

**Minutes for the Meeting of the
Louisiana State Board of Embalmers
And Funeral Directors**

October 6, 2015

The Continuing education program that was presented by Ms. Michel and Ms. Alexander convened at 9:00 AM.

Ms. Michel, Executive Director of the Board, presented an overview of the Board's website, www.lsbefd.state.la.us, which was displayed for viewing on a large screen monitor/television. Ms. Michel discussed the various tabs available on the website to reveal the different pages that were created which contains a vast array of information. Ms. Michel encourages that all licensees and funeral establishments should bookmark the site and visit it often. Ms. Michel also advised that she updates the information, almost daily, with regard to notifications and the calendar of events.

Ms. Alexander, General Counsel for the Board, presented an overview of the complaint procedure. Ms. Alexander discussed the protocol for filing complaints and the process in which the complaints are managed. Ms. Alexander stressed that the Board cannot process or resolve any complaints through telephone calls. Complaints must be submitted in writing with a notarized signature. Complaints are reviewed in accordance with the regulations under which the Board is empowered to operate. Ms. Alexander stated that all complaints remain anonymous and are issued a reference number. Once a determination has been made by the Complaint Review Committee, notices are mailed to all parties involved outlining the decision. Ms. Alexander noted that the Board is not authorized to handle civil issues.

The outline of each presentation delivered by Ms. Michel and Ms. Alexander equaled one fifty minute continuing education session which will be applied to the attendee's continuing education requirement and to include the time for the following meeting of the Board.

Board Meeting

Board Members present:
Louis Charbonnet, III, President
Patrick H. Sanders, Secretary
Kelly Rush, Vice President
Gerard Schoen, III, Treasurer
Edward L. Muhleisen
J. Steven Cox
S.J. Brasseaux
Margaret Shehee
***John H. Dansby, Consumer Representative**

The meeting was called to order by the Board's President, Louis Charbonnet, III at 10:15 AM, at the Margaritaville Hotel, 777 Margaritaville Way, Bossier City, Louisiana. Also present was Kim W. Michel, Executive Director, Dianne T. Alexander, General Counsel, and M. Jude Daigle, Inspector.

PUBLIC COMMENTS:

There were no comments presented at today's meeting.

COMPLIANCE HEARING:

An informal hearing with regard to Gethsemanae's Paradise Funeral Home, Coushatta and Winnfield/Natchitoches Funeral Home, Natchitoches was convened at 10:45 AM.

Present were; Rosalind Patterson, manager for Gethsemanae's Paradise Funeral Home, Coushatta, Ed Ward, manager for Winnfield/Natchitoches Funeral Home, Natchitoches.

Ms. Alexander, General Counsel, noted that the Board has received numerous complaints that are extremely similar in documentation and that each complaint contains the same comparable language regarding Winnfield/Natchitoches Funeral Home against Gethsemanae's Paradise Funeral Home. Ms. Alexander stated that the complaints that have been filed seem to be due to an issue between the two establishments and that the Board is not the platform for these situations to be resolved.

At the conclusion of the hearing the Board determined that all complaints submitted to the Board by a consumer involving both Winnfield/Natchitoches and Gethsemanae's Paradise Funeral Homes that contain the same or similar issues filed in previous consumer complaints will be dismissed as no apparent violation without further consideration. This Board decision does not preclude the filing of legitimate substantiated consumer complaints.

Motion was made by Mr. Brasseaux, seconded by Ms. Rush and unanimously passed that the informal hearing be concluded at 11:30 AM.

*Joined the meeting in progress.

REGULATIONS, RULES AND PROCEDURES

Ms. Michel presented the Board members with the draft of the rules to be republished with the substantive changes in the Potpourri section of the Louisiana Register on October 20, 2015.

BOARD/STAFF ISSUES

A. Executive Director's report by Kim W. Michel

Motion was made by Mr. Schoen, seconded by Mr. Brasseaux and unanimously passed to accept the Executive Director's report as presented.

B. Inspector's report by M. Jude Daigle

Motion was made by Mr. Brasseaux, seconded by Mr. Cox and unanimously passed to accept the Inspector's report as presented.

The Board's lease with the Executive Towers will expire in February 2016. The new lease proposal was presented to the Board for review and determination.

Mr. Charbonnet stated that the Board would take the new lease proposal under advisement.

The Board was presented with the salary review for Ms. Michel and Mr. Daigle.

Mr. Charbonnet stated that the Board would take the salary review under advisement.

MINUTES

The minutes of the August 12, 2015 and September 9, 2015 meeting were presented to the Board members for review and approval.

Motion was made by Mr. Brasseaux, seconded by Mr. Sanders and unanimously passed that the minutes be approved as presented.

FINANCIAL

Financial Report and Budget update Fiscal 2015/2016

Ms. Michel highlighted two certificates of deposits within the FNBC Bank that will be maturing soon at which time she plans to move those funds to another banking institution at the recommendation of the LA Legislative Auditor.

Mr. Charbonnet requested that Ms. Michel check with the Liberty Bank Institution for a certificate of deposit.

Motion was made by Mr. Cox, seconded by Mr. Mulheisen and unanimously passed to accept the financial report and budget update for fiscal 2015/2016.

COMPLAINT SUMMARY

For informational purposes only, the Board members were presented with a numerical listing of all open matters remaining at the end of fiscal 2014/2015, together with a numerical listing of the complaints filed for fiscal 2015/2016, to date.

CORRESPONDENCE

There was no correspondence received for discussion at this meeting.

EXECUTIVE SESSION

Motion was made by Mr. Schoen, seconded by Mr. Sanders and unanimously passed to go into Executive Session at 12:40 p.m. for the following reasons:

Discussion and review of the lease for the office

Discussion and determination of staff salary review

Motion was made by Mr. Schoen, seconded by Mr. Cox and unanimously passed that the Executive Session be concluded at 1:25 p.m. to take the following actions:

Mr. Charbonnet advised Ms. Michel that he, Mr. Muhleisen and Mr. Brasseaux will schedule a meeting with the Security National Properties to discuss lease options.

A motion was made by Mr. Brasseaux, seconded by Mr. Sanders and unanimously passed that Ms. Michel and Mr. Daigle each be granted a five percent salary increase, effectively immediately.

COMPLIANCE HEARING and/or ADMISSION and CONSENT DECISION(S)

There were none to be determined at this time.

NEW BUSINESS

A 2016 calendar reflecting tentatively scheduled meeting dates was presented to the Board members for their review. The calendar reflects two days tentatively scheduled for every month except for the months of February, July and November. Ms. Michel will post these tentative dates upon the website's calendar of events.

Mr. Charbonnet advised that these dates are tentative and are subject to change.

There being no further business to be addressed upon today's agenda, the meeting was then adjourned at 1:40 PM.

Patrick Sanders, Secretary

Louis Charbonnet, III - President Approved