

**State Board of Embalmers and Funeral Directors**

January 6, 2016

Division of Professional Registration  
3605 Missouri Boulevard  
Jefferson City, Missouri 65109

**AMENDED OPEN AGENDA**

**January 6, 2016 - 10:00a.m.**

1. Call to Order
2. Roll Call
3. Review and Approval of Agenda
4. Executive Director Report
6. Legal Counsel Report
7. (Tab1) Approval of Minutes  
*April 14, 2014 Financial Examination Committee*  
*October 23, 2014 Financial Examination Committee*  
*October 30, 2014 Financial Examination Committee*  
*November 6, 2014 Financial Examination Committee*  
*November 30, 2014 Financial Examination Committee*  
*January 5, 2015 Financial Examination Committee*  
*January 15, 2015 Financial Examination Committee*  
*January 29, 2015 Financial Examination Committee*  
*March 31, 2015 Financial Examination Committee*  
*April 14, 2015 Financial Examination Committee*  
*May 14, 2015 Financial Examination Committee*  
*July 29, 2015 Financial Examination Committee*
8. (Tab 2) Scope of Financial Examination
9. Open Session/Discussion
10. CLOSED
11. Adjourn

**State Board of Embalmers and Funeral Directors  
Financial Examination Committee**

**April 15, 2014**

**State Board of Embalmers and Funeral Directors  
3605 Missouri Boulevard  
Jefferson City, MO 65109**

**OPEN MINUTES**

The meeting of the State Board of Embalmers and Funeral Directors Financial Examination Committee was called to order by James Reinhard, committee chair, at 8:30 a.m.

**Roll Call**

**Board Members Present**

James Reinhard, Committee Chair  
Archie Camden, Member

**Staff Present**

Sandy Sebastian, Executive Director  
Lisa Wildhaber, Examiner Supervisor  
Sharon Euler, Division Legal Counsel

**Approval of Agenda**

A motion was made by Archie Camden and seconded by James Reinhard to approve the open agenda.

**Executive Director Report**

No report

**Legal Counsel Report**

No report

**Move to Closed**

A motion was made by Archie Camden and seconded by James Reinhard to move to closed session for numbers 1, 2, 7, 8, and 9 of the attached motions to close.

**Adjourn**

Meeting adjourned at 8:55 a.m.

**Approved by the board on:** \_\_\_\_\_

**Executive Director:** \_\_\_\_\_

## MOTIONS TO GO INTO CLOSED SESSION

1. DISCIPLINE  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (1) RSMo and 324.001.9 RSMo for deliberation on discipline
2. LEGAL ACTIONS/LITIGATIONS/PRIVILEGED COMMUNICATIONS  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (1) RSMo for discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney
3. PROMOTING/HIRING/DISCIPLINING/FIRING EMPLOYEES  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (3) RSMo discussing hiring, firing, disciplining or promoting an employee of this agency
4. DIAGNOSIS/TREATMENT OF DISCIPLINED LICENSEES  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (5) and Section 324.001.8 RSMo. for proceedings required pursuant to a disciplinary order concerning medical, psychiatric, psychological, or alcoholism or drug dependency diagnosis or treatment of specific licensees
5. EXAMINATION MATERIALS  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (7) RSMo for reviewing testing and examination materials
6. EMPLOYEE PERFORMANCE RATINGS  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (13) RSMo for making performance ratings pertaining to individual employees
7. APPLICATIONS  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (14) and Section 324.001.8 RSMo for discussing educational transcripts and/or test scores and/or complaints and/or audits and/or investigative reports and/or other information pertaining to the licensee or applicant for licensure
8. CLOSED MINUTES  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (14) and 324.017 RSMo for the purpose of reviewing and approving the closed minutes of previous meetings
9. COMPLAINTS/ INVESTIGATIVE REPORTS/AUDITS  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021 subsection (14) and section 620.010.14 subsection (7) RSMo for the purpose of discussing investigative reports and/or complaints and/or audits and/or other information pertaining to a licensee or applicant

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**State Board of Embalmers and Funeral Directors  
Financial Examination Committee**

**October 23, 2014**

**State Board of Embalmers and Funeral Directors  
3605 Missouri Boulevard  
Jefferson City, Missouri 65109**

**OPEN MINUTES**

The meeting of the State Board of Embalmers and Funeral Directors Financial Examination Committee was called to order by James Reinhard, committee chair, at 2:05 p.m.

