

# Louisiana State Board of Embalmers And Funeral Directors

Minutes of the Meeting for February 20, 2024

**Board Members present:**

**Terry Luneau , President**

**Greg McKneely, Secretary**

**Stephen Boudreaux, Treasurer**

**Juan Joseph**

**Rodney McFarland**

**Willie P. Davis, Jr.**

The meeting was called to order by the Board's President, Mr. Luneau, at 10:00 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. Mr. Southall, Mr. Dixon and Mr. Charbonnet were not present at today's meeting.

Mr. Luneau 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.

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

The following was presented.

Resolution

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

FUNERAL DIRECTOR, U-1282, Rayville, Louisiana, who departed this life on February 13, 2024.

Whereas: Velma L. Harrison, U-1282, received her funeral director license in nineteen hundred eighty-nine and has been practicing for the last thirty-five years; and,

Dominick Veillon

FUNERAL DIRECTOR, U-1229, Ville Platte, Louisiana, who departed this life on January 18, 2024.

Whereas: Dominick Veillon, U-1229, received his funeral director license in nineteen hundred eighty-six and has been actively practicing for the last thirty-eight years; and,

Norman Raymond Smith

EMBALMER AND FUNERAL DIRECTOR, E-1441, New Orleans, Louisiana, who departed this life on January 14, 2024.

Whereas: Norman Raymond Smith, E-1441, received his embalmer and funeral director license in nineteen hundred sixty-six and has been actively practicing for the last fifty-eight years; and,

Whereas: these licensees have always exemplified the attributes of high idealism by their courteous manner and personality and have made valuable contributions to the interest and welfare of the people of their community; and,

Whereas: these licensees have further extended their energy to our state by having served in various capacities within their community.

Therefore, be it resolved: that the Louisiana State Board of Embalmers and Funeral Directors extends to the families of these licensees, our deepest sympathy, and condolences for their great loss which we so keenly feel; and,

Be it further Resolved that these tributes 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 their families.

Ms. Michel presented the Executive Director's report with a discussion regarding the renewals and that there are renewals still being collected. Ms. Michel stated that there were a few funeral homes that did not renew. Ms. Michel advised the board that she had to call the funeral establishments several times before she was able to get the funeral establishments to comply with the renewal requirements. Ms. Michel advised the board that renewals are an ongoing problem each year.

The license and registry are included in this report.

### **Funeral Establishments - new issue**

### **Establishment Ownership/Location/Name Change**

Name	Lic #	Location	Manager - Lic.#
Brown McGehee Funeral Home	3004	Bogalusa	Amanda NeSmith U-1767

### **Crematory Establishment - new / Ownership Change**

### **Closed Funeral Establishments**

### **Embalmer and Funeral Director License - new issue**

Chera Ward	E-2996
Kevin Prince	E-2997
Savannah Wilson	E-2998
Jerrel Jeane	E-2999

### **Funeral Director License - new issue**

Rebecca Smith	U-1848
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### **TEMPORARY LICENSE**

Luke Williams	532	Fielding Funeral Home, Covington
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### **Retort Operator License - new issue**

Andrew Malbrough	484
Brooklyn Veneble	485

## **Internships Registered**

Megan Rice	840	E only	Gallagher Funeral Home, Ball
Linda Powell	841	EFD	Mitchell Funerals and Cremations, Winnsboro
Kierra Jackson	842	EFD	DW Rhodes Funeral Home, New Orleans
Elnora Heims	843	EFD	S.L. Booker Family Funeral Home, Hammond
Bradley Chaney	844	EFD	S.L. Booker Family Funeral Home, Hammond
MaKeithan Bell	845	FD	James Funeral Home, Lake Charles
Nigel Poole	846	FD	Williams Funeral Home, Opelousas
Keona Robinson	847	FD	Resting Place Funeral Home, Baton Rouge
Brittany Landry	848	EFD	Resthaven Garden of Memories, Baton Rouge
Gloria Hamilton	849	EFD	Richardson Funeral Home, Clinton

A motion was made by Mr. Boudreaux, with a second by Mr. Joseph, and unanimously passed to accept the Executive Director's report and that the closed funeral home be noted on the March meeting report.

Board Members & Executive Director Michel:

My inspector's report for this February meeting is as follows:

### **Inspections**

Inspections currently have been in all Districts A, B, C, and D and date from January 8, 2024, to February 16, 2024. **32** inspections have been done this period, which consisted of **27** funeral establishments (**17** Mains and **11** Branches) and **4** crematories. I am happy to report that all funeral homes and crematories in the state have been inspected by me at this time.

