



**Louisiana State Board of Embalmers
and Funeral Directors
New Orleans, LA**

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**Notice of Meeting
Monday – December 7, 2015
9:00 AM**

Presentations by Ms. Alexander and Ms. Michel
10:00 AM
Meeting of the Board

Agenda

9:00 AM

- A. Presentation by Ms. Alexander, General Counsel
- B. Presentation by Ms. Michel, Executive Director

40 minute presentation regarding the Board/Office - Legal (Laws-Rules) / Complaint (process, handling & Information) / update / guidance / webpage / social media
10 minute question and answer session

10:00 AM

- 1. Agenda
 - Call to order / opening remarks / Pledge of Allegiance
 - Roll call
 - Public Comment - Public comment cards are available for anyone who wishes to address the Board. Please fill out a comment card with information and give to any of the staff or board member in order to be recognized during the meeting.

Presentation Requests

- 2. Audit information presented by LA Legislative Auditor - Mr. Charles Wendt **10:15AM**
- 3. Dan Ranson and Gene Pellerin to address the Board regarding the internship report forms

Compliance and/or Hearing(s)

- 4. Formal Hearing entitled; "In the Matter of Jordan L. Taylor and the former Rayne Memorial Funeral Home, Rayne" **10:45AM**
- 5. Internship of Starlena Kennedy, #0121 regarding hours served from 1/15 -10/15 employed with Loches Funeral Home, Bastrop

Board Office Update

- 6. Executive Director's report
 - "Frequently Asked Questions" to be placed on the webpage
 - Conference Newsletter
 - Article from the Washington Post "*Finding prices for funeral homes shouldn't be this difficult*"
- 7. Inspector's report
- 8. Minutes – October 6, 2015 meeting held in Bossier City
- 9. Financial report – Budget update 2015/2016
- 10. Permission to withdraw funds from FNBC and deposit to Liberty Bank 12/19/15-12/28/15
- 11. Complaint report
- 12. Lease proposal for the Board's office in the Executive Towers Building

Correspondence

- 13. LA license request; Billy Yarbrough, temporary license 0479, an active licensee from Tennessee with an embalmer/funeral director license 3762-3960 currently employed with Gill First National Funeral Home of Winnsboro
- 14. LA license request; Robert M Shaffer, temporary license 0475, an active licensee from Alaska with an embalmer/funeral director license 336-335 currently employed with Hill Crest Memorial Funeral Home of Haughton
- 15. LA license request; James Robert Archer, temporary license 0474, an active licensee from Minnesota with an embalmer/funeral director license M-3974 currently employed with Hixson Funeral Home of Leesville

Board-Staff

- 16. Executive Session
 - For the discussion and determination of Lease proposal for office in the Executive Towers
- 17. Determination of Lease proposal for office in the Executive Towers
- 18. Nomination/voting of new officers of the Board
- 19. New Business
- 20. Conclusion of meeting - any final statements/notifications from the Chair/Board closing prayer

