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| **Attendees:** | |  |  |  |  | | --- | --- | --- | --- | | ✔ | **H.E. Corder, Chair** | **✔** | **Morris Coffey, Vice Chair** | | ✔ | **J.O. Strunk (Hap)** | **✔** | **Greg Lakes** | | ✔ | **Roth Mason** | ✔ | Christi Moffett, Exec Director | | ✔ | David Trimble, Counsel | ✔ | Dale Powell, Inspector | |

**Board Meeting All votes unanimous unless otherwise stated**

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| **Agenda Item/Discussion** | **Motion** | **2nd** | **Action** | **Follow up** | **Owner** |
| Call to Order | Corder | Strunk | Corder –Opened in prayer for the Porter family. Acknowledged the passing of Ms. Schell (previous board atty.) |  |  |
| June Minutes | Lakes | Strunk | **Approved** |  |  |
| Examinees List Vote | Strunk | Lakes | **Approved** |  |  |
| Medical Exemption  - Barbara Myers and  - Nunnery | Strunk  Strunk | Lakes  Mason | **Approved**  Ensure facility does a change of manager | 7/12/19  7/12/19 | Office  Office |
| CE Accreditation   * NFDA Convention, Chicago, IL, Oct. 27-30, 2019 * Embalming & Restorative Arts Seminar Nashville, TN, Aug 15-16, 2019 * Funeral CE.com, Online * Crematory Operator Certification Class, Oct. 27-30, 2019 * Wilbert Vault of Somerset, Sep 12, 2019 * Selected Independent FH, Sep 23-26, 2019 | Strunk | Coffey | **Approved**  Note: Wilbert Vault is only 5 hours and NFDA is 132 optional hours  Notify providers and post on website | 8/1/19 | Office |
| **Inspector Report** | | | | | |
| 23 Funeral Homes inspected from June 4th to July 8th | Coffey | Lakes | Approved |  |  |
| Signage doesn’t match licensed name:Stanley – Dry RidgeStanley – CorinthDon Catchen - Elsmere | Coffey | Strunk | Requested: 2015, 2017 and 2019 – send letter; 30 days or face fine ($XXX) they haven’t change their sign. Send letter –per location $XXX fine +30 days. If not changed by xx date. | 7/26/19 | Trimble |
| 2nd request for formaldehyde test | Coffey | Strunk | Sent letter; 60 days or C&D + $XXX fine. | 7/26/19 | Trimble |

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| **Agenda Item/Discussion** | **Motion** | | **2nd** | | **Action** | **Follow up** | | | **Owner** | |
| Establishments | | | | | | | | | | |
| Anderson Bartley | Coffey | | | Strunk | License presented by Mr. Lakes |  | |  | | |
| Auberry Gupton Chandler | Lakes | | | Coffey | License presented by Mr. Lakes |  | |  | | |
| Singleton | Coffey | | | Mason | License presented by Mr. Strunk |  | |  | | |
| Don Catchen & Son and C&C Mortuary:  Several years ago, Mr. Catchen and TIES requested mortuary business be recognized independently.  Currently do not use the embalming room in C&C as the Elsmere embalming room has 3 embalming set ups.  Note: Issue of 2 businesses at one location and C&Cs embalming room 2 ft short. |  | | |  | Mr. Powell confirmed everything Mr. Catchen said.  Mr. Catchen appeared 4/17/18. Was told then you can’t have 2 businesses in 1 building.  Mr. Catchen has 30 days to resolve issue. | 8/12/2019 | | Moffett | | |
| **Apprentices** | | | | | | | | | | |
| **Dual** | | | | | | | | | | |
| Brittany Brogli, Cynthiana | | Lakes | | Mason | Mr. Lakes reviewed apprentice responsibilities. Mr. Mason reviewed supervisor responsibilities. | |  | |  | |
| Stephen Taylor Crider, Hopkinsville | |
| Brittany Earl, Providence | |
| Alexandra Skaggs, Brooksville | |
| Kobie Wood, Greensburg | |
| Break / Apprentice Contracts | |  | |  |  | |  | | |  |