**Roll Call**

**Board Members Present**

James Reinhard, Committee Chair  
Collin Follis, Member

**Staff Present**

Sandy Sebastian, Executive Director  
Lisa Wildhaber, Examiner Supervisor  
Sharon Euler, Division Legal Counsel

**Membership Announcement**

Collin Follis was appointed to the financial examination committee to temporarily fill in for Archie Camden by James Reinhard on October 15, 2014.

**Approval of Agenda**

A motion was made by Collin Follis and seconded by James Reinhard to approve the open agenda.

**Executive Director Report**

No report

**Legal Counsel Report**

Sharon reported that Doug Cassity filed to be released to testify in National Prearranged Services case and that the Ronald Marts matter set for November 10, 2014

**Move to Closed**

A motion was made by Collin Follis and seconded by James Reinhard to move to closed session pursuant to numbers 1, 2, 7, 8, and 9 of the attached motions to close.

**Future Meetings**

Future meeting dates of October 30, 2014 and November 6, 2014 were discussed.

**Adjournment**

A motion was made by Collin Follis and seconded by James Reinhard to adjourn at 2:35 p.m.

**Approved by the board on:** \_\_\_\_\_

**Executive Director:** \_\_\_\_\_

## MOTIONS TO GO INTO CLOSED SESSION

### 1. DISCIPLINE

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (1) RSMo and 324.001.9 RSMo for deliberation on discipline

### 2. LEGAL ACTIONS/LITIGATIONS/PRIVILEGED COMMUNICATIONS

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (1) RSMo for discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney

### 3. PROMOTING/HIRING/DISCIPLINING/FIRING EMPLOYEES

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (3) RSMo discussing hiring, firing, disciplining or promoting an employee of this agency

### 4. DIAGNOSIS/TREATMENT OF DISCIPLINED LICENSEES

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (5) and Section 324.001.8 RSMo. for proceedings required pursuant to a disciplinary order concerning medical, psychiatric, psychological, or alcoholism or drug dependency diagnosis or treatment of specific licensees

### 5. EXAMINATION MATERIALS

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (7) RSMo for reviewing testing and examination materials

### 6. EMPLOYEE PERFORMANCE RATINGS

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (13) RSMo for making performance ratings pertaining to individual employees

### 7. APPLICATIONS

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (14) and Section 324.001.8 RSMo for discussing educational transcripts and/or test scores and/or complaints and/or audits and/or investigative reports and/or other information pertaining to the licensee or applicant for licensure

### 8. CLOSED MINUTES

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (14) and 324.017 RSMo for the purpose of reviewing and approving the closed minutes of previous meetings

### 9. COMPLAINTS/ INVESTIGATIVE REPORTS/AUDITS

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021 subsection (14) and section 620.010.14 subsection (7) RSMo for the purpose of discussing investigative reports and/or complaints and/or audits and/or other information pertaining to a licensee or applicant

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**State Board of Embalmers and Funeral Directors  
Financial Examination Committee**

**October 30, 2014**

**State Board of Embalmers and Funeral Directors  
3605 Missouri Boulevard  
Jefferson City, Missouri 65109**

**OPEN MINUTES**

The meeting of the State Board of Embalmers and Funeral Directors Financial Examination Committee was called to order by James Reinhard, committee chair, at 9:07 a.m.

**Roll Call**

**Board Members Present**

James Reinhard, Committee Chair  
Collin Follis, Member

**Staff Present**

Sandy Sebastian, Executive Director  
Lisa Wildhaber, Examiner Supervisor  
Sharon Euler, Division Legal Counsel

**Approval of Agenda**

A motion was made by Collin Follis and seconded by James Reinhard to approve the open agenda.

**Executive Director Report**

No Report

**Legal Counsel Report**

Sharon reported that the Marts case is scheduled for criminal trial on November 10, 2014.

**Move to Closed**

A motion was made by Collin Follis and seconded by James Reinhard to move to closed session for numbers 1, 2, 7, 8, and 9 of the attached motions to close.

**Adjourn**

A motion was made by Collin Follis and seconded by James Reinhard to adjourn at 10:00 a.m.

