

# Louisiana State Board of Embalmers And Funeral Directors

Minutes of the Meeting  
For  
September 11, 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.

This Special 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, Heidi Penouilh, Administrative Coordinator, IV and Jude Daigle, Inspector. Mr. Brasseaux and Rev. Dixon were not present for 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**

Due to certain circumstances involving complaints and the timing of the regular scheduled meetings, this "Special" meeting was called to address the following:

The Complaint Review Committee presented five complaints to the Board today; three of the complaints were recommended for no apparent violation with two of the complaints recommended for a formal hearing.

The complaints were reported to the Board with details outlining the complaints and circumstances only, the parties to the complaints remained anonymous.

Motion was made by Mr. McFarland, seconded by Mr. Davis and unanimously passed that the Board accept the recommendations from the Complaint Review Committee as presented.

Ms. Michel also addressed the Board with regard to the formal hearing process and the need for a Hearing Officer to be present for the proceedings. The contract will require a formal resolution.

Motion was made by Mr. McFarland, seconded by Mr. Muhleisen, and unanimously passed that Ms. Michel review recommendations from the Board's General Counsel, Mr. Vorhoff, Asst. Attorney General DOJ for retaining an

Attorney for the purpose of a Hearing officer for the two hearings to be scheduled. The contract for the Hearing Officer will be for a period of six months and the maximum fee set at Three thousand dollars, at which time the contract will be revisited and reviewed for possible extension of same.

**Resolution of the Louisiana State Board of Embalmers**

**BE IT KNOWN**, that during the meeting of the Louisiana State Board of Embalmers and Funeral Directors, Metairie, Louisiana, was held on the 11<sup>th</sup> day of September, at 9:30 o'clock a.m. a quorum being present, the following resolution was introduced by Mr. McFarland, and seconded by Mr. Rhodes, to wit:

**WHEREAS**, The Louisiana State Board of Embalmers and Funeral Directors authorize the Executive Director, Kim W. Michel, to enter into a contract with legal counsel for the purpose of employing a hearing officer

**WHEREAS**, The Louisiana State Board of Embalmers and Funeral Directors shall allow the hearing officer

**WHEREAS**, this board is of the belief that by allowing this additional procedure within the Complaint Review Committee and the complaint process, the Board will be providing an extra step to the complaint process for improved transparency and to provide enhanced management for the complaints.

**NOW THEREFORE, BE IT RESOLVED**, that the Louisiana State Board of Embalmers and Funeral Directors, Metairie, hereby authorizes the

**BE IT FURTHER RESOLVED**, that The Louisiana State Board of Embalmers and Funeral Directors agree to the addition of

The above and foregoing resolution was adopted by the Louisiana State Board of Embalmers and Funeral Directors of Metairie at its meeting on the 11<sup>th</sup> day of September at 9:30 o'clock a.m.

**YEAS:**   6  

**NAYS:**           

**Absent:**   2  

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**PRESIDENT**

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**SECRETARY**

**NEW BUSINESS**

There being no further business, the meeting was concluded at 10:30 Am.

Rodney McFarland, Sr.

Rodney McFarland, Secretary

Maurice Southall

Maurice Southall, President



