



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**

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

**WEDNESDAY, SEPTEMBER 21, 2016
1:00 P.M.**

OPEN SESSION MINUTES

BOARD MEMBERS IN ATTENDANCE

Mary Bray
John Gallogly
Thomas M. Norato
Catherine Tattrie

BOARD MEMBER ABSENT

William McElroy

STAFF MEMBERS IN ATTENDANCE

Linda L. Esposito, Board Manager
Andrew J. Correia, 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, September 21, 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 Thomas M. Norato, and seconded by Catherine Tattrie. Motion carried.

2. Presentation of the August 24, 2016 Open Session Meeting Minutes

A motion was made by Catherine Tattrie, 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 August 24, 2016. Motion carried.

3. New Business

- Vote to Choose a Board Chairperson

A motion was made by John Gallogly, and seconded by Catherine Tattrie, to nominate Thomas M. Norato as Chairman of the Board of Embalmers, Funeral Directors and Funeral Home Establishments. Mr. Norato accepted the nomination. Motion passed.

- Webfile Repository Information

Board Manager, Linda Esposito, provided a brief overview of the plan to provide access to Board Meeting information via the Webfile Repository. More detailed information about the process will be provided when the Webfile has been made accessible.

Mary Bray arrived at 1:10 p.m.

4. Old Business

- Model application for Funeral Service 2016
 - Board Members were provided the "Model Application for Funeral Services 2016" provided by The International Conference of Funeral Service Examining Boards ("The Conference"). After review and discussion, Board Members determined that the Department of Health application process already obtains the information suggested by The Conference Model Application.

5. Adjourn to Closed Session

A motion was made by Catherine Tattrie, and seconded by, Chairman Norato, to adjourn to Closed Session at 1:20 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 Catherine Tattrie, and seconded by Mary Bray at 2:20 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 found to have No Unprofessional Conduct
Two (2) cases to be issued a Reprimand

8. Adjournment

The next Rhode Island Board of Embalmers, Funeral Directors, and Funeral Service Establishments meeting will be held on **Wednesday, December 21, 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 Catherine Tattrie and seconded by Chairman Norato, to adjourn at 2:30 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