

BOARD OF FUNERAL DIRECTORS/EMBALMERS

MINUTES OF MEETING

July 21, 2014

The Open Session of the State Board of Funeral Directors/Embalmers was called to order at 2:07 p.m. on the above date in Room 104, 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:

Mary Bray

Raymond Butterfield

Elizabeth Feid

Thomas Norato

Board member not in attendance:

William McElroy

Staff member(s) in attendance:

Amy Coleman, Esquire

Maureen Slowik

The minutes of the previous meeting of May 12, 2014 were presented. Motion to approve the minutes as presented was made by Thomas Norato, and seconded by Elizabeth Feid.

The Board entertained a possibility of doing a 100% audit of all those who renew their funeral director/embalmer licenses for the 2014-2015 cycle.

We had been asked via email on what the procedures were to establish a Livery Service in the State of Rhode Island. The Rhode Island Department of Health does not license livery services.

The Board was sent a copy of the policy changes for shipping cremated remains by the United States Post Office (USPS). The only acceptable way to ship cremated remains is via Priority Mail Express. This information will be shared with Lori Robinson at the Rhode Island Funeral Directors Association (RIFDA) for dissemination to the Association Members. USPS has listed this policy change on its website.

The Request for Proposal (RFP) for the hiring a new funeral home inspector is in process. The Department hopes to award the contract

within the next few months.

We have received a license application for a new crematory in Cranston, Rhode Island. The new crematory, SCI Rhode Island Funeral Services, LLC, will need to be inspected once the construction is complete. If the new inspector is not in place once the crematory is ready to open, the Board Members have volunteered to conduct the inspection.

Adjournment to Executive Session

On a motion by Elizabeth Feid, seconded by Raymond Butterfield and Thomas Norato, it was unanimously voted to adjourn to Executive Session pursuant to sections 42-46-4 and 42-56-5(1) of the Rhode Island General Laws, as amended, in that confidential issues of fitness for licensure and investigative cases will be discussed. The Open Session adjourned at 2:15 p.m.

Return to Open Session

The Open Session was called back to order at 3:50 p.m. On a motion by Mary Bary, seconded by Raymond Butterfield and Elizabeth Feid, 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.

Adjournment

On a motion by Thomas Norato, seconded by Raymond Butterfield, it was unanimously voted to adjourn at 3:58 p.m. The next meeting will be held on September 15, 2014 at 2:00 p.m.

Respectfully submitted,

Maureen Slowik

Board Administrator

Health Professionals Regulation