

# Louisiana State Board of Embalmers And Funeral Directors

## Minutes of the Meeting

For  
April 9, 2019

### Board Members present:

Maurice Southall, President  
Edward Muhleisen, Vice President  
Rodney McFarland, Secretary  
Duplain Rhodes, III, Treasurer  
Terry Luneau  
Lonnelle Aquillard  
Willie P. Davis, Jr.  
S.J. Brasseaux, Past President

The meeting was called to order by the Board's President, Mr. Southall 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, and Heidi Penouilh, Administrative Coordinator, III and Jude Daigle, Inspector. Rev. Dixon was not present at today's meeting.

### PUBLIC COMMENTS:

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

### PRESENTATIONS:

There were no presentations scheduled for today's meeting.

### COMPLIANCE, HEARING and/or ADMISSION AND CONSENT

#### Executive Director's Report

Ms. Michel presented the board with information re license and registry update and with a report from the Conference.

The following was presented to the Board;

## License & Registry Update

Updated on 4/8/2019 from last meeting in March 2019

Funeral Establishments - new issue

Establishment Ownership/Location/Name Change

Crematory Establishment - new issue

Embalmer and Funeral Director License - new issue

Cassie Mallet Soliz	E- 2879
Yamilet Reina	E- 2880
Austin Antley	E- 2881

**Funeral Director License - new issue**

Rosa Fondel Alfred	U- 1688
Maria Martinez	U- 1689

**Retort Operator License - new issue**

Malik Gibson	317
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**Reinstated Licenses - E / U / RO**

Ian Achee	E- 2770
Richard Kilpatrick	E- 1843
Debra Elerson	E- 2713

**Temporary License - new issue**

**Internships Registered**

Thomas Moore	0373
Granham Hankins	0374

Motion was made by Mr. McFarland, seconded by Mr. Luneau and unanimously passed to accept the report as presented.

**INSPECTOR'S REPORT**

Motion was made by Mr. Davis, seconded by Mr. Muhleisen and unanimously passed to accept the report as presented.

**MINUTES**

Motion was made by Mr. Rhodes, seconded by Mr. Brasseaux and unanimously passed to accept the minutes of the meeting for March 12, 2019.

**FINANCIAL**

Motion was made by Mr. Brasseaux, seconded by Ms. Aquillard and unanimously passed to accept the financial

report and budget presentations as presented.

**CORRESPONDENCE**

There was no correspondence to present to the board.

Motion was made by Mr. McFarland, seconded by Mr. Brasseaux and unanimously passed that the board move into Executive Session at 9:10 AM.

Motion was made by Mr. McFarland, seconded by Mr. Brasseaux and unanimously passed that the Board move out of Executive Session at 10:30 AM for the discussion of the following;

The Board received notification from Ms. Michel that Dianne Alexander, General Counsel, has resigned, effective April 5, 2019.

Ms. Michel presented the Board Members with a few options for the office and staff.

Motion was made by Mr. Brasseaux, seconded by Mr. Davis and unanimously passed for Ms. Michel to gather information for a report with regard to the positions of full time and part time administrative personnel, general counsel as part time vs contract and to include job descriptions, salaries and benefits comparison for these options.

Ms. Michel stated that the information will be available as soon as possible pending assistance with the Dept. of State Civil Service and the Attorney General-Dept. of Justice of LA.

Ms. Michel presented the Board with updated budget information outlining the changes for the current fiscal year to June 30, 2019 and fiscal year 2019-2020. The budget reflected the decrease of the current salary for the general counsel position that is now vacant.

At the request of Mr. Southall and Mr. McFarland, Ms. Michel prepared an employee recognition plaque to be presented to Ms. Alexander at today's meeting. However, Ms. Alexander was not present to receive the award.

Mr. Southall requested that Ms. Michel contact Ms. Alexander of her availability to attend the next scheduled meeting for presentation.

There being no further business, the meeting was concluded at 10:50 Am.

**NEW BUSINESS**

The next meeting of the Board is scheduled for June 11, 2019.



Handwritten signature of Rodney McFarland, Sr.

Rodney McFarland, Secretary

*Maurice Southall*

Maurice Southall, President

