

Louisiana State Board of Embalmers And Funeral Directors

Minutes of the Meeting

For

May 9, 2023

Board Members present:

Willie P. Davis, Jr., President
Terry Luneau , Vice President
Greg McKneely, Treasurer
Stephen Boudreaux
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, and Chanel Debose, Prosecuting Attorney. Mr. Dixon, and Mr. Joseph 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.

Ms. Michel presented, for informational purposes only, Legislation bills that have been introduced during the 2023 Session. These bills appear relevant to this board and those are; SB 187, HB 248, SB 201, and HB 577,

For the Executive Director's report, Ms. Michel noted that renewal session 2024 for crematories and retort operators will end on Monday, May 15, 2023. The next budget report will reflect the final reconciliation of these renewals.

Ms. Michel advised the board that after review of the budget, and based upon the board's current finances She made the decision to increase Mr. Bowden's salary by 5%. The budget presented today for the proposed FY 23/24 year, also includes the annual salary increase percentage as allowed for Ms. Penouilh, 3%, to include Ms. Michel, 3%, and Mr. Bowden to receive another 5% at that time. Annual salary increases thereafter will be based upon the allowed percentage, equally, for the staff.

Ms. Michel also wanted to Congratulate the inspector, Mr. Bowden, who was honored with a Service of Excellence Award at the LFD&MA together with the MFD&MA convention in Biloxi, MS which he attended. A few years back, it was brought to the Board's attention with regard to the lease for this suite and the monthly fee increases that have occurred. Since the sale of the building from Security National to Property One, negotiations of fees have not been favorable. We are actively researching other lease options for this

office in order to reduce this expense. The lease at this office will expire in February 2024. A plan will need to be in place by October 2023 in order for a smooth transition if the board is receptive of a change in location that is expected to be presented by September 2023. The board's office is able to relocate within the Metropolitan New Orleans area; The [Louisiana State Legislature](#) created a commission (the Regional Planning Commission) to be responsible for the planning and development of the New Orleans metropolitan area. The eight parishes covered by the commission are: Jefferson, Orleans, Plaquemines, St. Bernard, St. Charles, St. John the Baptist, St. Tammany and Tangipahoa.

To this report is the registry record.

License & Registry Update

Updated on 05/4/2023

Funeral Establishments - new issue

Establishment Ownership/Location/Name Change

Name	Lic #	Location	Manager - Lic.#	
Griffin Funeral Home	2990	Monroe	Kenneth Griffin E-1937	Owner Change
Griffin Funeral Home	2991	West	Kenneth Griffin E-1937	Owner Change
Jones Funeral Home	2992	Monroe	Kenneth Griffin E-1937	Owner Change
Jones Funeral Home	2993	Morgan City	Andre Jones U-1518	Owner Change
Jones Funeral Home	2994	Houma	Kevin Ramsey E-2301	Owner Change
Jones Funeral Home	2995	Franklin	Andre Jones U-1518	Owner Change
Jones Funeral Home	2995	Jeanerette	Andre Jones U-1518	Owner Change
Chauvin Funeral Home	2996	Houma	Chad Saia E-2506	Owner Change
Twin City Funeral Home	2997	Morgan City	Amber Colbert E-2862	Owner Change
Blanchard St. Denis	2998	Natchitoches	Jim Rogers E-2560	Owner Change

Crematory Establishment - new / Ownership Change

CFH Crematory	058	Houma	Chad Saia 273	Owner Change
Blanchard St. Denis	059	Natchitoches	Jim Rogers 382	Owner Change

Embalmer and Funeral Director License - new issue

Robyn Martin	E-2966
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Funeral Director License - new issue

Dylan Weatherby	U-1811	Drusie Marcelle	U-1815
Earlquincy Knox	U-1812	Joanne Richard	U-1816
Joseph Fleet, Jr.	U-1813	Rebekah Dupree	U-1817
Jeremiah Cormier	U-1814		

