

Louisiana State Board of Embalmers And Funeral Directors

Minutes of the Meeting

For
April 4, 2023

Board Members present:

Willie P. Davis, Jr., President
Terry Luneau , Vice President
Shelton Dixon, Secretary
Stephen Boudreaux
Juan Joseph
Maurice Southall
Louis Charbonnet
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, Christopher Lento, AAG General Counsel and Chanel Debose, Prosecuting Attorney. Mr. McKneely was not present for 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.

PRESENTATIONS:

Mr. Bowden presented the following resolution for Wesley John Syrie, E-1413;

Resolution

Whereas: Almighty God in His infinite wisdom and wise providence has called unto himself our beloved,

Wesley John syrie, E-1413

An owner and manager of Syrie Funeral Home, Inc., Lafayette, Louisiana, who departed this life on
March 30, 2023;

Whereas: Wesley John Syrie, E-1413, received his embalmer and funeral director license in nineteen hundred sixty-five and has been practicing for the last fifty-eight years; and,

Whereas: Wesley John Syrie, has always exemplified the attributes of high idealism by his courteous manner and personality and has made valuable contributions to the interest and welfare of the people of his community; and,

Whereas: Wesley John Syrie has further extended his energy to our state by having served in various capacities within his community, as an active and dedicated member of Good Hope Baptist Church in Lafayette, a Mason and affiliated with Antioch Lodge 156 Hall, the National Funeral Directors and Morticians Association, the Louisiana Funeral Directors and Morticians Association, and the Louisiana Funeral Directors association.

Therefore, be it resolved: that the Louisiana State Board of Embalmers and Funeral Directors extends to the family of the late Wesley John Syrie, as an Owner and Manager of Syrie Funeral Home, Inc., Lafayette, Louisiana, our deepest sympathy and condolences for their great loss which we so keenly feel; and,

Be it further Resolved that this tribute to Wesley John Syrie, as an Owner and Manager of Syrie Funeral Home, Inc., Lafayette, Louisiana, be written into the minutes of the Louisiana State Board of Embalmers and Funeral Directors and suitable copies of this resolution be sent to the members of his family.

For the Executive Director’s report, Ms. Michel noted that the renewal session for crematories and retort operators would be ending on May 15, 2023. Ms. Michel also informed the board that she and Mr. Bowden have met to review inspection reports with findings thus far as inspections are completed by a second visit. Ms. Michel and Mr. Bowden are planning the next course of action to follow for consideration of non-compliance matters. To this report is the registry record.

License & Registry Update

Updated on 03/29/2023

Funeral Establishments - new issue

Establishment Ownership/Location/Name Change

Tharp Funeral Home	2791	Name Change
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Crematory Establishment - new issue

Embalmer and Funeral Director License - new issue

Funeral Director License - new issue

Thomas Vercher	U-1805	Cecil Wiltz	U-1808
Alecia Smith	U-1806	Elise Lathrop	U-1809
Oscar Hamilton	U-1807	Wanda Jackson	U-1810

Retort Operator License - new issue

Lindsey Meche	464
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Internships Registered

Elizabeth Hull	0753	Blake McGehee	0760
Vada Hall	0754	Bryce Michel	0761
Heather Schexnayder	0755	Karen Fryoux	0762
Courtney Hamilton	0756	Monica Duplantis	0763
Paul Fondel	0757	Karri Douget	0764
MaKeithan Bell	0758	Mikki Adams	0765
Reginald Hunter	0759	Thomas Rogers	0766

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

President Davis, Board Members, & Executive Director Michel:

My monthly board meeting inspector's report is as follows:

Inspections

Inspections at this time still resume in District B and date from March 6, 2023, to March 31, 2023, and consisted of the following: **46** total inspections, which include inspecting **28** main establishments, **9** branches, **2** chapels, and **7** crematories. Total number of inspections for the year **145**. **NO** new establishment inspections, **NO** new crematory inspections, and **NO** firm change of ownership inspections, have been performed during this period.

