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| **Attendees:** |

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

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**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 clauseKevin 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
 | MasonLakes  | LakesMason | **Approved**Changing OwnershipInspected 7/18 – all goodVC 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 |  |  |  |