Retort Operator License - new issue

Christopher Caffery	465
Santo Bentivegna	466

Internships Registered

Leslie Turner	FD	0767	Centuries Memorial FH, Shreveport
Atiyeah Hutchinson	EFD	0768	Winnfield FH, Baton Rouge
Jarrel Jeane	FD	0769	Jeane's Funeral Svs, Leesville
Taini Foulon	EFD	0770	Labby Memorial FH, DeRidder
Kalvin Bowman, Sr.	EFD	0771	McFarland Funeral Co., Moroe
Donald Miner, Jr.	FD	0772	Aulds FH, Shreveport
Dorothy Knighten	FD	0773	Winnfield FH, Baton Rouge
Narkeisha Knighten	FD	0774	Winnfield FH, Baton Rouge S.L.Booker Family Funeral Svcs,
Quinton Barrow	FD	0775	Hammond

Motion was made by Mr. McFarland, with a second by Mr. Luneau 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 have been also in the Districts C & D and date from April 3, 2023, to May 4, 2023, and consisted of the following: **45** total inspections, which include inspecting **23** main establishments, **15** branches, **3** chapels, and **4** crematories. Total number of inspections for the year **190**. **ONE** new establishment inspection, **NO** new crematory inspections, and **TEN** firm change of ownership inspections, have been performed during this period.

Funeral Home Inspections

Funeral home inspections have noted issues with:

- The current establishment license is **NOT** being displayed.
- Having **LESS THAN SIX (6)** adult caskets of a variety of style and quality in the display area/selection room
- Embalming Log
 - Missing embalmer's signature and/or license number
 - Dates of embalming are missing.
 - Times of embalming – Start & Stop are missing.
 - Cases not properly being recorded on the embalming log.
- 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** hot water in the embalming room
- Casket prices in the display area/selection room, **DO NOT MATCH** the casket pricelist.
- The eyewash station is **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.

Issues around the state that have been consistent, since our last meeting 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.**
- **Having LESS THAN SIX (6) adult caskets of a variety of style and quality in the display area/selection room. NOTE: Some licensees do not understand the variety of style and quality in the display area/selection room.**

Upon correction of an issue sighted, funeral homes and crematories will send a photo or some other type of correspondence showing how they have corrected the issue. Again, many thanks to those who are coming into compliance with the inspection checklist.

Board Representation

Board Members Joseph & Southall and I represented the board at the funeral services of Funeral Director/Embalmer Wesley "Hank" Syrie of Lafayette on Thursday April 6th.

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 **24,040** miles.

Encouraging words are also given to interns and students during inspections as they are making preparation for their National Board Exams and LRR Exams. This concludes my inspector's report.

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

R. DeMale Bowden, Jr. – Inspector

License#: E-2656

Retort Operator#: 431

Certified Funeral Service Practitioner Certified Cremation Services Provider

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

The minutes for the April 4, 2023 meeting were presented for review and approval;

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

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

Accounting Summary

5/3/2023

Investments - Non-Operating	-
	\$
Bank Plus	159,297.03
	\$
Liberty Bank	54,106.52
	\$
Liberty Bank	63,405.85
	\$
Total Non-Operating	276,809.40

<u>Operating Funds</u>	
	\$
Chase - MM	223,014.84
	\$
Chase check account	29,035.53
	\$
Total Operating	252,050.37
	\$
Total Combined = Inv + Op	528,859.77

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

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

3 x Certificates of Deposit for reserve investment 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 2023/2024 has been added for review as well as the budget v actual for 2022/2023. Reports added to the end of these minutes.

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

Three new complaints are in process. Seven complaints were reviewed and recommendations as follows, One complaint as two parts, one part to be deferred based upon possible civil issues and the board should refrain from issuing an opinion in this case and one part for formal hearing; one complaint for an informal hearing; three complaints are awaiting further review; two complaints are awaiting further discovery, all as per the recommendations of the Complaint Review Committee.