Managers can view their inspection report via Certemy by logging in to their account. clicking on the DIGITAL WALLET TAB and clicking on PREVIEW to view their 2023 Inspection Report. The inspection reports are also sent to the managers by the end of the week of their inspection via email.

I am happy to say, I am beginning to see an effort of the funeral homes and crematories in the state coming into compliance with the inspection checklist. Upon correction of the issue sighted, most funeral homes and crematories will send a photo showing how they corrected the issue. Thank you very much to those who do this.

Funeral Home Inspections

Funeral home inspections have noted issues with:

- Having **LESS THAN SIX (6)** adult caskets of a variety of style and quality in the display area/selection room
- Embalming Log o Missing embalmer's signature and/or license number
- o Dates of embalming is missing.
- o No embalming logs in the embalming room.
- Having a clear understanding of the ID Method – which must include the name of the deceased, date of death, and funeral home name.
- **NO** ventilation in the embalming room
- **NO** gloves in the embalming room
- **NO** hot water in the embalming room
- Casket Pricelist o Not being able to find one at the time of the inspection.
- o The casket pricelist only showing packaged pricing and not the individual price of the casket.
- Casket prices in the display area/selection room, **DO NOT MATCH** the casket pricelist.
- **NO** covered area when exiting the facility to protect the casketed remains until placed in the hearse.
- The eyewash station **NOT WORKING** in the embalming room.

Crematory Inspections

Crematory inspections have noted issues with:

- If temporary container is used, is it clearly marked with the Name of the deceased, name of the crematory authority and indicated as a "Temporary Container." According to LA R.S. 37:879. "Temporary Container" is not marked on the labels.
- If temporary container is used, is it clearly marked with the Name of the deceased, name of the crematory authority and indicated as a "Temporary Container." According to LA R.S. 37:879. The crematory authority is not indicated on the labels.

Issues around the state that have been consistent are:

- **Having a clear understanding of the ID Method – which must include the name of the deceased, date of death, and funeral home name and the location of where it should be on the casket.**
- **No Hot Water in the Embalming Room**
- **Casket prices in the display area/selection room, DO NOT MATCH the Casket Pricelist**

As a second round of inspections have begun around the state, I have found some establishments **HAVE NOT** corrected their issues since their first inspection. Executive Director Michel is informed, as she has been in the past, in reference to these issues now being a repeat issue. She and I have met to discuss them and do date, we have had approximately **17** repeat inspection issues.

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 **21,545** miles.

Inspector's notes and observations as well as suggestions from licensees across the state will be presented on tomorrow April 5th to Committee Chairman Luneau and his committee members and the members of the Louisiana Funeral Directors Association and Louisiana Funeral Directors & Mortician Association at the Laws & Rules Committee Meeting. These notes, observations, and suggestions will be reference to Chapter 11 – Funeral Establishments (Inspections) and Chapter 12 – Crematories. (Inspections)

This concludes my inspector's report.

In service to you the board, licensees, and interns of the Louisiana State Board of Embalmers & Funeral Directors.
Inspector Mr. Bowden

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

The minutes for the March 7, 2023 meeting were presented for review and approval;

Motion was made by Mr. McFarland, with a second by Mr. Dixon and unanimously passed to accept the report once Ms. Michel has corrected the names and signatures from Mr. McFarland, President and Mr. Luneau as Secretary to Mr. Davis as President and Mr. Dixon as Secretary.

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

Accounting Summary

Chase - MM	\$ 242,405.69
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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	\$ 33,733.57
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Total	\$ 552,948.66

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.

Ms. Michel noted that the projected budget for the remainder of fiscal 2022/2023 has been refigured and that the ending balances no longer reflect a negative total. Report added to the end of these minutes.

Motion was made by Mr. McFarland with a second by Mr. Southall 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.

