backlogged and the paper supply for the licenses had been on backorder. Funeral establishments do have the ability to print a display license from their Certemy accounts.

Mr. Bowden will be checking the license display upon his inspection visits. Mr. Bowden can contact us for duplicate display establishment licenses.

I had the opportunity to attend a regulatory board conference on Friday, February 10, 2023, which was presented by the Dale Atkinson Firm held in Baton Rouge. This conference was reserved for regulatory boards in Louisiana. During this conference, the information provided pertained strictly to regulatory boards, their function, abilities and authority such as;

- 1) Regulatory boards are for the protection and welfare of the public.
- 2) Board members act as a whole, meaning all as one or a quorum and not individually or less than a quorum.
- 3) Board members represent a profession for the entire state, not by a district or territory.
- 4) Board members are not elected officials, but are specially appointed officials by the Governor and as such, the appointment represents the entire state for the profession.

Based upon recent legislation and information received, there have been some updates and changes to the website with more revisions to follow.

To this report is the registry record.

License & Registry Update

Funeral Establishments - new issue

Moss St Plaza Chapel -Funeral Home	2986
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Establishment Ownership/Location/Name Change

McFarland Funeral Companies	2401
McFarland Funeral Companies	2157
Vincent Funeral Home - Abbeville	2987
Vincent Funeral Home - Gueydan	2988
Vincent Funeral Home - Kaplan	2989

Crematory Establishment - new issue

57

Embalmer and Funeral Director License - new issue

Eddie Sheffield	E-2953	Eric Steele	E-2760
Michelle Cenac	E-2954	Nikita Doeden	E-2761
Trystyn Roccaforte-Kostecky	E-2955	Jimmy Taylor	E-2762
Kristen Bourgeois	E-2956	Clay Stokes	E-2763
Pamela Girdy	E-2957	Sydney Stelly	E-2764
Matt Thompson	E-2758	Courtney Walker	E-2765
Kendall Smith	E-2759		

Funeral Director License - new issue

Felicia Hill	U-1786	Keary Grayson	U-1796
Smietanko Mccoy	U-1787	Jennifer Allen-Sanders	U-1797
Devin Delhomme Bernard	U-1788	Christopher Caffery	U-1798
Spenser Wells	U-1789	Gayle McFarland	U-1799
Nikki Clifton	U-1790	Heather Hedrick	U-1800
Mikki Adams	U-1791	Tara Biffany	U-1801
Ruby Reed	U-1792	Ciara Anderson	U-1802
Joshua Noel	U-1793	Courtney A. Johnson	U-1803
Megan Moring	U-1794	Brittany Stewart	U-1804
Earl Richardson	U-1795		

Retort Operator License - new issue

Nikita Doeden	454	Abigayl Pearson	459
Matthew Alphonso	455	David Melancon	460

Glancy Dyer	456	Tyler Adams	461
Carley Major	457	Donald Howard	462
Natalee Willis	458	James Worley	463

Internships Registered

Aryone Hickerson	0715	Jerry Canale	0733
Yolanda Dodson	0716	Autumn LeBlanc	0734
Carlissa Newell	0717	Cynthia Cannon	0735
Ruby Stampley Weeks	0718	Daphane Delaney	0736
Carmelia Bynum	0719	Phyllis Patterson	0737
Arnjel Bibbs	0720	Nathaniel Savoy	0738
Elijah Stewart	0721	Emily Spears	0739
Norwer Hills	0722	Rosa Isidore	0740
Keidric Critton	0723	Patience Isidore	0741
Santo Bentivegna	0724	Cassandra Isidore	0742
Hanna Lormand	0725	Kali Lopez	0743
Barbara Simpson	0726	Rhiannon Smithkors	0744
Lanitra Davis	0727	Travis Jackson, Sr.	0745
Shay Griffin	0728	Adelle Davis	0746
Rebecca Clay	0729	Muriel Lewis	0747
Taylor Kimble	0730	Cabrea Lee	0748
Keldrick Moore	0731	Shelby Duhe	0749
James Patterson	0732	Carley Kay	0750
		Tracy Jones	0751
		Gerald Huddleston	0752

Motion was made by Mr. McFarland, with a second by Mr. Boudreaux and unanimously passed to accept the report as presented.

Inspector Mr. Bowden
 President Davis, Board Members, & Executive Director Michel:

Thank you for the opportunity to give my second inspector's report for the year of 2023 and it is as follows:

Inspections

As you are aware, January 2023 inspections began continuing in the Districts of C & D and date from January 3, 2023, to January 19, 2023, and consisted of the following: **28** total inspections, which include inspecting **7** main establishments, **7** branches, **12** chapels, and **2** crematories. I am glad to inform you on today, the week ending January 19th, **ALL** funeral establishments and crematories in our state have been inspected once since July 1, 2022.

Since January 19th, inspections have started over again in the Districts of A & B and date from January 23, 2023, to March 3, 2023, and consisted of the following: **71** total inspections, which include inspecting **39** main establishments, **22** branches, **2** chapels, and **8** crematories. Total number of inspections since our last meeting, **99**. Inspections in District A were completed on February 2, 2023, with me now inspecting in District B.