**Approved by the board on:** \_\_\_\_\_

**Executive Director:** \_\_\_\_\_

## MOTIONS TO GO INTO CLOSED SESSION

### 1. DISCIPLINE

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (1) RSMo and 324.001.9 RSMo for deliberation on discipline

### 2. LEGAL ACTIONS/LITIGATIONS/PRIVILEGED COMMUNICATIONS

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (1) RSMo for discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney

### 3. PROMOTING/HIRING/DISCIPLINING/FIRING EMPLOYEES

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (3) RSMo discussing hiring, firing, disciplining or promoting an employee of this agency

### 4. DIAGNOSIS/TREATMENT OF DISCIPLINED LICENSEES

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (5) and Section 324.001.8 RSMo. for proceedings required pursuant to a disciplinary order concerning medical, psychiatric, psychological, or alcoholism or drug dependency diagnosis or treatment of specific licensees

### 5. EXAMINATION MATERIALS

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (7) RSMo for reviewing testing and examination materials

### 6. EMPLOYEE PERFORMANCE RATINGS

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (13) RSMo for making performance ratings pertaining to individual employees

### 7. APPLICATIONS

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (14) and Section 324.001.8 RSMo for discussing educational transcripts and/or test scores and/or complaints and/or audits and/or investigative reports and/or other information pertaining to the licensee or applicant for licensure

### 8. CLOSED MINUTES

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (14) and 324.017 RSMo for the purpose of reviewing and approving the closed minutes of previous meetings

### 9. COMPLAINTS/INVESTIGATIVE REPORTS/AUDITS

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021 subsection (14) and section 620.010.14 subsection (7) RSMo for the purpose of discussing investigative reports and/or complaints and/or audits and/or other information pertaining to a licensee or applicant

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State Board of Embalmers and Funeral Directors  
Financial Examination Committee

November 6, 2014

State Board of Embalmers and Funeral Directors  
3605 Missouri Boulevard  
Jefferson City, Missouri 65109

**OPEN MINUTES**

The meeting of the State Board of Embalmers and Funeral Directors Financial Examination Committee was called to order by James Reinhard, committee chair, at 9:03a.m.

**Roll Call**

**Board Members Present**

James Reinhard, Committee Chair  
Collin Follis, Member

**Staff Present**

Sandy Sebastian, Executive Director  
Lisa Wildhaber, Examiner Supervisor  
Sharon Euler, Division Legal Counsel

**Approval of Agenda**

A motion was made by Collin Follis and seconded by James Reinhard to approve the open agenda.

**Executive Director Report**

Sandy updated the committee that they are interviewing candidates to fill Michelle's position and also temporary positions.

**Legal Counsel Report**

No Report

**Move to Closed**

A motion was made by Collin Follis and seconded by James Reinhard to move to closed session for numbers 1, 2, 7, 8, and 9 of the attached motions to close.

**Future Meetings**

The committee set the next meeting as November 13, 2014 at 8:30 a.m.

**Adjourn**

A motion was made by Collin Follis and seconded by James Reinhard to adjourn at 9:58 a.m.

**Approved by the board on:** \_\_\_\_\_

**Executive Director:** \_\_\_\_\_

## MOTIONS TO GO INTO CLOSED SESSION

### 1. DISCIPLINE

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (1) RSMo and 324.001.9 RSMo for deliberation on discipline

### 2. LEGAL ACTIONS/LITIGATIONS/PRIVILEGED COMMUNICATIONS

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (1) RSMo for discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney

### 3. PROMOTING/HIRING/DISCIPLINING/FIRING EMPLOYEES

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (3) RSMo discussing hiring, firing, disciplining or promoting an employee of this agency

### 4. DIAGNOSIS/TREATMENT OF DISCIPLINED LICENSEES

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (5) and Section 324.001.8 RSMo. for proceedings required pursuant to a disciplinary order concerning medical, psychiatric, psychological, or alcoholism or drug dependency diagnosis or treatment of specific licensees

### 5. EXAMINATION MATERIALS

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (7) RSMo for reviewing testing and examination materials

### 6. EMPLOYEE PERFORMANCE RATINGS

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (13) RSMo for making performance ratings pertaining to individual employees