Eleven complaints were reviewed. It was noted that two complaints are being recommended for an informal hearing, one complaint is recommended that it be deferred based upon possible civil issues and the board should refrain from issuing an opinion in this case, four complaints are being recommended for further discovery and four complaints are recommended as no apparent violation, all as per the recommendations of the Complaint Review Committee.

Motion was made by Mr. McFarland, with a second by Mr. Boudreaux 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 March 8, 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, April 5, 2023 to begin at 10:00 AM.

The minutes of the meeting of the Laws and Rules Committee is added for further update and review of progress.

Motion was made by Mr. Dixon, with a second by Mr. Southall and unanimously passed that the board move into Executive Session at 9:25AM.

Motion was made by Mr. Dixon, with a second by Mr. Southall and unanimously passed that the board move out of Executive Session at 10:20 AM for discussion of the following;

Ms. Michel advised the board to consider her replacement as soon as possible so that the office can move forward with training procedures. Ms. Michel stated, once again, to the board that the title of Executive Director is not a "two-week notice" arrangement and that preparation for the position should begin in order for a smooth transition.

Ms. Michel advised the board that it is necessary to consider the addition of another person for the office and that the office should be maintained with three office personnel rather than two. With three individuals in the office, the board will accomplish the segregation of duties that should be sustained continuously as recommended by the auditor.

Ms. Michel stated that she realizes the need for an additional inspector, however, due to her pending retirement, the office needs to consider current office replacement(s).

Ms. Michel further stated that the board should consider, for the future, to employ three office personnel and two inspectors so that there are no overwhelming responsibilities placed upon any one employee. Due to the procedures of the current office staff of two and the one inspector, the board is at risk for considerable interruption and/or breakdown of business operations should something happen with one of the employees.

Motion was made by Mr. Charbonnet, with a second by Mr. Dixon and unanimously passed to begin contemplation of Ms. Michel's replacement and office structure consideration as soon as possible.

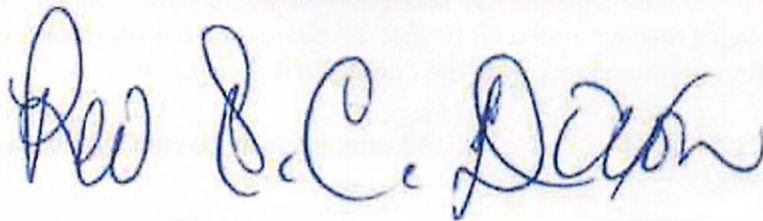
Motion was then made by Mr. Charbonnet, with a second by Mr. Dixon and unanimously passed by a roll call vote to offer confirmation and an expression of confidence in Ms. Michel for her time, leadership and management of the board's office.

Ms. Michel thanked the board for their support.

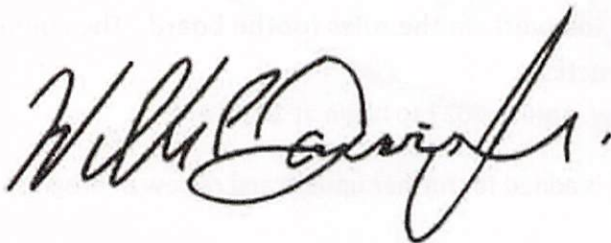
NEW BUSINESS

The next scheduled meeting of the board will be on Tuesday, May 9, 2023 at 9:00 AM and the Laws and Rules Committee will meet on Wednesday, May 10, 2023 at 10:00 AM

There being no further business, the meeting was concluded.



Rev. S.C. Dixon, Secretary



Willie P. Davis, Jr., President

Louisiana State Board of Embalmers And Funeral Directors

Minutes of the Laws and Rules Committee Meeting For March 8, 2023

Committee Members present:

Terry Luneau, President
Willie P. Davis

The meeting was called to order by the Committee's President, Mr. Luneau, at 10:00 AM, at the Board's office, located at 3500 N. Causeway Blvd. Ste. 1232, Metairie, Louisiana.