New Establishment / Crematory and Change of Ownership Inspections

NO new establishment inspections have been performed during this period. **NO** new crematory inspections have been performed during this period, and finally I have completed **TWO** firm change of ownership inspections, which consisted of **5** inspections.

Board Car

The car is well, it's being maintained in tip top condition as expected and the total mileage at the completion of this report was **18,622** miles.

Finally, our board was represented by yours truly, at the 100th Birthday Celebration of Funeral Director U-650 Mrs. Lafaye C. Jackson on the weekend of February 25, 2023.

This concludes my inspector's report. In service to you the board, licensees, and interns of the Louisiana State Board of Embalmers & Funeral Directors.

Motion was made by Mr. Dixon, with a second by Mr. McFarland and unanimously passed to accept the report as presented.

The minutes for the October, November, December 2022 and the January 2023 meetings were presented for review and approval;

For the October 2022 minutes, Motion was made by Mr. McFarland, with a second by Mr. Dixon and unanimously passed to accept the report as presented.

For the November 2022 minutes, Motion was made by Mr. McFarland, with a second by Mr. Joseph and unanimously passed to accept the report as presented.

For the December 2022 minutes, Motion was made by Mr. Dixon, with a second by Mr. McFarland and unanimously passed to accept the report as presented.

For the January 2023 minutes, Motion was made by Mr. Joseph, with a second by Mr. Dixon and unanimously passed to accept the report as presented.

Based upon the approval for the minutes noted above, the minutes can now be posted to the board's website.

The financial report as well as budget for FY 21/22 and projected FY 22/23 was presented.

Accounting Summary

Chase - MM	\$ 262,107.83
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Bank Plus	\$ 159,297.03
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Liberty Bank	\$ 54,106.52
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Liberty Bank	\$ 63,405.85
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Chase check account	\$ 28,048.54
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Total	\$ 566,965.77

October - December = dependent funds received are renewals = establishments, embalmers & funeral directors

March - May = dependent funds received are renewals = crematories & retort operators

3 x Certificates of Deposit for reserve account funds (non-operating funds)

Chase MM and Chase checking account are operating accounts.

Fees received during October through December and February through March are for operations.

Bank Plus and the two Liberty banks hold reserved funds placed in CDs. Interest from these accounts accumulate to the balance of these accounts and are not withdrawn.

The following page(s) of budget information is a projection based upon the operational income received solely from the Oct -Dec and Feb-Mar fees that are received.

The budget projections(s) fluctuate with each report and a final accounting cannot be determined until the fiscal year end.

The budget projection does not incorporate the funds reserved in the CDs.

The board does not receive any funding from the State of LA through appropriations, taxes, allocations, grants, etc.

The board operates completely by income received from license fees and registrations.

Motion was made by Mr. McFarland with a second by Mr. Dixon and unanimously passed to accept the report as presented.

The Complaint Review Committee's report was presented to the Board by Ms. Debose.

Ms. Debose reiterated that the complaints are presented anonymously in numerical format to the Board with the Complaint Review Committee's decision based upon the information presented at the time of review. The numbered complaints presented in an open meeting remain anonymous while a complaint is pending further investigation and/or until such time as the complaint file has been closed.

There were ten complaints that were reviewed. It was noted that one complaint was recommended for an informal hearing and nine complaints were recommended as no apparent violation, all as per the recommendations of the Complaint Review Committee.

Motion was made by Mr. Boudreaux, with a second by Mr. Dixon and unanimously passed that complaint report be accepted as presented.

Mr. Luneau advised the board that the Laws and Rules Committee, along with select members from the LFDMA and the LFDA, met on January 11, 2023 to continue the work on the rules for the board. The committee is prepping for changes to the rules with language and practices.

The Laws & Rules Committee, is planning to meeting tomorrow, March 8, 2023 to begin at 10:00 AM.

Mr. McFarland noted that he attended the Conference convention in Arizona and that he was re-elected for another three-year term. Mr. McFarland stated that he would encourage and highly recommend that Ms. Michel, Executive

Director, to attend the Conference's conventions in order to meet other Executive Directors. Mr. McFarland suggested that everyone visit the Conference's website for information on testing and the passing rate as well as other news.

Motion was made by Mr. Boudreaux, with a second by Mr. McFarland and unanimously passed that the board move into Executive Session at 9:35AM.

Motion was made by Mr. Dixon, with a second by Mr. McFarland and unanimously passed that the board move out of Executive Session at 10:50AM for discussion of the following;

Motion was made by Mr. McFarland, with a second by Mr. Dixon and unanimously passed by a roll call vote to support Ms. Michel's decisions with the management of the board's office.

NEW BUSINESS

The next scheduled meeting of the board will be on Tuesday, April 4, 2023.

There being no further business, the meeting was concluded.



Rev. S.C. Dixon, Secretary



Willie P. Davis, Jr., President



