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| **Attendees:** | |  |  |  |  | | --- | --- | --- | --- | | ✔ | **H.E. Corder, Chair** | **✔** | **Roth Mason** | | ✔ | **J.O. Strunk (Hap)** | **✔** | **Greg Lakes** | | ✔ | David Trimble, Counsel | ✔ | Christi Moffett, Exec Director | |  |  | ✔ | 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 |  |  |  |  |
| October Minutes | Lakes | Corder | **Approved**  Addendum to legal that probation license would need to retest when probation is complete. | 12/1 | Office |
| Examinees List Vote – December | Strunk | Lakes | **Approved** | 11/15 | Office |
| 70 & Inactive   * Jimmy Waters | Strunk | Mason | **Approved** | 11/15 | Office |
| **Continuing Education Accreditation**   * Regulatory Support Services, Inc. * 2020 CE Programs * Dates vary, At funeral homes * 5 CEs * Instructors (Hall, Gohmann, Stevens, Harris) * Selected Independent Funeral Homes * 2020 NexGen Seminar * Jan 26-30, 2020 * 8.5 CEs * Various Instructors * NFDA Certified Preplanning Consultant (CPC) Program * Home Study * 15 CEs * Carmella Hansen, .S.Ed * ICCFA Crematory Operated Cremation Arranger Certification Class * Webinar * Dec 11-12, 2019 * 14 CEs * ICCFA DEAD Talks: Focus on Success 2020 * Las Vegas, NV * Jan 15-17, 2020 * 12.5 CEs | Lakes | Mason | **Approved** | 11/18 | Office |

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| **Agenda Item/Discussion** | **Motion** | **2nd** | **Action** | **Follow up** | **Owner** |
| **Establishments** | | | | | |
| Grandfather clause  Kevin Kirby   * Current facility doesn’t qualify – has been under “grandfather clause” |  |  | He can build onto his garage a 100 sq ft. with building requirements.  Has a business in Russellville. His partner is buying him out. |  |  |
| Licenses   * Schmid FH * Lakes Bradshaw Chapel | Mason  Lakes | Lakes  Mason | **Approved**  Changing Ownership  Inspected 7/18 – all good  VC in McKee passed inspection date 10/30/19 |  |  |
| **Inspector Report** | | | | | |
| 21 Funeral Homes inspected from October 16 to November 8, 2019 | Lakes | Mason | **Approved** |  |  |
| Kevin Burton, Wm. Waddell, Steven Whitt | Strunk | Lakes | **Approved**  Burton, Started 5/16; Calendar in Sandy Hook, Waddell and Whitt. No calendar or no travel forms.  December graduation scheduled. No clear timeline.  $250 fine and add 90 days to apprenticeship term. |  |  |

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| **Agenda Item/Discussion** | **Motion** | | **2nd** | **Action** | **Follow up** | | | **Owner** |
| **Apprentices** | | | | | | | | |
| **Funeral Directors** | | | | | | | | |
| Carla Byrd, Bowling GreenJanis Cone, Bowling GreenDonald Hamilton, NicholasvilleTessa Hunt, Louisville | | Lakes | Strunk | Mr. Lakes reviewed apprentice responsibilities. Mr. Mason reviewed supervisor responsibilities. | |  | |  |
| Dual | |
| Cody Canada, Pine KnotColby Carver, Central CityBethan Crum, InezJeannie Deckard, LouisvilleKevin Hendrickson, WilliamsburgDeonta Spann, Bowling Green | |
| Break / Apprentice Contracts | |  |  |  | |  |
| Executive Director Report | | Lakes | Strunk | Approved | |  |  | |
| Apprentices | | | | | | | | |
| SS/BR Status | |  |  | * Body count is a part of SS and must be submitted. * Late cases will handled individually. | |  |  | |
| Pre-need on contract but not anywhere else. | |  |  | Add to Sworn Statement | | 12/1/19 | Moffett | |
| 2020 Calendar | |  |  | Approved | | 10/20/19 | Moffett | |
| Transport – we received an application from out of state. Denied it. | |  |  | Submit amendment to clarify intent for KY FH only. | | 12/1/19 | Trimble | |
| Concern with Mid-America changing grade for Kendra | |  |  | Dale will visit Mitch and inquire. | | 12/1/2019 | Powell | |
| Death Certificate wording | |  |  | See if we can change “acting as such” on Death Certificate. | | 1/1/2020 | Trimble | |
| Missing files | |  |  | Schell’s office; doesn’t have requested files. | |  |  | |
| Provided updated fees from new regs and invoice process for approval | |  |  |  | |  |  | |
| Finances:  * + Cash Balance 11/7/19 $ 117,520   + Oct Income: $ 6,426  Sep Expenses: $ 43,464 | |  |  | Expenses high due to paying DBL ($32k) and 2 qtrs rent ($8k). | |  |  | |
| **Executive Session** | | **Corder** | **Strunk** |  | |  |  | |
| **Agenda Item/Discussion** | | **Motion** | **2nd** | **Action** | | **Follow up** | **Owner** | |
| Actions per Executive Session | | | | | | | | |
| P.18180114.01a | | Strunk | Lakes | License revoked | | 12/1/19 | Trimble | |
| P.180814.01 | |  |  | No Action | |  |  | |
| C.19.06.002 | | Corder | Mason | Notify fines are to be paid within 90 days. | | 11/18/19 | Moffett | |
| C.19.09.002 | | Lakes | Corder | Dismiss | | 12/1/19 | Trimble | |
| C.19.09.003 | |  |  | Hearing 12/3/19 | | 12/3/19 | Trimble | |
| C.19.09.004 | | Strunk | Lakes | Agreed Order with $500 fine | | 12/1/19 | Trimble | |
| C.19.09.005 | | Strunk | Lakes | Agreed Order with $500 fine | | 12/1/19 | Trimble | |
| C.19.09.006 | | Strunk | Lakes | Agreed Order with $100 fine | | 12/1/19 | Trimble | |
| C.19.09.007 | |  |  | No Action | |  |  | |
| C.19.05.003 | |  |  | Set a hearing for January | | 12/1/19 | Trimble | |
| C.19.11.001 | |  |  | No Action | |  |  | |
| Lowery | |  |  | No Action | |  |  | |

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| New Business | | | | | |
| Greg Lakes nominated as Vice Chair | Corder | Mason | **Approved** |  |  |
| Meeting Adjourned | Lakes | Corder |  |  |  |