**Issues cited during those inspections during the dates previously mentioned are as follows:**

### **FUNERAL ESTABLISHMENTS**

- Preparation Room **Hot Water** - The hot water **WAS NOT** getting hot in the preparation room. - Title 46, Chapter 11
- Embalming Log ▪ The embalmer's signature area **IS NOT** being completed on the embalming log. - Title 46, Chapter 11
- ▪ The embalmer **IS NOT** putting their license # on the embalming log. - Title 46, Chapter 11 (**Two Occurrences**)

### **CREMATORIES**

- **TEMPORARY CONTAINER IS NOT** indicated on the container which contains cremated remains. - LA R.S. 37:879 (**3 Occurrences**)

**AS A REMINDER** – I'd like to remind all funeral establishment managers, your 2024 establishment licenses can be printed from your CERTEMY account, or by contacting our office to obtain a copy to print for your establishment.

### **Representation**

At the request of Executive Director Michel, I will be joining other state board members, regulatory state board staff members, mortuary science school educators, and licensees from throughout the United States as a Louisiana delegate at the 120th Annual Meeting of the International Conference of Funeral Service Examining Board February 26th – March 1st in Myrtle Beach, SC.

**Board Car**, at the time of the completion of this report, the total mileage on the car was **41,860** miles.

Finally, I would like to extend a Happy 101st Birthday to Funeral Director U-650 Lafaye C. Jackson of Memorial Funeral Homes of North Louisiana.

This concludes my inspector's report.

A motion was made by Mr. McFarland, with a second by Mr. Davis and unanimously passed to accept the Inspector's report as presented.

The minutes of the January 9, 2023, board meeting which was previously emailed to the members for review and approval.

A motion was made by Mr. Boudreaux with a second by Mr. McFarland and unanimously passed to accept the minutes as presented.

The financial report as well as the budget for FY 23/24 was presented.

Investments - Non-Operating	
Bank Plus	\$ 159,427.99
Liberty Bank	\$ 54,241.79
Liberty Bank	\$ 61,234.38
Total Non-Operating	\$ 274,904.16
Operational Funds	
Chase - MM	\$ 289,634.93
Chase check account	\$ 44,613.68
Total Operating	\$ 334,248.61

October – December; operating funds received are renewals for establishments, embalmers and funeral directors and funeral directors.

March – May; operating funds received are renewals for crematories and retort operators.

There are three Certificates of Deposit for reserve investment account funds (non-operating funds) with two Certificates of Deposit in Liberty and one Certificates of Deposit in Bank Plus.

The Chase MM and Chase checking accounts are the operational accounts with the deposit of the fees received during October through December and February and May as well as other license and registration fees collected during the fiscal year.

The budget presentation is a projection based upon the operational income received solely from the Oct-Dec and Feb-May fees that are received.

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

The budget does not incorporate the funds reserved in the certificates of deposit.

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

The board is self-funded and operates completely by income received from licenses and registrations.

A motion was made by Mr. Boudreaux with a second by Mr. McKneely and unanimously passed to accept the report as presented.

The Complaint Review Committee's report was continued.

Mr. Luneau advised the board that the Laws and Rules Committee, along with select members from the LFDMA and the LFDA, had met on October 11, 2023, to continue the work on the rules for the board. The committee is preparing changes to the rules with language and practices. The Laws & Rules Committee is planning to meet tomorrow, February 21, 2024, at 10:00 AM.

A motion was made by Mr. Joseph, with a second by Mr. McFarland and unanimously passed to accept the report as presented.

A motion was made by Mr. Boudreaux, with a second by Mr. McKneely and unanimously passed that the board move into Executive Session at 10:32 AM.

A motion was made by Mr. Davis, with a second by Mr. Boudreaux and unanimously passed that the board move out of Executive Session at 12:00 PM for discussion of the following.

Discussion with regard to the following;  
The Executive Director position vacancy

The appointment for the position of Executive Director will be tabled at this time.

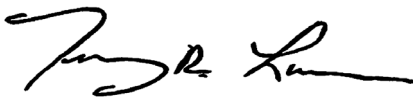
**NEW BUSINESS**

The next scheduled meeting of the board will be on Tuesday, April 9, 2024, at 10:00 AM and the Laws and Rules Committee will meet on Wednesday, April 10, 2024 at 10:00 AM.

There being no further business, the meeting was concluded.



Gregory McKneely, Secretary



Terry Luneau, President



