



Louisiana State Board of Embalmers and Funeral Directors

New Orleans, LA

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Notice of Meeting
Tuesday, March 7, 2023
9:00 AM

Agenda

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. Declaration in honor of Lafaye C. Jackson, U-650
- ___ 2. Executive Director's Report
- ___ 3. Inspection report Summary - R. Demale Bowden, Jr.
- ___ 4. Minutes – review and approval for October 2022, November 2022, December 2022 and January 2023
- ___ 5. Financial report – budget P&L and projected FY 22.23
- ___ 6. Complaints - update and recommendations from the Complaint Review Committee
- ___ 7. Update re the Laws & Rules Committee Meeting from January 11, 2023
- ___ 8. Executive Session - for discussion of the following:
 - Board/staff matters and/or hearing deliberation and/or meeting-office business
- ___ 9. Conclusion – final statements and/or closing remarks – Next meeting's tentative date, April 4, 2023
Laws & Rules Committee meeting's tentative date, April 5, 2023

Join Zoom Meeting OPTIONAL (for CE credit and observation only)

Time: Mar 7, 2023 09:00 AM Central Time (US and Canada)Join Zoom Meeting

<https://us06web.zoom.us/j/86458425029?pwd=SHF2TkdBbnF5b0FicWpsMFU4ekdWQT09MeetingID:86458425029>

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Meeting ID: 864 5842 5029

Passcode: 87610157

Find your local number: <https://us06web.zoom.us/j/86458425029>



Louisiana State Board of Embalmers & Funeral Directors

Declaration

Whereas: *In the course of Human Events, it becomes of paramount importance to pay honor to an individual who continues to perform services and makes personal contributions to persons with whom she is associated; and*

Whereas: *Almighty God in his infinite wisdom and wise providence has blessed the life for One-Hundred years of age;*

Lafaye C. Jackson

funeral director license U-650, Homer, Louisiana, who continues to dedicate her time and;

Whereas: *Lafaye Jackson, U-650, who became licensed on July 8, 1952, continues to offer her counsel, judgment and time to the funeral profession for the past Seventy-One years; and,*

Whereas: *Lafaye C. Jackson always exemplifies the attributes of high idealism by her courteous manner and personality and continues to make valuable contributions to our profession and to the interest and welfare of the people of her community;*

Whereas: *Lafaye Jackson has further extended her energy to our state by having served in various capacities within her community;*

Therefore, be it resolved: *that the Louisiana State Board of Embalmers and Funeral Directors extends to Lafaye Jackson our deepest gratitude and blessings for her great influences and perseverance; and,*

Be it further Resolved *that this tribute be written into the minutes of the Louisiana State Board of Embalmers and Funeral Directors and suitable copies of this declaration be sent to the members of her family.*

Respectfully submitted by:

President

Secretary



Executive Director's Report

March 7, 2023

Renewal session 2024 for crematories and retort operators began on Feb. 15, 2023 and will end on May 15, 2023. Renewal notifications were mailed prior to Feb 15..

All funeral establishments should have received their renewal license to display for 2023. If there are any establishments that have not received their 2023 display license, please advise the office so that one can be forwarded. We apologize for the delay which was due to the office operations being backlogged and the paper supply for the licenses had been on backorder. Funeral establishments do have the ability to print a display license from their Certemy accounts.

Mr. Bowden will be checking the license display upon his inspection visits. Mr. Bowden can contact us for duplicate display establishment licenses.

I had the opportunity to attend a regulatory board conference on Friday, February 10, 2023, which was presented by the Dale Atkinson Firm held in Baton Rouge. This conference was reserved for regulatory boards in Louisiana. During this conference, the information provided pertained strictly to regulatory boards, their function, abilities and authority such as;

- 1) Regulatory boards are for the protection and welfare of the public.
- 2) Board members act as a whole, meaning all as one or a quorum and not individually or less than a quorum.
- 3) Board members represent a profession for the entire state, not by a district or territory.
- 4) Board members are not elected officials, but are specially appointed officials by the Governor and as such, the appointment represents the entire state for the profession.

Based upon recent legislation and information received, there have been some updates and changes to the website with more revisions to follow.

To this report is the registry record.