### 7. APPLICATIONS

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (14) and Section 324.001.8 RSMo for discussing educational transcripts and/or test scores and/or complaints and/or audits and/or investigative reports and/or other information pertaining to the licensee or applicant for licensure

### 8. CLOSED MINUTES

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (14) and 324.017 RSMo for the purpose of reviewing and approving the closed minutes of previous meetings

### 9. COMPLAINTS/ INVESTIGATIVE REPORTS/AUDITS

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021 subsection (14) and section 620.010.14 subsection (7) RSMo for the purpose of discussing investigative reports and/or complaints and/or audits and/or other information pertaining to a licensee or applicant

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**State Board of Embalmers and Funeral Directors  
Financial Examination Committee**

**November 13, 2014**

**State Board of Embalmers and Funeral Directors  
3605 Missouri Boulevard  
Jefferson City, Missouri 65109**

**OPEN MINUTES**

The meeting of the State Board of Embalmers and Funeral Directors Financial Examination Committee was called to order by James Reinhard, committee chair, at 8:31a.m.

**Roll Call**

**Board Members Present**

James Reinhard, Committee Chair  
Collin Follis, Member

**Staff Present**

Sandy Sebastian, Executive Director  
Lisa Wildhaber, Examiner Supervisor  
Sharon Euler, Division Legal Counsel

**Approval of Agenda**

A motion was made by Collin Follis and seconded by James Reinhard to approve the open agenda.

**Executive Director Report**

No report

**Legal Counsel Report**

Sharon reported that Marts pled guilty last Friday and that sentencing this Friday.

**Move to Closed**

A motion was made by Collin Follis and seconded by James Reinhard to move to closed session pursuant to numbers 1, 2, 7, 8, and 9 of the attached motions to close.

**Adjourn**

Meeting adjourned at 9:12 a.m.

**Approved by the board on:** \_\_\_\_\_

**Executive Director:** \_\_\_\_\_

## MOTIONS TO GO INTO CLOSED SESSION

### 1. DISCIPLINE

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (1) RSMo and 324.001.9 RSMo for deliberation on discipline

### 2. LEGAL ACTIONS/LITIGATIONS/PRIVILEGED COMMUNICATIONS

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (1) RSMo for discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney

### 3. PROMOTING/HIRING/DISCIPLINING/FIRING EMPLOYEES

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (3) RSMo discussing hiring, firing, disciplining or promoting an employee of this agency

### 4. DIAGNOSIS/TREATMENT OF DISCIPLINED LICENSEES

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (5) and Section 324.001.8 RSMo. for proceedings required pursuant to a disciplinary order concerning medical, psychiatric, psychological, or alcoholism or drug dependency diagnosis or treatment of specific licensees

### 5. EXAMINATION MATERIALS

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (7) RSMo for reviewing testing and examination materials

### 6. EMPLOYEE PERFORMANCE RATINGS

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (13) RSMo for making performance ratings pertaining to individual employees

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I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (14) and Section 324.001.8 RSMo for discussing educational transcripts and/or test scores and/or complaints and/or audits and/or investigative reports and/or other information pertaining to the licensee or applicant for licensure

### 8. CLOSED MINUTES

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (14) and 324.017 RSMo for the purpose of reviewing and approving the closed minutes of previous meetings

### 9. COMPLAINTS/ INVESTIGATIVE REPORTS/AUDITS

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021 subsection (14) and section 620.010.14 subsection (7) RSMo for the purpose of discussing investigative reports and/or complaints and/or audits and/or other information pertaining to a licensee or applicant

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**State Board of Embalmers and Funeral Directors  
Financial Examination Committee**

**January 5, 2015**

**State Board of Embalmers and Funeral Directors  
3605 Missouri Boulevard  
Jefferson City, Missouri 65109**

**OPEN MINUTES**

The meeting of the State Board of Embalmers and Funeral Directors Financial Examination Committee was called to order by James Reinhard, committee chair, at 1:00 p.m.

**Roll Call**

**Board Members Present**

James Reinhard, Committee Chair  
Archie Camden, Member

**Staff Present**

Sandy Sebastian, Executive Director  
Lisa Wildhaber, Examiner Supervisor  
Sharon Euler, Division Legal Counsel

**Approval of Open Agenda**

A motion was made by Archie Camden and seconded by James Reinhard to approve the open agenda.

