

# **BOARD OF FUNERAL DIRECTORS/EMBALMERS**

## **MINUTES OF MEETING**

**January 14, 2013**

### **Open Session**

**The Open Session of the Board of Funeral Directors / Embalmers was called to order at 2:00 pm on the above date in Room 104, Cannon Building, Rhode Island Department of Health, Three Capitol Hill, Providence, Rhode Island, pursuant to the applicable provisions of the Open Meeting Law, so called, and other applicable provisions of the General Laws of the State of Rhode Island, as amended. A quorum was established.**

**Board Members in attendance: Board Members not in attendance:**

**Edward Murphy, Chairman Elizabeth Feid**

**Mary Bray**

**Raymond Butterfield, III Staff members in attendance:**

**Joan Retsinas, Ph.D. J. Michel Martineau**

**Maureen Slowik**

**William Dundulis**

**Chairman Murphy called the meeting to order. Mr. William Dundulis addressed specific proposed amendments to the regulations, including Section 1.24 “Funeral planning agent” referencing the Department of Defense Record of Emergency Data, known as DD**

**Form 93, also an advisory note referencing “training required by federal agencies such as OSHA”, and other proposed amendments. Mr. Dundulis states most amendments represent updating of the wording, commonly called clerical housekeeping updates. Members review and discuss other sections of the regulations and suggest interest in proposing additional amendments, further discussion indicates some changes may require changes in the law and board members determine to possibly revisit those at a later date with board counsel Tom Corrigan. At this time board members determine to accept and move forward with the proposed changes as presented by Mr. Dundulis. On motion by Chair Edward Murphy, seconded by Mary Bray, it was unanimously voted to accept the Draft regulations as presented. Mr. Dundulis indicates based on this meeting he will give the Draft regulations a final review and forward his “working draft” to the board administrator who will then share it with all board members. Board members express gratitude to Mr. Dundulis and describe the proposed changes as non confrontational and express a sentiment that we move forward soon.**

**The minutes of the open session held on December 10, 2012 were reviewed, on motion by Mary Bray, seconded by Raymond Butterfield, III; it was unanimously voted to accept the minutes. The minutes of the executive session held on December 10, 2012 were reviewed, on motion by Mary Bray, seconded by Raymond Butterfield, III; it was unanimously voted to accept the minutes.**

## **Adjournment to Executive Session**

**On motion of Dr. Joan Retsinas, seconded by Raymond Butterfield, III, it was unanimously voted to adjourn to Executive Session pursuant to sections 42-46-4 and 42-46-5(1) of the Rhode Island Generals Laws, as Amended, in that confidential issues of fitness for licensure and investigative cases will be discussed. The Open Session adjourned at 2:18 pm.**

## **Return to Open Session**

**The Open Session was called back to order at 4:03 pm. On motion of Chair Edward Murphy, seconded by Mary Bray, it was unanimously voted to keep confidential all matters discussed in Closed Session and to seal those minutes inasmuch as fitness for licensure and ongoing disciplinary matters were addressed.**

**Based on two board members not being available to attend the next regularly scheduled meeting on March , 2013, it was determined to cancel that meeting date and reschedule to March 11, 2013. On motion of Chair Edward Murphy, seconded by Mary Bray, it was unanimously voted to reschedule the next meeting to March 11, 2013 at 2 pm, here at the Department of Health, Room 104.**

## **Adjournment**

**Having no further business, on motion of Raymond Butterfield, III, seconded by Dr. Joan Retsinas, it was unanimously voted to adjourn. The Open Session of the meeting was adjourned at 4:08 pm.**

**Respectfully submitted,**

**J. Michel Martineau**

**Administrator, Health Professions**