Present from the board's office was Kim W. Michel, Executive Director. Committee member, Louis Charbonnet, was not present for today's meeting.

Present on behalf of the LFDMA was LaJuana Crain, Evelyn Syrie, and Charles Muse.

Present on behalf of the LFDA was Boyd Mothe, Jr, Louis Muhleisen, Edward Muhleisen, and Foster Guillory.

PUBLIC COMMENTS:

There were no public comments were made at today's meeting

Ms. Michel stated that this is a committee meeting only and not a board meeting. The purpose of the Laws and Rules Committee meetings are to collaborate and discuss updates and changes within the rules of this board in Title 46, Chapter 10 with the LFDMA and the LFDA. Discussions will be in relation to all of the rules including inspections and the need for clarification of language within the regulations. Ms. Michel noted that at no time will there be any references made with regard to any individual or establishment by name, license number or area/location.

The committee began with a continuation of discussing the regulations from the last meeting;

Title 46, §701. A. Repeal, C. Repeal, D. Repeal, B. Repeal/delete 2nd sentence of the rule and F. Repeal only the 1st and 2nd sentence of the rule, G. Repeal/delete only the 2nd sentence of the rule, H. Repeal and I. Repeal.

Title 46, §705. B. Add licensed or registered; C. Add Authority after crematory.

Title 46, §707. A. Repeal and B. Repeal.

Title 46, §901. 2. Add board registered or licensed; 3. add ten years from the last registered term.

Title 46, §903. A. 2. Add board registered or licensed; 3. add ten years from the last registered term.

Title 46, §905. A. Add non-refundable and add certificate of registration.

Title 46, §907. A. remove fifteen days.

Title 46, §1101. Table for further review and discussion of the language for removing ten days to fifteen working days.

Title 46, §1103. A and B table for further review and discussion.

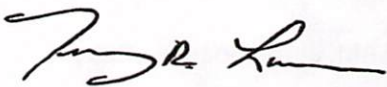
Title 46, §1105. Add as defined within 37:831; Minimum Qualification for License.

It was suggested that an Attorney general's Opinion be requested with regard to certain sections of LA R.S. 37:842.