**Executive Director Report**

No report

**Legal Counsel Report**

No report

**Move to Closed**

A motion was made by Archie Camden and seconded by James Reinhard to move to closed session pursuant to numbers 1, 2, 7, 8 and 9 of the attached motions to close.

**Future Meetings**

Future meeting dates were set for January 15, 2015 and January 29, 2015.

**Adjournment**

A motion was made by Archie Camden and seconded by James Reinhard to adjourn at 1:40 p.m.

**Executive Director:** \_\_\_\_\_

**Approved by the board on:** \_\_\_\_\_

## MOTIONS TO GO INTO CLOSED SESSION

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I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (14) and 324.017 RSMo for the purpose of reviewing and approving the closed minutes of previous meetings
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**State Board of Embalmers and Funeral Directors  
Financial Examination Committee**

**January 15, 2015**

**State Board of Embalmers and Funeral Directors  
3605 Missouri Boulevard  
Jefferson City, Missouri 65109**

**OPEN MINUTES**

The meeting of the State Board of Embalmers and Funeral Directors Financial Examination Committee was called to order by James Reinhard, committee chair, at 9:10a.m.

**Roll Call**

**Board Members Present**

James Reinhard, Committee Chair  
Archie Camden, Member

**Staff Present**

Sandy Sebastian, Executive Director  
Lisa Wildhaber, Examiner Supervisor  
Sharon Euler, Division Legal Counsel

**Approval of Agenda**

A motion was made by Archie Camden and seconded by James Reinhard to approve the open agenda.

**Executive Director Report**

No report

**Legal Counsel Report**

Sharon provided on update on the NPS Civil litigation - court found beneficiary of preneed trust are preneed provider, preneed seller and beneficiary. The case is set to go forward.

**Move to Closed**

A motion was made by Archie Camden and seconded by James Reinhard to move to into closed pursuant to numbers 1, 2, 7, 8, and 9 of the attached motions to close.

**Future Meeting Discussion**

Discussion regarding a meeting February 26, 2015 at 9:00 a.m. was held.

**Adjournment**

A motion was made by Archie Camden and seconded by James Reinhard to adjourn at 9:55 a.m.

**Executive Director:** \_\_\_\_\_

**Approved by the board on:** \_\_\_\_\_

## MOTIONS TO GO INTO CLOSED SESSION

1. DISCIPLINE  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (1) RSMo and 324.001.9 RSMo for deliberation on discipline
2. LEGAL ACTIONS/LITIGATIONS/PRIVILEGED COMMUNICATIONS  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (1) RSMo for discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney
3. PROMOTING/HIRING/DISCIPLINING/FIRING EMPLOYEES  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (3) RSMo discussing hiring, firing, disciplining or promoting an employee of this agency
4. DIAGNOSIS/TREATMENT OF DISCIPLINED LICENSEES  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (5) and Section 324.001.8 RSMo. for proceedings required pursuant to a disciplinary order concerning medical, psychiatric, psychological, or alcoholism or drug dependency diagnosis or treatment of specific licensees
5. EXAMINATION MATERIALS  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (7) RSMo for reviewing testing and examination materials
6. EMPLOYEE PERFORMANCE RATINGS  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (13) RSMo for making performance ratings pertaining to individual employees
7. APPLICATIONS  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (14) and Section 324.001.8 RSMo for discussing educational transcripts and/or test scores and/or complaints and/or audits and/or investigative reports and/or other information pertaining to the licensee or applicant for licensure
8. CLOSED MINUTES  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (14) and 324.017 RSMo for the purpose of reviewing and approving the closed minutes of previous meetings
9. COMPLAINTS/ INVESTIGATIVE REPORTS/AUDITS  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021 subsection (14) and section 620.010.14 subsection (7) RSMo for the purpose of discussing investigative reports and/or complaints and/or audits and/or other information pertaining to a licensee or applicant

Revised 09-11

**State Board of Embalmers and Funeral Directors  
Financial Examination Committee**

**January 29, 2015**

**State Board of Embalmers and Funeral Director  
3605 Missouri Boulevard  
Jefferson City, Missouri 65109**

**OPEN MINUTES**

The meeting of the State Board of Embalmers and Funeral Directors Financial Examination Committee was called to order by James Reinhard, committee chair, at 9:04 a.m.

