



# Louisiana State Board of Embalmers and Funeral Directors

New Orleans, LA

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**Notice of Meeting**  
**Tuesday, April 4, 2023**  
**9:00 AM**

## Agenda - "Revised"

Meeting to be held at the address noted above; Zoom information below (Zoom attendance is reserved for CE and observation only)

### 9:00 AM

Mission: 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.

- \_\_\_ 1. Agenda - Call to order / opening remarks / Pledge of Allegiance
  - Roll call –
  - Public Comment (limited to 3 minutes)
- \_\_\_ 2. Resolution – Wesley John Syrie, E-1413
- \_\_\_ 3. Executive Director’s Report
- \_\_\_ 4. For the record - license and registry report
- \_\_\_ 5. Inspection report Summary - R. Demale Bowden, Jr.
- \_\_\_ 6. Minutes – review and approval for March 2023
- \_\_\_ 7. Financial report – budget P&L and projected FY 22.23
- \_\_\_ 8. Complaints - update and recommendations from the Complaint Review Committee
- \_\_\_ 9. Update re the Laws & Rules Committee Meeting from March 8, 2023
- \_\_\_ 10. Executive Session - for discussion of the following:
  - Board/staff matters and/or hearing deliberation and/or meeting-office business
- \_\_\_ 11. Conclusion – final statements and/or closing remarks – Next meeting’s tentative date, May 9, 2023
  - Laws & Rules Committee meeting’s tentative date, May 10, 2023

Join Zoom Meeting

<https://us06web.zoom.us/j/89827081206?pwd=SWWhSXNOS0xjUnZ3U0ZseHlVVFJlVz09>

Meeting ID: 898 2708 1206

Passcode: 041@ED\*6

+1 346 248 7799 US (Houston)

Meeting ID: 898 2708 1206

Passcode: 86209470

Find your local number: <https://us06web.zoom.us/j/kppM27rqz>



LOUISIANA STATE BOARD OF  
EMBALMERS & FUNERAL DIRECTORS  
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, Sr. has further extended his energy to our state by having served in various capacities within his community, as an active and dedicated member of Goodhope 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.

Respectfully submitted by:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

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Executive Director's Report

April 4, 2023

Renewal session 2024 for crematories and retort operators will end on May 15, 2023.

Mr. Bowden and I met on March 27, 2023, to review inspection reports with findings thus far. We discussed our next step regarding the issues that were found and the process to follow for consideration of non-compliance matters.

# 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



# THE INSPECTOR'S REPORT

April 4, 2023

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
  - Missing embalmer's signature and/or license number
  - Dates of embalming is missing.
  - 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
  - Not being able to find one at the time of the inspection.
  - 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 5<sup>th</sup> 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.

*R. DeMale Bowden, Jr.* – Inspector

License#: E-2646            Retort Operator#: 431  
Certified Funeral Service Practitioner  
Certified Cremation Services Provider

# Accounting Summary

Chase - MM	\$ 242,405.69	03/29/2023
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Bank Plus	\$ 159,297.03	(Formerly First Bank & Trust)
Liberty Bank	\$ 54,106.52	
Liberty Bank	\$ 63,405.85	
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Chase check account	\$ 33,733.57	
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.

# 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
<b>Income</b>			
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 %
<b>Total Income</b>	<b>\$485,213.04</b>	<b>\$513,000.00</b>	<b>94.58 %</b>
<b>GROSS PROFIT</b>	<b>\$485,213.04</b>	<b>\$513,000.00</b>	<b>94.58 %</b>
<b>Expenses</b>			
3120	-13.83		
<b>4000 Compensation -</b>			
4010 Per Diem	3,300.00	4,000.00	82.50 %
4040 Salaries	167,462.79	180,000.00	93.03 %
<b>Total 4000 Compensation -</b>	<b>170,762.79</b>	<b>184,000.00</b>	<b>92.81 %</b>
<b>4020 Compensation -</b>			
Salaries - Office	28,281.60		
<b>Total 4020 Compensation -</b>	<b>28,281.60</b>		
<b>4050 Employee Benefits -</b>			
4051 Employers Contrib Retire System	5,923.76	15,000.00	39.49 %
4054 Employment Security Tax	15.49	20.00	77.45 %
<b>4060 Group Insurance -</b>			
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	
<b>Total 4060 Group Insurance -</b>	<b>20,419.70</b>	<b>32,015.00</b>	<b>63.78 %</b>
<b>Total 4050 Employee Benefits -</b>	<b>26,358.95</b>	<b>47,035.00</b>	<b>56.04 %</b>



# 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
<b>4100 Travel -</b>			
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 %
<b>Total 4100 Travel -</b>	<b>40,323.29</b>	<b>45,800.00</b>	<b>88.04 %</b>
<b>4200 Professional Fees</b>			
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 %
<b>Total 4200 Professional Fees</b>	<b>76,915.95</b>	<b>86,740.00</b>	<b>88.67 %</b>
<b>4300 Other Purchased Services -</b>			
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 %
<b>Total 4300 Other Purchased Services -</b>	<b>20,475.30</b>	<b>21,100.46</b>	<b>97.04 %</b>
<b>4400 Rents -</b>			
4410 Rent-Office & Parking	25,705.60	35,000.00	73.44 %
4420 Equipment Lease	5,106.08	6,000.00	85.10 %
<b>Total 4400 Rents -</b>	<b>30,811.68</b>	<b>41,000.00</b>	<b>75.15 %</b>
<b>4500 Supplies &amp; Maintenance -</b>			
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 %
<b>Total 4500 Supplies &amp; Maintenance -</b>	<b>35,349.15</b>	<b>41,400.00</b>	<b>85.38 %</b>
5000 Equipment Purchases	18,118.34	18,118.34	100.00 %
Payroll Expenses			
Taxes	656.86	700.00	93.84 %
<b>Total Payroll Expenses</b>	<b>656.86</b>	<b>700.00</b>	<b>93.84 %</b>
Uncategorized Expense	2,533.18	2,600.00	97.43 %
<b>Total Expenses</b>	<b>\$450,573.26</b>	<b>\$488,493.80</b>	<b>92.24 %</b>
<b>NET OPERATING INCOME</b>	<b>\$34,639.78</b>	<b>\$24,506.20</b>	<b>141.35 %</b>
<b>NET INCOME</b>	<b>\$34,639.78</b>	<b>\$24,506.20</b>	<b>141.35 %</b>

# 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 Ms. Crain, Ms. Syrie, and Mr. 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 2<sup>nd</sup> sentence of the rule and F. Repeal only the 1<sup>st</sup> and 2<sup>nd</sup> sentence of the rule, G. Repeal/delete only the 2<sup>nd</sup> 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.

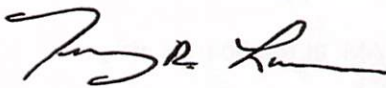
Title 46, §1105. Add as defined within 37:831; Minimum Qualification for License.

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