Motion was made by Mr. McFarland, with a second by Mr. McKneely 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 April 5, 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, May 10, 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. McFarland, with a second by Mr. Southall and unanimously passed to accept the report/minutes as presented.

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

Motion was made by Mr. Boudreaux, with a second by Mr. McKneely and unanimously passed that the board move out of Executive Session at 10:34 AM for discussion of the following;

Ms. Michel discussed pending legal issues regarding the board and planned conferences.

Ms. Michel discussed future personnel/staff possibilities for the board to consider.

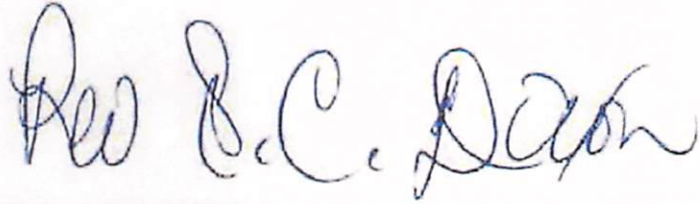
Mr. McFarland noted that the NFDA convention is scheduled for September 10 – 31, 2023 in Las Vegas, NV; the NFDMA convention is scheduled for July 29 – August 2, 2023 in Atlanta, GA and the LFDA convention is scheduled for May 22-24, 2-23 in Biloxi, MS.

Mr. Charbonnet introduced his newly licensed employee, Ms. Keionne Molizone, who joined him for today's meeting.

NEW BUSINESS

The next scheduled meeting of the board will be on Tuesday, June 13, 2023 at 9:00 AM and the Laws and Rules Committee will meet on Wednesday, June 11, 2023 at 10:00 AM

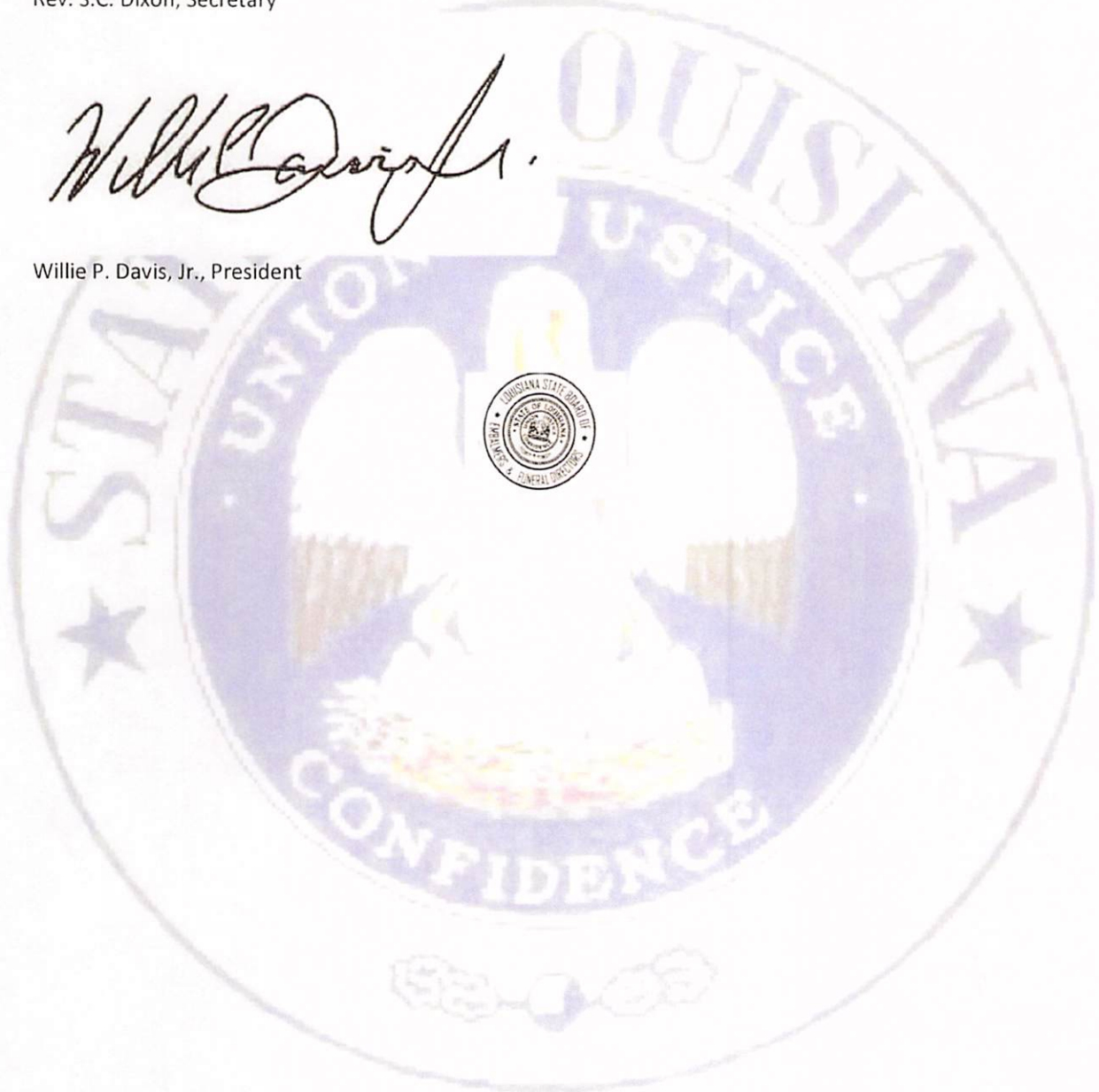
There being no further business, the meeting was concluded.



