



Department of Health

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

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

**MONDAY, FEBRUARY 23, 2015
2:00PM**

OPEN SESSION MINUTES

BOARD MEMBERS IN ATTENDANCE

Mary Bray
Raymond Butterfield
Thomas Norato

BOARD MEMBERS NOT IN ATTENDANCE

Elizabeth Feid (Chairwomen)
William McElroy

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, February 23, 2015, 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 Raymond Butterfield and seconded by Thomas Norato. The Board voted unanimously to approve. Motion carried.

2. Presentation of the December 1, 2014 Open Session Meeting Minutes

Motion was made by Thomas Norato and seconded by Mary Bray to accept the Open Session minutes of December 1, 2014. The Board voted unanimously to approve the Open Session minutes as presented. Motion carried.

3. New Business

A question was e-mailed to the Board which asked "Can you build your own casket for cremation or burial?" Motion was made by Thomas Norato and seconded by Raymond Butterfield that you can build your own casket, but they recommend that you should talk with a Funeral Director to make sure it will meet the correct building specs depending on cremation or burial. Board voted unanimously to approve. Motion carried.

4. Review and Approval of Applicants

- **Funeral/Embalmer Intern:**

Andrew J. Almeida (#IFD01165)
Kerry A. Herne (#IFD01108)
Allicia N. Kenyon (#IFD01234)

Motion was made by Thomas Norato and seconded by Raymond Butterfield to approve the application for Funeral/Embalmer Intern Allicia N. Kenyon and request additional information from applicant Andrew J. Almeida and Kerry A. Herne. Board voted unanimously to approve. Motion carried.

- **Funeral Establishment:**

Lachapelle Funeral Home, Inc. (#FH00161)

Robert Lachapelle requested Board to review proposed sign that he had designed for the business which he is located at 1012 Newport Avenue, Pawtucket and shared with Cheetham Funeral Home, LLC. The sign reads "Cheetham & Lachapelle Funeral Homes." Mary Bray made motion that the sign that was proposed does not meet the requirements of the Rules and Regulations and was seconded by Raymond Butterfield. Board voted unanimously to approve. Motion carried.

5. Motion to adjourn to Closed Session

Motion was made by Raymond Butterfield and seconded by Thomas Norato to adjourn to Closed Session at 3:00PM. The Board voted unanimously to approve.

Motion carried. 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.

6. Motion to return to Open Session

Motion was made by Mary Bray and seconded by Thomas Norato 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.

7. Final Actions on all votes taken in Closed Session

The Board reviewed two (2) cases in Closed Session. Both cases were found to have No Professional Conduct.

8. Adjournment

Motion was made by Thomas Norato and seconded by Mary Bray to adjourn at 4:00PM. Motion carried as the Board voted unanimously to adjourn.

Respectfully submitted,

Robert E. O'Donnell, Jr.
Board Manager
Office of Health Professionals Regulation