



Department of Health

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

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

**WEDNESDAY, APRIL 20, 2016
1:00 P.M.**

OPEN SESSION MINUTES

BOARD MEMBERS IN ATTENDANCE

Mary Bray
John Gallogly
Thomas M. Norato

BOARD MEMBERS NOT IN ATTENDANCE

William McElroy
Catherine Tattrie

STAFF MEMBERS IN ATTENDANCE

Linda Esposito, Board Manager
Donna Valletta, Board Manager
Stephen Morris, JD, Legal Counsel
Andrew Correia, State Inspector

1. Establishment of a Quorum

A meeting of the Rhode Island Board of Embalmers, Funeral Directors, and Funeral Service Establishments was held on Wednesday, April 20, 2016 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 1:05 p.m. on a motion by Mary Bray, and seconded by Thomas M. Norato. Motion carried.

2. Presentation of the September 14, 2015 Open Session Meeting Minutes

Motion was made by Mary Bray, 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 September 14, 2015. Motion carried.

3. New Business

- **Board Member Appointments**

Linda Esposito, Board Manager, updated the Board regarding the appointment of two new Board Members, namely, John Gallogly and Catherine Tattrie. Although Ms. Tattrie was unavailable to attend this meeting, Board Members were introduced to Mr. Gallogly and Ms. Esposito provided him with copies of the Board Rules and Regulations and the RI General Laws pertaining to Funeral Directors/Embalmers. Ms. Esposito also provided a brief overview of the Department licensing, complaint, and inspection processes.

- **Election of new Board Chairperson**

Linda Esposito, Board Manager, did have some discussion with the Board Members present regarding the election of a new Chairperson position to the Board. Although a Board Chair was chosen in the past, a review of both the Statute and the Rules and Regulations indicates that a Chairperson is not required for this Board. Ms. Esposito advised that the Board could elect one at this meeting if they so choose, not elect a one at all, or table the subject until the next Board Meeting when other members will be present for discussion. A motion was made by John Gallogly and seconded by Thomas Norato, to table this discussion. Motion carried.

- **Executive Summary of Audits**

Andrew Correia, State Inspector, provided the Board with a summary of audits/inspections he performed for the 2015-2016 inspection year. Mr. Correia reports that he has concluded his inspections for all Funeral Establishments and Crematories, all of which passed without any issues.

- **Continuing Education Accreditation**

- Matthews International provided information about their Continuing Education program requesting Board approval for acceptance. After review, a motion was made by Thomas Norato and seconded by John Gallogly to approve the program as acceptable for continuing education credit. Motion carried.
- The Dodge Company provided information about their Continuing Education program requesting Board approval for acceptance. After review, a motion was made by Thomas Norato and seconded by John Gallogly to

approve the program as acceptable for continuing education credit. Motion carried.

4. Adjourn to Closed Session

A motion was made by Thomas M. Norato, and seconded by Mary Bray, to adjourn to Closed Session at 1:30 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.

5. Return to Open Session

A motion was made by Thomas M. Norato, and seconded by John Gallogly, at 3:00 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.

6. Final Actions on all votes taken in Closed Session

None taken at this meeting

7. Adjournment

The next Rhode Island Board of Embalmers, Funeral Directors, and Funeral Service Establishments meeting will be held on **Wednesday, June 15, 2016, 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 John Gallogly, to adjourn at 3:00 p.m. Motion carried.

Respectfully submitted,

Linda L. Esposito
Board Manager
State of Rhode Island
Center for Professional Boards and Commissions
Board of Embalmers, Funeral Directors,
and Funeral Service Establishments