License & Registry Update

Updated on 02/28/2023

Funeral Establishments - new issue

Moss St Plaza Chapel -Funeral Home 2986

Establishment Ownership/Location/Name Change

Funerals By McFarland 2401
Funerals By McFarland 2157
Vincent Funeral Home - Abbeville 2987
Vincent Funeral Home - Gueydan 2988
Vincent Funeral Home - Kaplan 2989

Crematory Establishment - new issue

57

Embalmer and Funeral Director License - new issue

Eddie Sheffield	E-2953	Eric Steele	E-2760
Michelle Cenac	E-2954	Nikita Doeden	E-2761
Trystyn Roccaforte-Kostecky	E-2955	Jimmy Taylor	E-2762
Kristen Bourgeois	E-2956	Clay Stokes	E-2763
Pamela Girdy	E-2957	Sydney Stelly	E-2764
Matt Thompson	E-2758	Courtney Walker	E-2765
Kendall Smith	E-2759		

Funeral Director License - new issue

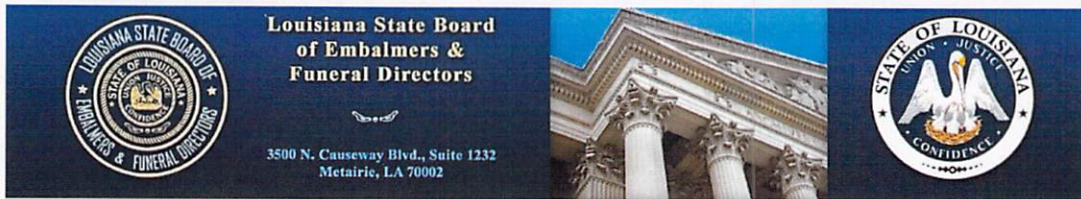
Felicia Hill	U-1786	Keary Grayson	U-1796
Smietanko Mccoy	U-1787	Jennifer Allen-Sanders	U-1797
Devin Delhomme Bernard	U-1788	Christopher Caffery	U-1798
Spenser Wells	U-1789	Gayle McFarland	U-1799
Nikki Clifton	U-1790	Heather Hedrick	U-1800
Mikki Adams	U-1791	Tara Biffany	U-1801
Ruby Reed	U-1792	Ciara Anderson	U-1802
Joshua Noel	U-1793	Courtney A. Johnson	U-1803
Megan Moring	U-1794	Brittany Stewart	U-1804
Earl Richardson	U-1795		

Retort Operator License - new issue

Nikita Doeden	454	Abigayl Pearson	459
Matthew Alphonso	455	David Melancon	460
Glancy Dyer	456	Tyler Adams	461
Carley Major	457	Donald Howard	462
Natalee Willis	458	James Worley	463

Internships Registered

Aryone Hickerson	0715	Jerry Canale	0733
Yolanda Dodson	0716	Autumn LeBlanc	0734
Carlissa Newell	0717	Cynthia Cannon	0735
Ruby Stampley Weeks	0718	Daphane Delaney	0736
Carmelia Bynum	0719	Phyllis Patterson	0737
Arnjel Bibbs	0720	Nathaniel Savoy	0738
Elijah Stewart	0721	Emily Spears	0739
Norwer Hills	0722	Rosa Isidore	0740
Keidric Critton	0723	Patience Isidore	0741
Santo Bentivegna	0724	Cassandra Isidore	0742
Hanna Lormand	0725	Kali Lopez	0743
Barbara Simpson	0726	Rhiannon Smithkors	0744
Lanitra Davis	0727	Travis Jackson, Sr.	0745
Shay Griffin	0728	Adelle Davis	0746
Rebecca Clay	0729	Muriel Lewis	0747
Taylor Kimble	0730	Cabrea Lee	0748
Keldrick Moore	0731	Shelby Duhe	0749
James Patterson	0732	Carley Kay	0750
		Tracy Jones	0751
		Gerald Huddleston	0752



THE INSPECTOR'S REPORT

March 7, 2023

President Davis, Board Members, & Executive Director Michel:

Thank you for the opportunity to give my second inspector's report for the year of 2023 and it is as follows:

Inspections

As you are aware, January 2023 inspections began continuing in the Districts of C & D and date from January 3, 2023, to January 19, 2023, and consisted of the following: **28** total inspections, which include inspecting **7** main establishments, **7** branches, **12** chapels, and **2** crematories. I am glad to inform you on today, the week ending January 19th, **ALL** funeral establishments and crematories in our state have been inspected once since July 1, 2022.

Since January 19th, inspections have started over again in the Districts of A & B and date from January 23, 2023, to March 3, 2023, and consisted of the following: **71** total inspections, which include inspecting **39** main establishments, **22** branches, **2** chapels, and **8** crematories. Total number of inspections since our last meeting, **99**. Inspections in District A were completed on February 2, 2023, with me now inspecting in District B.

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

New Establishment / Crematory and Change of Ownership Inspections

NO new establishment inspections have been performed during this period. **NO** new crematory inspections have been performed during this period, and finally I have completed **TWO** firm change of ownership inspections, which consisted of **5** inspections.

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 **18,622** miles.