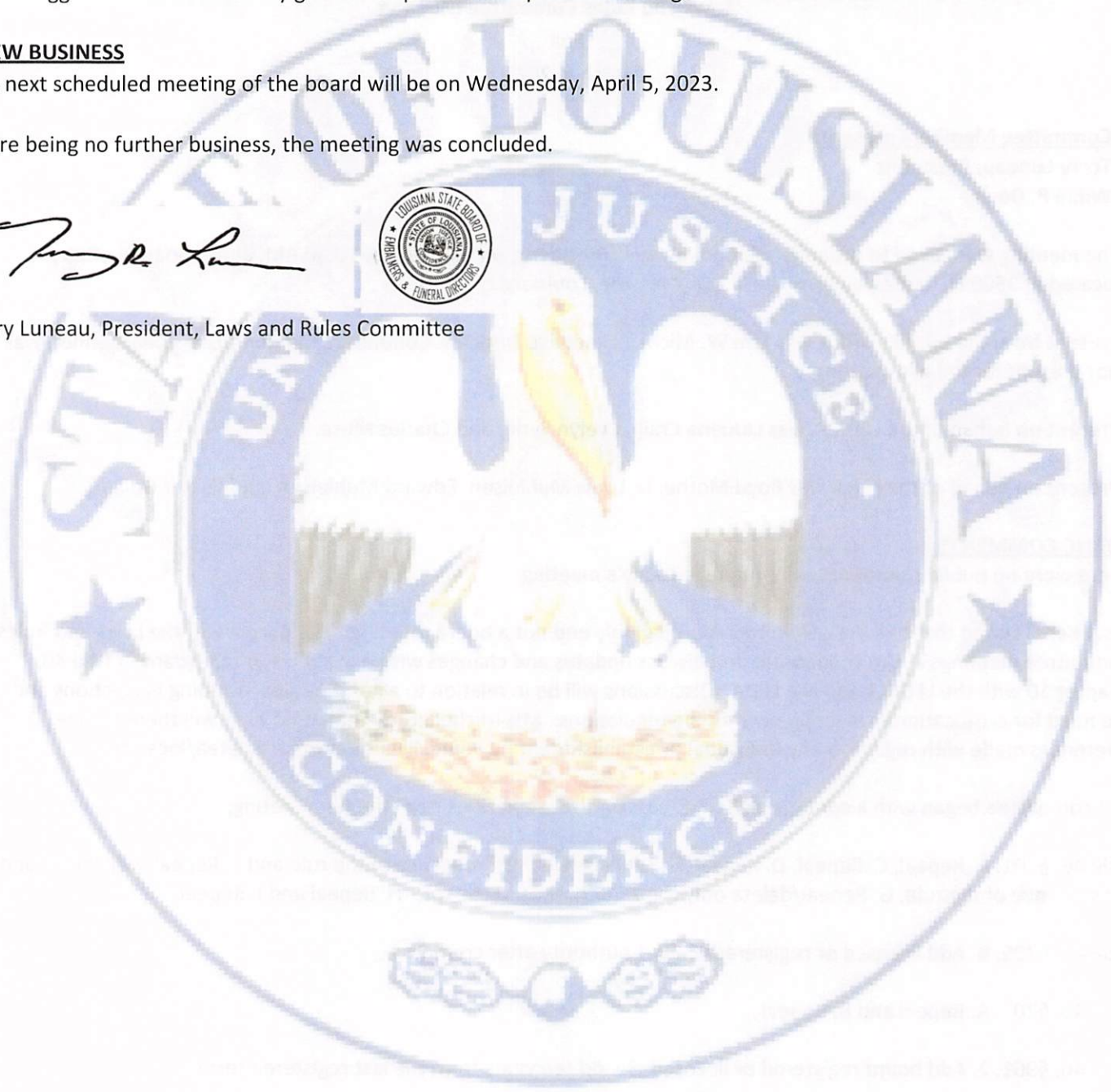
NEW BUSINESS

The next scheduled meeting of the board will be on Wednesday, April 5, 2023.

There being no further business, the meeting was concluded.



Terry Luneau, President, Laws and Rules Committee



LA STATE BOARD OF EMBALMERS & FUNERAL DIRECTORS

Budget vs. Actuals: Budget 22.23 - FY23 P&L

July 2022 - June 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
3010 Fun Estab Annual Renewal	288,400.00	285,000.00	101.19 %
3010 Fun Estab Annual Renewal	-700.00		
3020 Fun Estab New Certificates	7,500.00	12,000.00	62.50 %
3030 Ownership, Location, Name Chang	18,400.00	10,000.00	184.00 %
3040 Crematory Authority License	1,200.00	4,500.00	26.67 %
3045 Crematory Auth Annual Renewal	9,800.00	35,000.00	28.00 %
3050 Retort Operator License	8,242.45	8,000.00	103.03 %
3055 Retort Operator Annual Renewal	8,720.00	22,000.00	39.64 %
3060 Embalmer Annual Renewal	65,040.00	70,000.00	92.91 %
3070 Funeral Director Annual Renewal	34,080.00	40,000.00	85.20 %
3080 Emb/FunDir/ Temp License Fees	16,000.00	10,000.00	160.00 %
3100 Interest on Investments	516.39	2,000.00	25.82 %
3110 Fines	11,500.00	1,000.00	1,150.00 %
3120 Miscellaneous Income	2,584.20	3,000.00	86.14 %
3140 Duplicate Certificate Fee	1,800.00	1,000.00	180.00 %
3150 Internship Fee	10,500.00	8,000.00	131.25 %
3160 Temporary License fee	400.00	500.00	80.00 %
3170 F.D.License Reinstatemt	730.00	500.00	146.00 %
3180 Emb. License Reinstatement	500.00	500.00	100.00 %
Total Income	\$485,213.04	\$513,000.00	94.58 %
GROSS PROFIT	\$485,213.04	\$513,000.00	94.58 %
Expenses			
3120	-13.83		
4000 Compensation -			
4010 Per Diem	3,300.00	4,000.00	82.50 %
4040 Salaries	167,462.79	180,000.00	93.03 %
Total 4000 Compensation -	170,762.79	184,000.00	92.81 %
4020 Compensation -			
Salaries - Office	28,281.60		
Total 4020 Compensation -	28,281.60		
4050 Employee Benefits -			
4051 Employers Contrib Retire System	5,923.76	15,000.00	39.49 %
4054 Employment Security Tax	15.49	20.00	77.45 %
4060 Group Insurance -			
4061 GIP-Active employees	13,832.84	24,000.00	57.64 %
4064 GIP - Joe Lee Pea	273.24	300.00	91.08 %
4065 GIP - Stella L. Neal	190.08	215.00	88.41 %
4067 GIP - Dawn P. Scardino	6,123.54	6,500.00	94.21 %
4068 GIP- Millard J. Daigle		1,000.00	
Total 4060 Group Insurance -	20,419.70	32,015.00	63.78 %
Total 4050 Employee Benefits -	26,358.95	47,035.00	56.04 %

