



Department of Health

Three Capitol Hill
Providence, RI 02908-5097

TTY: 711
www.health.ri.gov

**STATE OF RHODE ISLAND
CENTER FOR PROFESSIONAL BOARDS AND COMMISSIONS
BOARD OF EMBALMERS, FUNERAL DIRECTORS,
AND FUNERAL HOME ESTABLISHMENTS**

**3 CAPITOL HILL
CONFERENCE ROOM #205
PROVIDENCE, RHODE ISLAND**

**MONDAY, SEPTEMBER 14, 2015
1:00 P.M.**

OPEN SESSION MINUTES

BOARD MEMBERS IN ATTENDANCE

Elizabeth Feid, Chairwoman
Mary Bray
Raymond Butterfield
Thomas M. Norato

BOARD MEMBERS NOT IN ATTENDANCE

William McElroy

STAFF MEMBERS IN ATTENDANCE

Linda Esposito, Board Manager
Sarah Harrigan, Chief
Amy Coleman, JD, Legal Counsel
Andrew Correia, State Inspector
Robert O'Donnell, Investigator

1. Establishment of a Quorum

A meeting of the Rhode Island Board of Embalmers, Funeral Directors, and Funeral Services Establishments was held on Monday, September 14, 2015 at the Rhode Island Department of Health, Room 205, 3 Capitol Hill, Providence, RI 02908. A quorum was established and the Open Session meeting was called to order at 1:00 p.m. on a motion by Elizabeth Feid, Chairwoman, and seconded by Thomas M. Norato. Motion carried.

2. Presentation of the February 23, 2015 Open Session Meeting Minutes

Motion was made by Elizabeth Feid, Chairwoman, and seconded by Thomas M. Norato to accept the Open Session minutes for the Rhode Island Board of Embalmers, Funeral Directors, and Funeral Service Establishments for February 23, 2015. Motion carried.

3. New Business

- **Executive Summary of Audits**

Andrew Correia, State Inspector, provided the Board with a summary of audits/inspections he performed for the 2014-2015 inspection year. Mr. Correia reports that he conducted inspections at 91 Funeral Establishments and 14 Crematories. All passed inspection on the first visit, except for one Crematory which had some minor deficiencies, but which did pass on the second visit. Staff has provided Mr. Correia with the required forms and information he needs to conduct inspections for the 2015-2016 inspection year.

4. Old Business

- **Review of plans for proposed signage at Lachapelle Funeral Home**

After discussion, a motion was made by Elizabeth Feid, Chairwoman, and seconded by Raymond Butterfield, to reject the signage as proposed due to missing information and concerns about appropriate licensure. Motion carried.

- **Update of Renovations at Berarducci Funeral Home and Cremation Center**

Andrew Correia, State Inspector, advised the Board that although Berarducci Funeral Home and Cremation Center does have the required equipment and set up in place in order to pass inspection for licensure, the facility is still under renovation and not ready to open for business at this time. Licensing of the facility will remain

pending until the facility has completed construction renovations and is ready to open for business.

5. Adjourn to Closed Session

A motion was made by Thomas M. Norato, and seconded by Mary Bray, to adjourn to Closed Session at 2:40 p.m. 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. Motion carried.

6. Return to Open Session

A motion was made by Thomas M. Norato, and seconded by Mary Bray, at 2:55 p.m. 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. Motion carried.

7. Final Actions on all votes taken in Closed Session

One (1) case was found to have No Unprofessional Conduct
Two (2) cases were Administratively Closed

8. Adjournment

The next Rhode Island Board of Embalmers, Funeral Directors, and Funeral Home Establishments meeting will be held on Wednesday, November 18, 2015, at 1:00 p.m. at the Rhode Island Department of Health, Conference Room 205, 3 Capitol Hill, Providence, RI 02908. A motion was made by Thomas M. Norato and seconded by Elizabeth Feid, Chairwoman, to adjourn at 3:00 p.m. Motion carried.

Respectfully submitted,

Linda L. Esposito
Board Manager
Rhode Island Board of Embalmers, Funeral Directors,
and Funeral Home Establishments