

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

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

**MONDAY, DECEMBER 1, 2014
2:00PM**

OPEN SESSION MINUTES

BOARD MEMBERS IN ATTENDANCE

Elizabeth Feid (Chairwomen)

Mary Bray

Thomas Norato

William McElroy

BOARD MEMBERS NOT IN ATTENDANCE

Raymond Butterfield III

STAFF MEMBERS IN ATTENDANCE

Robert O'Donnell, MS

1. Establishment of a Quorum

A meeting of the Rhode Island Board of Funeral Directors / Embalmers was held on Monday, December 1, 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 2:00PM on a motion by Elizabeth Feid and seconded by Thomas Norato. The Board voted unanimously to approve. Motion carried.

2. Presentation of the November 17, 2014 Open Session Meeting Minutes

Motion was made by Mary Bray and seconded by William McElroy to accept the Open Session minutes of November 17, 2014. The Board voted unanimously to approve the Open Session minutes as presented. Motion carried.

3. Board Mangers Report

- **Application Review Process**

Robert E. O'Donnell, Jr. advised the Board that the Department has requested the name of two Board members whom would be responsible for the review of complete applications in the interim of scheduled Board meetings. The Board voted unanimously to nominate Thomas Norato for the primary and Raymond Butterfield III as secondary to review applications to accommodate the needs of applicants and prospective employers.

Applications that require further clarification of credentials will be deferred to the next scheduled board meeting for review by the board.

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 no cases in Closed Session.

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