

**DIVISION OF HEALTH SERVICES REGULATION
RHODE ISLAND BOARD OF FUNERAL DIRECTORS AND
EMBALMERS**

**3 CAPITOL HILL
CONFERENCE ROOM 104
PROVIDENCE, RHODE ISLAND**

**MONDAY, NOVEMBER 17, 2014
2:00PM**

OPEN SESSION MINUTES

BOARD MEMBERS IN ATTENDANCE

Elizabeth Feid (Chair)

Mary Bray

Raymond Butterfield

Thomas Norato

William Mcelroy

STAFF MEMBERS IN ATTENDANCE

Amy Coleman, JD

Robert O'Donnell, MS

OTHERS IN ATTENDANCE

Andrew Correia

Robert Brown

1. Establishment of a Quorum

A meeting of the Rhode Island Board of Funeral Directors and Embalmers was held on Monday, November 17, 2014, at the Rhode Island Department of Health, Conference Room # 104, 3 Capitol Hill, Providence, RI 02908. A quorum was established and the Open Session meeting was called to order at 8:00AM on a motion by Thomas Norato and seconded by William Mcelroy. Motion carried.

2. Presentation of the September 15, 2014 Open Session Meeting Minutes

Motion was made by Elizabeth Feid and seconded by Raymond Butterfield

to accept the Open Session minutes of September 15, 2014. The Board voted unanimously to approve the Open Session minutes as presented. Motion carried.

3. Board Mangers Report

- **Cremation Inspection Form - A discussion was conducted on the creation on a new Cremation Form to be used by newly appointed inspector Andrew Correia. Motion was made by Elizabeth Feid and seconded by Raymond Butterfield to continue to use the Cremation Form that the Department of Health used in the past. The Board voted unanimously to approve the motion. Motion carried.**

- **Massachusetts Board of Embalming and Funeral Director Request – The Board vote unanimously to continue the discussion until the next meeting as Attorney Coleman would research the request.**

- **Out of State Retail Funeral Merchandise Business – After careful review and evaluation, Elizabeth Feid made a motion and seconded**

by Thomas Norato, that the request did not reveal reasonable grounds for a response by the Board as it did not involve any violation of 5-33.2 et seq., of the Rhode Island General Laws and the Rules and Regulations of this Board. The Board voted unanimously to approve the motion. Motion carried.

- Letter on Invalidation of National Board Scores - Discussion was conducted on the letter from the International Conference of Funeral Service Examining Boards as they had uncovered potential sharing and distribution of NBE questions and other highly confidential exam-related information at the American Academy Institute of Funeral Services in New York City. As of this date, the Department of Health has not received any information in regards to any person who has applied for license in the state of Rhode Island.

4. Motion to adjourn to Closed Session

Motion was made by Mary Bray and seconded by William Mcelroy to adjourn to Closed Session at 2:45PM. The Board voted unanimously to approve. Motion carried. Pursuant to Sections 42-46-4 and

42-46-5(a)(1) of the Rhode Island General Laws, for the purpose of discussing job performance, character, physical or mental health of applicants for licensure. Said individuals have been notified in advance by writing that they may request that the discussion be held at an open meeting. Also, pursuant to Sections 42-46-4 and 42-46-5(a)(4) of the Rhode Island General Laws, for investigatory proceedings regarding allegations of civil or criminal misconduct.

5. Motion to return to Open Session

Motion was made by Raymond Butterfield and seconded by Elizabeth Feid at 3:30PM to re-open the Open Session and to seal the Minutes of the Closed Session pursuant to Sections 42-46-4, 42-46-5 and 42-46-7 of the Rhode Island General Laws. The Board voted unanimously to approve. Motion carried.

6. Final Actions on all votes taken in Closed Session

The Board reviewed One (1) case found to be No Unprofessional Conduct.

7. Adjournment

Motion was made by Thomas Norato, and seconded by Mary Bray to adjourn at 3:45PM. Motion carried as the Board voted unanimously to adjourn.

Respectfully submitted,

Robert E. O'Donnell, Jr.

Board Manager

Office of Health Professionals Regulation