**Roll Call**

**Board Members Present**

James Reinhard, Committee Chair  
Archie Camden, Member

**Staff Present**

Sandy Sebastian, Executive Director  
Lisa Wildhaber, Examiner Supervisor  
Sharon Euler, Division Legal Counsel

**Approval of Agenda**

A motion was made by Archie Camden and seconded by James Reinhard to approve the open agenda.

**Executive Director Report**

No Report

**Legal Counsel Report**

No Report

**Future Meeting**

Next meeting is set for February 26, 2015.

**Move to Closed**

A motion was made by Archie Camden and seconded by James Reinhard to move to closed session pursuant to numbers 1, 2, 7, 8, and 9 of the attached motions to close.

**Adjournment**

A motion was made by Archie Camden and seconded by James Reinhard to adjourn at 9:40 a.m.

**Executive Director:** \_\_\_\_\_

**Approved by the board on:** \_\_\_\_\_

## MOTIONS TO GO INTO CLOSED SESSION

1. DISCIPLINE  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (1) RSMo and 324.001.9 RSMo for deliberation on discipline
2. LEGAL ACTIONS/LITIGATIONS/PRIVILEGED COMMUNICATIONS  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (1) RSMo for discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney
3. PROMOTING/HIRING/DISCIPLINING/FIRING EMPLOYEES  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (3) RSMo discussing hiring, firing, disciplining or promoting an employee of this agency
4. DIAGNOSIS/TREATMENT OF DISCIPLINED LICENSEES  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (5) and Section 324.001.8 RSMo. for proceedings required pursuant to a disciplinary order concerning medical, psychiatric, psychological, or alcoholism or drug dependency diagnosis or treatment of specific licensees
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I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (13) RSMo for making performance ratings pertaining to individual employees
7. APPLICATIONS  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (14) and Section 324.001.8 RSMo for discussing educational transcripts and/or test scores and/or complaints and/or audits and/or investigative reports and/or other information pertaining to the licensee or applicant for licensure
8. CLOSED MINUTES  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (14) and 324.017 RSMo for the purpose of reviewing and approving the closed minutes of previous meetings
9. COMPLAINTS/ INVESTIGATIVE REPORTS/AUDITS  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021 subsection (14) and section 620.010.14 subsection (7) RSMo for the purpose of discussing investigative reports and/or complaints and/or audits and/or other information pertaining to a licensee or applicant

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**State Board of Embalmers and Funeral Directors  
Financial Examination Committee**

**March 31, 2015**

**State Board of Embalmers and Funeral Directors  
3605 Missouri Boulevard  
Jefferson City, Missouri 65109**

**OPEN MINUTES**

The meeting of the State Board of Embalmers and Funeral Directors Financial Examination Committee was called to order by James Reinhard, committee chair, at 8:33a.m.

**Roll Call**

**Board Members Present**

James Reinhard, Committee Chair  
Archie Camden, Member

**Staff Present**

Sandy Sebastian, Executive Director  
Lisa Wildhaber, Examiner Supervisor  
Sharon Euler, Division Legal Counsel

**Approval of Agenda**

A motion was made by Archie Camden and seconded by James Reinhard to approve the open agenda.

**Executive Director Report**

Sandy provided an update on the progress of the financial exams. She reported that there were approximately 23 exams that had been not started by an examiner, that four were in the process of being worked on preparing for on-sites, 10 on-sites done and final processes being completed, Lori Hayes will be working a projected 2 days a week to assist as needed, and that it was requested of the examiners that they work 8-10 hours additional each week. Sandy also reported that Gary Lorts had been hired as a temporary examiner.

**Legal Counsel Report**

No Report

**Future Meetings**

The next meeting will be April 14, 2015 at 8:30 a.m.

**Move to Closed**

A motion was made by Archie Camden and seconded by James Reinhard to move to closed session pursuant to numbers 1, 2, 7, 8, and 9 of the attached motions to close.

**Adjourn**

A motion was made by Archie Camden and seconded by James Reinhard to adjourn at 9:25 a.m.