Rev. S.C. Dixon, Secretary



Willie P. Davis, Jr., President



Accounting Summary

5/3/2023

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LA STATE BOARD OF EMBALMERS & FUNERAL DIRECTORS

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

July 2022 - June 2023

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Income			
3010 Fun Estab Annual Renewal	288,400.00	285,000.00	3,400.00
3010 Fun Estab Annual Renewal	-700.00		-700.00
3020 Fun Estab New Certificates	7,500.00	12,000.00	-4,500.00
3030 Ownership, Location, Name Chang	27,400.00	10,000.00	17,400.00
3040 Crematory Authority License	1,200.00	4,500.00	-3,300.00
3045 Crematory Auth Annual Renewal	9,800.00	35,000.00	-25,200.00
3050 Retort Operator License	8,742.45	8,000.00	742.45
3055 Retort Operator Annual Renewal	9,520.00	22,000.00	-12,480.00
3060 Embalmer Annual Renewal	65,040.00	70,000.00	-4,960.00
3070 Funeral Director Annual Renewal	34,080.00	40,000.00	-5,920.00
3080 Emb/FunDir/ Temp License Fees	17,500.00	10,000.00	7,500.00
3100 Interest on Investments	516.39	2,000.00	-1,483.61
3110 Fines	11,500.00	1,000.00	10,500.00
3120 Miscellaneous Income	2,754.81	3,000.00	-245.19
3140 Duplicate Certificate Fee	2,100.00	1,000.00	1,100.00
3150 Internship Fee	11,300.00	8,000.00	3,300.00
3160 Temporary License fee	400.00	500.00	-100.00
3170 F.D.License Reinstatermt	730.00	500.00	230.00
3180 Emb. License Reinstatement	500.00	500.00	0.00
Total Income	\$498,283.65	\$513,000.00	\$ -14,716.35
GROSS PROFIT	\$498,283.65	\$513,000.00	\$ -14,716.35
Expenses			
3120	-13.83		-13.83
4000 Compensation -			
4010 Per Diem	3,900.00	4,000.00	-100.00
4040 Salaries	167,462.79	180,000.00	-12,537.21
Total 4000 Compensation -	171,362.79	184,000.00	-12,637.21
4020 Compensation -			
Salaries - Office	43,014.40		43,014.40
Total 4020 Compensation -	43,014.40		43,014.40
4050 Employee Benefits -			
4051 Employers Contrib Retire System	11,475.05	15,000.00	-3,524.95
4054 Employment Security Tax	15.49	20.00	-4.51
4060 Group Insurance -			
4061 GIP-Active employees	13,832.84	24,000.00	-10,167.16
4064 GIP - Joe Lee Pea	307.28	300.00	7.28
4065 GIP - Stella L. Neal	213.76	215.00	-1.24
4067 GIP - Dawn P. Scardino	6,824.40	6,500.00	324.40
4068 GIP- Millard J. Daigle	312.50	1,000.00	-687.50
Total 4060 Group Insurance -	21,490.78	32,015.00	-10,524.22
Total 4050 Employee Benefits -	32,981.32	47,035.00	-14,053.68