LA STATE BOARD OF EMBALMERS & FUNERAL DIRECTORS

Budget vs. Actuals: Budget 22.23 - FY23 P&L

July 2022 - June 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
4100 Travel -			
4110 Mileage Reimbursement	8,005.97	10,000.00	80.06 %
4120 Staff/office Travel	275.00	300.00	91.67 %
4130 Inspectors Travel Expense	28,583.19	30,000.00	95.28 %
4570 Board members meeting exp	3,459.13	5,500.00	62.89 %
Total 4100 Travel -	40,323.29	45,800.00	88.04 %
4200 Professional Fees			
4210 Legal Fees	62,651.25	70,000.00	89.50 %
4230 Audit	6,740.00	6,740.00	100.00 %
4240 Computer Consultant	7,524.70	10,000.00	75.25 %
Total 4200 Professional Fees	76,915.95	86,740.00	88.67 %
4300 Other Purchased Services -			
4310 Insurance	15,808.46	15,808.46	100.00 %
4340 Dues and Subscriptions	592.00	592.00	100.00 %
4360 Telephone & Telegraph	3,933.84	4,500.00	87.42 %
4390 Hearing Expense	141.00	200.00	70.50 %
Total 4300 Other Purchased Services -	20,475.30	21,100.46	97.04 %
4400 Rents -			
4410 Rent-Office & Parking	25,705.60	35,000.00	73.44 %
4420 Equipment Lease	5,106.08	6,000.00	85.10 %
Total 4400 Rents -	30,811.68	41,000.00	75.15 %
4500 Supplies & Maintenance -			
4510 Stationery, Supplies & Office	5,564.85	6,000.00	92.75 %
4511 Postage	24,949.84	30,000.00	83.17 %
4511 Postage	2,133.44	2,500.00	85.34 %
4520 Xerox & Maint Office Equipment	654.79	800.00	81.85 %
4580 Miscellaneous Expense	2,046.23	2,100.00	97.44 %
Total 4500 Supplies & Maintenance -	35,349.15	41,400.00	85.38 %
5000 Equipment Purchases	18,118.34	18,118.34	100.00 %
Payroll Expenses			
Taxes	656.86	700.00	93.84 %
Total Payroll Expenses	656.86	700.00	93.84 %
Uncategorized Expense	2,533.18	2,600.00	97.43 %
Total Expenses	\$450,573.26	\$488,493.80	92.24 %
NET OPERATING INCOME	\$34,639.78	\$24,506.20	141.35 %
NET INCOME	\$34,639.78	\$24,506.20	141.35 %