**Executive Director:** \_\_\_\_\_

**Approved by the board on:** \_\_\_\_\_

## MOTIONS TO GO INTO CLOSED SESSION

1. DISCIPLINE  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (1) RSMo and 324.001.9 RSMo for deliberation on discipline
2. LEGAL ACTIONS/LITIGATIONS/PRIVILEGED COMMUNICATIONS  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (1) RSMo for discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney
3. PROMOTING/HIRING/DISCIPLINING/FIRING EMPLOYEES  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (3) RSMo discussing hiring, firing, disciplining or promoting an employee of this agency
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5. EXAMINATION MATERIALS  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (7) RSMo for reviewing testing and examination materials
6. EMPLOYEE PERFORMANCE RATINGS  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (13) RSMo for making performance ratings pertaining to individual employees
7. APPLICATIONS  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (14) and Section 324.001.8 RSMo for discussing educational transcripts and/or test scores and/or complaints and/or audits and/or investigative reports and/or other information pertaining to the licensee or applicant for licensure
8. CLOSED MINUTES  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (14) and 324.017 RSMo for the purpose of reviewing and approving the closed minutes of previous meetings
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I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021 subsection (14) and section 620.010.14 subsection (7) RSMo for the purpose of discussing investigative reports and/or complaints and/or audits and/or other information pertaining to a licensee or applicant

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State Board of Embalmers and Funeral Directors  
Financial Examination Committee

April 14, 2015

State Board of Embalmers and Funeral Directors  
3605 Missouri Boulevard  
Jefferson City, Missouri 65109

OPEN MINUTES

The meeting of the State Board of Embalmers and Funeral Directors Financial Examination Committee was called to order by James Reinhard, committee chair, at 8:33a.m.

**Roll Call**

**Board Members Present**

James Reinhard, Committee Chair  
Archie Camden, Member

**Staff Present**

Sandy Sebastian, Executive Director  
Lisa Wildhaber, Examiner Supervisor  
Sharon Euler, Division Legal Counsel

**Approval of Agenda**

A motion was made by Archie Camden and seconded by James Reinhard to approve the open agenda.

**Executive Director Report**

No report

**Legal Counsel Report**

No report

**Move to Closed**

A motion was made by James Reinhard and seconded by Archie Camden to move to closed session pursuant to numbers 1, 2, 7, 8, and 9 of the attached motions to close.

**Future Meeting**

The committee set the next meeting for May 14, 2015 at 8:30 a.m.

**Adjourn**

A motion was made by Archie Camden and seconded by James Reinhard to adjourn at 9:45 a.m.

**Executive Director:** \_\_\_\_\_

**Approved by the board on:** \_\_\_\_\_

## MOTIONS TO GO INTO CLOSED SESSION

1. DISCIPLINE  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (1) RSMo and 324.001.9 RSMo for deliberation on discipline
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6. EMPLOYEE PERFORMANCE RATINGS  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (13) RSMo for making performance ratings pertaining to individual employees
7. APPLICATIONS  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (14) and Section 324.001.8 RSMo for discussing educational transcripts and/or test scores and/or complaints and/or audits and/or investigative reports and/or other information pertaining to the licensee or applicant for licensure
8. CLOSED MINUTES  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (14) and 324.017 RSMo for the purpose of reviewing and approving the closed minutes of previous meetings
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**State Board of Embalmers and Funeral Directors  
Financial Examination Committee**

**May 14, 2015**

**State Board of Embalmers and Funeral Directors  
3605 Missouri Boulevard  
Jefferson City, Missouri 65109**

**OPEN MINUTES**

The meeting of the State Board of Embalmers and Funeral Directors Financial Examination Committee was called to order by James Reinhard, committee chairman. at 8:39 a.m.

**Roll Call**

**Board Members Present**

James Reinhard, Committee Chair  
Archie Camden, Member

**Staff Present**

Sandy Sebastian, Executive Director  
Lisa Wildhaber, Examiner Supervisor  
Sharon Euler, Division Legal Counsel

**Approval of Agenda**

A motion was made by Archie Camden and seconded by James Reinhard to approve the open agenda.

**Executive Director Report**

No report

**Legal Counsel Report**

No report

**Move to Closed**

A motion was made by Archie Camden and seconded by James Reinhard to move to closed session pursuant to numbers 1, 2, 7, 8, and 9 of the attached motions to close.

**Future Meetings**

The committee set the next meeting for June 17, 2015 at 10:30 a.m. in the Main Conference room of the Division.