LA STATE BOARD OF EMBALMERS & FUNERAL DIRECTORS

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

July 2022 - June 2023

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
4100 Travel -			
4110 Mileage Reimbursement	9,157.15	10,000.00	-842.85
4120 Staff/office Travel	275.00	300.00	-25.00
4130 Inspectors Travel Expense	29,900.71	30,000.00	-99.29
4570 Board members meeting exp	3,767.10	5,500.00	-1,732.90
Total 4100 Travel -	43,099.96	45,800.00	-2,700.04
4200 Professional Fees			
4210 Legal Fees	71,373.75	70,000.00	1,373.75
4230 Audit	6,740.00	6,740.00	0.00
4240 Computer Consultant	8,329.70	10,000.00	-1,670.30
Total 4200 Professional Fees	86,443.45	86,740.00	-296.55
4300 Other Purchased Services -			
4310 Insurance	16,268.46	15,808.46	460.00
4340 Dues and Subscriptions	592.00	592.00	0.00
4360 Telephone & Telegraph	4,625.76	4,500.00	125.76
4390 Hearing Expense	141.00	200.00	-59.00
Total 4300 Other Purchased Services -	21,627.22	21,100.46	526.76
4400 Rents -			
4410 Rent-Office & Parking	28,757.90	35,000.00	-6,242.10
4420 Equipment Lease	5,521.62	6,000.00	-478.38
Total 4400 Rents -	34,279.52	41,000.00	-6,720.48
4500 Supplies & Maintenance -			
4510 Stationery, Supplies & Office	25,341.81	30,000.00	-4,658.19
4511 Postage	3,133.44	2,500.00	633.44
4520 Xerox & Maint Office Equipment	654.79	800.00	-145.21
4580 Miscellaneous Expense	2,046.23	2,100.00	-53.77
Total 4500 Supplies & Maintenance -	36,938.12	41,400.00	-4,463.88
5000 Equipment Purchases	18,118.34	18,118.34	0.00
Payroll Expenses			
Taxes	769.49	700.00	69.49
Total Payroll Expenses	769.49	700.00	69.49
Uncategorized Expense	2,870.75	2,600.00	270.75
Total Expenses	\$491,489.53	\$488,493.80	\$2,995.73
NET OPERATING INCOME	\$6,794.12	\$24,506.20	\$ -17,712.08
NET INCOME	\$6,794.12	\$24,506.20	\$ -17,712.08

