

BOARD OF FUNERAL DIRECTORS/EMBALMERS

MINUTES OF MEETING

September 15, 2014

The Open Session of the State Board of Funeral Directors/Embalmers was called to order at 2:02 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 members in attendance:

Amy Coleman, Esquire

Donna Costantino, Chief of Health Professions Regulation

Robert O'Donnell, New Board Manager

Rosemary Sheets, Complaint Unit Supervisor

Maureen Slowik, Out-going Board Manger

The minutes of the previous meeting of July 21, 2014 were presented. Motion to approve the minutes as presented was made by Raymond Butterfield, and seconded by Mary Bray.

Board Members were asked to sign the new Confidentiality Agreement that has been established by the Rhode Island Department of Health. A copy of the agreement will be sent to William McElroy at his home address, as Mr. McElroy was unable to attend this meeting.

The Request for Proposal (RFP) for the hiring a new funeral home inspector is still in process. We have a candidate that has been recommended for the position, but we are awaiting approval by the Department of Administration.

A draft of the new Funeral Home Inspection Report was reviewed. The form is a combination of our old form and other agencies that conduct these types of inspections. The form is still in the draft stages at this time. We also need to complete an inspection report

for crematories.

It was announced that the new Board Manger is now Robert O'Donnell.

Adjournment to Executive Session

On a motion by Mary Bray, seconded by 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 3:00 p.m.

Return to Open Session

The Open Session was called back to order at 3:35 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 Mary Bray, seconded by Elizabeth Feid, it was

unanimously voted to adjourn at 3:45 p.m. The next meeting will be held on November 17, 2014 at 2:00 p.m.

Respectfully submitted,

**Maureen Slowik, Out-Going Board Manager
Health Professionals Regulation**