Finally, our board was represented by yours truly, at the 100th Birthday Celebration of Funeral Director U-650 Mrs. Lafaye C. Jackson on the weekend of February 25, 2023.

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., CFSP, CCSP - Inspector

License: E-2646

Retort Operator#: 431

Accounting Summary

Chase - MM	\$ 262,107.83	2/28/2023
<hr/>		
Bank Plus	\$ 159,297.03	(Formerly First Bank & Trust)
Liberty Bank	\$ 54,106.52	
Liberty Bank	\$ 63,405.85	
<hr/>		
Chase check account	\$ 28,048.54	
Total	\$ 566,965.77	

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	OVER BUDGET	% OF BUDGET
Income				
3010 Fun Estab Annual Renewal	288,400.00	285,000.00	3,400.00	101.19 %
3010 Fun Estab Annual Renewal	-700.00		-700.00	
3020 Fun Estab New Certificates	7,500.00	7,500.00	0.00	100.00 %
3030 Ownership, Location, Name Chang	10,200.00	10,000.00	200.00	102.00 %
3040 Crematory Authority License	1,200.00	3,000.00	-1,800.00	40.00 %
3045 Crematory Auth Annual Renewal		35,000.00	-35,000.00	
3050 Retort Operator License	7,992.45	7,500.00	492.45	106.57 %
3055 Retort Operator Annual Renewal	1,840.00	21,000.00	-19,160.00	8.76 %
3060 Embalmer Annual Renewal	64,240.00	65,000.00	-760.00	98.83 %
3070 Funeral Director Annual Renewal	33,520.00	35,000.00	-1,480.00	95.77 %
3080 Emb/FunDir/ Temp License Fees	14,500.00	10,000.00	4,500.00	145.00 %
3100 Interest on Investments	516.39	1,000.00	-483.61	51.64 %
3110 Fines	11,500.00	1,000.00	10,500.00	1,150.00 %
3120 Miscellaneous Income	2,097.84	3,000.00	-902.16	69.93 %
3140 Duplicate Certificate Fee	1,800.00	1,000.00	800.00	180.00 %
3150 Internship Fee	9,100.00	7,500.00	1,600.00	121.33 %
3160 Temporary License fee	400.00	500.00	-100.00	80.00 %
3170 F.D.License Reinstatemt	480.00	500.00	-20.00	96.00 %
3180 Emb. License Reinstatement	250.00	500.00	-250.00	50.00 %
Total Income	\$454,836.68	\$494,000.00	\$ -39,163.32	92.07 %
GROSS PROFIT	\$454,836.68	\$494,000.00	\$ -39,163.32	92.07 %
Expenses				
3120	-9.83		-9.83	
4000 Compensation -				
4010 Per Diem	2,800.00	2,500.00	300.00	112.00 %
4040 Salaries	167,462.79	260,000.00	-92,537.21	64.41 %
Total 4000 Compensation -	170,262.79	262,500.00	-92,237.21	64.86 %
4020 Compensation -				
Salaries - Office	13,740.80		13,740.80	
Total 4020 Compensation -	13,740.80		13,740.80	
4050 Employee Benefits -				
4051 Employers Contrib Retire System	372.47	50,000.00	-49,627.53	0.74 %
4054 Employment Security Tax	15.49		15.49	
4060 Group Insurance -				
4061 GIP-Active employees	13,832.84	30,000.00	-16,167.16	46.11 %
4064 GIP - Joe Lee Pea	273.24	300.00	-26.76	91.08 %
4065 GIP - Stella L. Neal	190.08	215.00	-24.92	88.41 %
4067 GIP - Dawn P. Scardino	6,123.54	6,500.00	-376.46	94.21 %
4068 GIP- Millard J. Daigle		3,000.00	-3,000.00	
Total 4060 Group Insurance -	20,419.70	40,015.00	-19,595.30	51.03 %
Total 4050 Employee Benefits -	20,807.66	90,015.00	-69,207.34	23.12 %

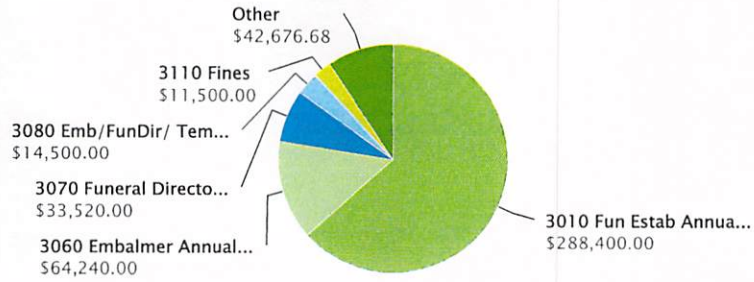
LA STATE BOARD OF EMBALMERS & FUNERAL DIRECTORS