LA STATE BOARD OF EMBALMERS & FUNERAL DIRECTORS

Budget Overview: Budget 23.24 - FY24 P&L

July 2023 - June 2024

	TOTAL
Income	
3010 Fun Estab Annual Renewal	290,000.00
3020 Fun Estab New Certificates	7,500.00
3030 Ownership, Location, Name Chang	10,000.00
3040 Crematory Authority License	3,000.00
3045 Crematory Auth Annual Renewal	35,000.00
3050 Retort Operator License	8,000.00
3055 Retort Operator Annual Renewal	25,000.00
3060 Embalmer Annual Renewal	70,000.00
3070 Funeral Director Annual Renewal	38,000.00
3080 Emb/FunDir/ Temp License Fees	10,000.00
3100 Interest on Investments	1,500.00
3110 Fines	1,000.00
3120 Miscellaneous Income	3,000.00
3140 Duplicate Certificate Fee	1,000.00
3150 Internship Fee	10,000.00
3160 Temporary License fee	500.00
3170 F.D.License Reinstatemt	1,000.00
3180 Emb. License Reinstatement	1,000.00
Total Income	\$515,500.00
GROSS PROFIT	\$515,500.00
Expenses	
4000 Compensation -	
4010 Per Diem	4,000.00
4040 Salaries	190,000.00
Total 4000 Compensation -	194,000.00
4050 Employee Benefits -	
4051 Employers Contrib Retire System	50,000.00
4054 Employment Security Tax	50.00
4060 Group Insurance -	
4061 GIP-Active employees	20,000.00
4064 GIP - Joe Lee Pea	273.24
4065 GIP - Stella L. Neal	190.08
4067 GIP - Dawn P. Scardino	6,123.54
4068 GIP- Millard J. Daigle	3,000.00
Total 4060 Group Insurance -	29,586.86
Total 4050 Employee Benefits -	79,636.86
4100 Travel -	
4110 Mileage Reimbursement	10,000.00
4130 Inspectors Travel Expense	15,000.00
4570 Board members meeting exp	5,000.00
Total 4100 Travel -	30,000.00
4200 Professional Fees	

LA STATE BOARD OF EMBALMERS & FUNERAL DIRECTORS

Budget Overview: Budget 23.24 - FY24 P&L

July 2023 - June 2024

	TOTAL
4210 Legal Fees	70,000.00
4230 Audit	6,800.00
4240 Computer Consultant	10,000.00
Total 4200 Professional Fees	86,800.00
4300 Other Purchased Services -	
4310 Insurance	16,000.00
4340 Dues and Subscriptions	600.00
4360 Telephone & Telegraph	4,000.00
4390 Hearing Expense	200.00
Total 4300 Other Purchased Services -	20,800.00
4400 Rents -	
4410 Rent-Office & Parking	35,000.00
4420 Equipment Lease	5,000.00
Total 4400 Rents -	40,000.00
4500 Supplies & Maintenance -	
4510 Stationery, Supplies & Office	30,000.00
4511 Postage	2,500.00
4520 Xerox & Maint Office Equipment	800.00
4580 Miscellaneous Expense	2,100.00
Total 4500 Supplies & Maintenance -	35,400.00
Total Expenses	\$486,636.86
NET OPERATING INCOME	\$28,863.14
NET INCOME	\$28,863.14

Louisiana State Board of Embalmers And Funeral Directors

Minutes of the
Laws and Rules Committee Meeting
For
April 5, 2023

Committee Members present:

Terry Luneau, President
Willie P. Davis - via Zoom
Louis Charbonnet

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 and R. Demale Bowden, Jr., Inspector.

Present on behalf of the LFDMA was Patrice Crain, Carmaine Demby Dickerson, and Charles Muse.

Present on behalf of the LFDA was Boyd Mothe, Jr, Louis Muhleisen, Foster Guillory and Michael Mulhearn via Zoom.

PUBLIC COMMENTS:

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

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

Title 46:

1101. Tabled for further discussion

1103. Tabled for further discussion

1105. A. hyphenate day-day and add "their" and remove "his", remove "provision of R.S. Title 37, Chapter 10, Section 831 et seq.," and add "R.S. 37:831 et seq., and R.S. 37:842. F. et seq."

1107. B. 2. Remove "properly equipped"

d. remove "and a separate sink for disinfecting hands and instruments"

h. remove "properly" "and climate controlled" add "climate controlled" separately

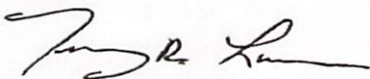
k. remove "and each"

l. Table for further discussion

4. Restrooms-add "adequate toilet facilities for men and women".

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