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| **Agenda Item/Discussion** | **Motion** | **2nd** | **Action** | **Follow up** | **Owner** |
| Executive Director Report | | | | | |
| Apprentice Concerns | | | | | |
| Tim Gibson – no BRs at all Notified office on 7/8/19 that he was on vacation in FL and would not attend. |  |  | Invite to Aug Bd Mtg | 8/1/19 | Office |
| Benny Gibson – requesting extension of L2 | Lakes | Corder | Can’t extend. Will let him be an L1. | 8/1/19 | Moffett |
| Licensee Concerns | | | | | |
| Inquiries, re: pricing information – ok to say “available for pickup”? |  |  | Must provide ranges whenever asked. |  |  |
| CE’s Incomplete prior to 2019 – renewed anyway |  |  | We won’t go back on licensees that were renewed without all their CEs.  Note for statutes |  |  |
| Copies of test scores in files – Gibson example |  |  | Keep them in the files. |  |  |
| Kelly Brown – 70+ ??? | Strunk | Coffey | Reverse | 8/1/19 | Moffett |
| Courtesy Cards | | | | | |
| Arkansas – applying |  |  | We can’t accept |  |  |
| TN Reconsidering |  |  | Will direct their counsel to Mr. Trimble. |  |  |
| Technology | | | | | |
| Website – moving to new platform; |  |  |  |  |  |
| DPL – meetings in progress; hope to be moved to DPL by December |  |  |  |  |  |
| Invoicing – set up process and timing |  |  |  |  |  |

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| **Agenda Item/Discussion** | **Motion** | **2nd** | **Action** | **Follow up** | | **Owner** |
| RenewalsProcessCall nons starting 25thAug 5th all nons notified of status and how to renew online with penalties |  |  |  |  | |  |
| FDAK – Advertise |  |  | No | 7/15/19 | | Moffett |
| Transport – order machine? |  |  | Yes | 8/1/19 | | Moffett |
| Are we charging?GambleAdamsMaddux |  |  | Yes for Gamble and Adams; they did violate the request for formaldehyde tests. No for Maddux | 8/1/19 | | Moffett |
| Finances:Income: $50,450Expenses: $6,452Outstanding: $32k |  |  |  |  | |  |
| Executive Session | Corder | Coffey | Provided legal updates; actions follow. |  | |  |
| Legal Updates | | | | | | |
| Regulations Update   * They have been filed. * We are in public comments phase. * July 22 Public Comment hearing if needed. * The Admin Review Committee is August 13th |  |  | Schedule Meeting to enable attendance. |  | | Trimble |
| P.18180114.01a |KBEFD v Jason Lewis   * No action until final hearing 8/22. * Hearing officer requested a stipulation of facts with His atty, which will be filed along with briefs from both sides. | Strunk | Coffey | Motion to proceed with separate motion to address Mr. XXX operating XXX’s FH without appropriate licensure.  Invite Mr. Owner and Mr. XXX to appear in August Board Mtg. re:ownership | 8/13/19  8/1/19 | | Trimble  Moffett |
| * P.180814.01 |   + Defendant’s atty deceased |  |  | Trimble will file a motion with officer to set a date. | 8/1/19 | Trimble | |

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| **Agenda Item/Discussion** | **Motion** | **2nd** | **Action** | **Follow up** | **Owner** |
| * Cease & Desist – XX & XX |  |  | Making repairs; need to be re-inspected. | 8/15/19 | Powell |
| * Cease & Desist – XXX |  |  | $xxx fine; x yrs probation and C&D within 60days. | 8/1/19 | Trimble |
| * Cease & Desist – XXXX * Stephon Harris |  |  | Mail Returned; faxed 7/3/19  Immediate C&D  Take down phone and website | 8/1/19 | Trimble |
| Out of Executive Session | Corder | Mason |  |  |  |

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| **Agenda Item/Discussion** | **Motion** | | **2nd** | | | **Action** | **Follow up** | **Owner** |
| New Business | | | | | | | | |
| J.L. – Testing; next steps; handouts | | Lakes | | Mason | Issue license with payment. | | 7/12/19 | Moffett |
| Policy Decision: re: Hostage remains | |  | |  | We need to maintain a paper trail. If a person engages FH Z, they provide services, and the family decides to move to FH B, then FH B must pay FH Z for their services.  DT has a sense of where we are. He will draft a regulations.  FDAK should provide a class on ethics. | | 8/9/19  7/12/19 | Trimble  Moffett |
| Policy Discussion: 70+ no CEs | |  | |  | We will not support. | |  |  |
| Open Meetings Criteria; reminders | |  | |  | Reminder – the only time the board can make an official decision is when we are called to order. | |  |  |
| Transport Course Outline | |  | |  | Reviewed and agree | |  |  |
| Meeting Adjourned | | Coffey | | Corder |  | |  |  |