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

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
4100 Travel -				
4110 Mileage Reimbursement	6,804.30	2,500.00	4,304.30	272.17 %
4120 Staff/office Travel	275.00		275.00	
4130 Inspectors Travel Expense	27,180.97	30,000.00	-2,819.03	90.60 %
4570 Board members meeting exp	3,102.13	5,000.00	-1,897.87	62.04 %
Total 4100 Travel -	37,362.40	37,500.00	-137.60	99.63 %
4200 Professional Fees				
4210 Legal Fees	55,237.50	50,000.00	5,237.50	110.48 %
4230 Audit	6,740.00	7,000.00	-260.00	96.29 %
4240 Computer Consultant	7,524.70	8,000.00	-475.30	94.06 %
Total 4200 Professional Fees	69,502.20	65,000.00	4,502.20	106.93 %
4300 Other Purchased Services -				
4310 Insurance	15,808.46	13,000.00	2,808.46	121.60 %
4340 Dues and Subscriptions	592.00		592.00	
4360 Telephone & Telegraph	3,830.44	2,500.00	1,330.44	153.22 %
4390 Hearing Expense	141.00	1,000.00	-859.00	14.10 %
Total 4300 Other Purchased Services -	20,371.90	16,500.00	3,871.90	123.47 %
4400 Rents -				
4410 Rent-Office & Parking	25,705.60	35,000.00	-9,294.40	73.44 %
4420 Equipment Lease	5,106.08	2,500.00	2,606.08	204.24 %
Total 4400 Rents -	30,811.68	37,500.00	-6,688.32	82.16 %
4500 Supplies & Maintenance -	5,564.85		5,564.85	
4510 Stationery, Supplies & Office	24,886.69	38,000.00	-13,113.31	65.49 %
4511 Postage	2,133.44	2,500.00	-366.56	85.34 %
4520 Xerox & Maint Office Equipment	654.79		654.79	
4580 Miscellaneous Expense	2,046.23	2,000.00	46.23	102.31 %
Total 4500 Supplies & Maintenance -	35,286.00	42,500.00	-7,214.00	83.03 %
5000 Equipment Purchases	18,118.34	19,000.00	-881.66	95.36 %
Payroll Expenses				
Taxes	552.93		552.93	
Total Payroll Expenses	552.93		552.93	
Uncategorized Expense	2,195.61		2,195.61	
Total Expenses	\$419,002.48	\$570,515.00	\$ -151,512.52	73.44 %
NET OPERATING INCOME	\$35,834.20	\$ -76,515.00	\$112,349.20	-46.83 %
NET INCOME	\$35,834.20	\$ -76,515.00	\$112,349.20	-46.83 %

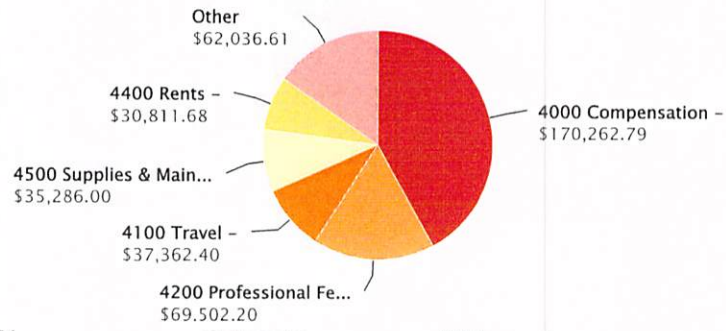
LA STATE BOARD OF EMBALMERS & FUNERAL DIRECTORS
Income By Category



%	Category	(\$)Amount
63.41%	3010 Fun Estab Annual Renewal	288,400.00
14.12%	3060 Embalmer Annual Renewal	64,240.00
7.37%	3070 Funeral Director Annual Renewal	33,520.00
3.19%	3080 Emb/FunDir/ Temp License Fees	14,500.00
2.53%	3110 Fines	11,500.00
9.38%	Other	42,676.68

Friday, Mar 03, 2023 07:28:38 AM GMT-06:00 - Cash Basis

LA STATE BOARD OF EMBALMERS & FUNERAL DIRECTORS
Expense By Category



%	Category	(S)Amount
42.01%	4000 Compensation -	170,262.79
17.15%	4200 Professional Fees	69,502.20
9.22%	4100 Travel -	37,362.40
8.71%	4500 Supplies & Maintenance -	35,286.00
7.60%	4400 Rents -	30,811.68
15.31%	Other	62,036.61

Friday, Mar 03, 2023 07:28:53 AM GMT-06:00 - Cash Basis