**Adjourn**

A motion was made by Archie Camden and seconded by James Reinhard to adjourn at 9:07 a.m.

**Executive Director:** \_\_\_\_\_

**Approved by the board on:** \_\_\_\_\_

## MOTIONS TO GO INTO CLOSED SESSION

1. DISCIPLINE  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (1) RSMo and 324.001.9 RSMo for deliberation on discipline
2. LEGAL ACTIONS/LITIGATIONS/PRIVILEGED COMMUNICATIONS  
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3. PROMOTING/HIRING/DISCIPLINING/FIRING EMPLOYEES  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (3) RSMo discussing hiring, firing, disciplining or promoting an employee of this agency
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5. EXAMINATION MATERIALS  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (7) RSMo for reviewing testing and examination materials
6. EMPLOYEE PERFORMANCE RATINGS  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (13) RSMo for making performance ratings pertaining to individual employees
7. APPLICATIONS  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (14) and Section 324.001.8 RSMo for discussing educational transcripts and/or test scores and/or complaints and/or audits and/or investigative reports and/or other information pertaining to the licensee or applicant for licensure
8. CLOSED MINUTES  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (14) and 324.017 RSMo for the purpose of reviewing and approving the closed minutes of previous meetings
9. COMPLAINTS/ INVESTIGATIVE REPORTS/AUDITS  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021 subsection (14) and section 620.010.14 subsection (7) RSMo for the purpose of discussing investigative reports and/or complaints and/or audits and/or other information pertaining to a licensee or applicant

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**State Board of Embalmers and Funeral Directors  
Financial Examination Committee**

**July 29, 2015**

**State Board of Embalmers and Funeral Directors  
3605 Missouri Boulevard  
Jefferson City, Missouri 65109**

**OPEN MINUTES**

The meeting of the State Board of Embalmers and Funeral Directors Financial Examination Committee was called to order by James Reinhard, committee chair, at 8:33a.m.

**Roll Call**

**Board Members Present**

James Reinhard, Committee Chair  
Archie Camden, Member  
Collin Follis, Member

**Staff Present**

Sandy Sebastian, Executive Director  
Lisa Wildhaber, Examiner Supervisor  
Sharon Euler, Division Legal Counsel

**Approval of Agenda**

A motion was made by Archie Camden and seconded by Collin Follis to approve the open agenda. Motion carried with no votes in opposition.

**Executive Director Report**

No report

**Legal Counsel Report**

No report

**Move to Closed**

A motion was made by Collin Follis and seconded by Archie Camden to move to closed session pursuant to numbers 1, 2, 7, 8, and 9 of the attached motions to close. Motion carried with no votes in opposition.

**Future Meeting**

The committee set the next meeting for August 4, 2015.

**Adjourn**

A motion was made by Collin Follis and seconded by Archie Camden to adjourn at 9:16a.m. Motion carried with no votes in opposition.

**Executive Director:** \_\_\_\_\_

**Approved by the board:** \_\_\_\_\_

## MOTIONS TO GO INTO CLOSED SESSION

1. DISCIPLINE  
I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (1) RSMo and 324.001.9 RSMo for deliberation on discipline
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Revised 09-11

## Board Directives for Preneed Seller Financial Examinations, beginning in 2016

### Staff Recommendation

After research, consultation with other agencies and utilizing in house resources, staff and counsel make the following recommendation for preneed seller financial exams to begin in January, 2016 and to continue until such time as the Board determines it is necessary to amend these directives:

#### General Board Directives to Staff

1. Examinations are done to fulfill the Board's statutory direction in Section 436.470, RSMo, to conduct financial examinations of each preneed seller at least once every 5 years.
2. Examinations are done within the scope of the Board's statutory authority and to fulfill the Board's purpose of protecting the public by ensuring that preneed sellers are complying with their statutory requirements and duties.
3. Examinations are done for the purpose of ensuring that sellers are safeguarding preneed funds and that the funds are properly utilized per contracts with the consumer and in accord with statutory requirements.
4. Staff shall work diligently and with good faith and fairness to ensure that each financial exam is conducted lawfully and with professional conduct to fulfill the Board's directives.
5. Staff is directed to prepare a written financial exam procedures handbook to be used by all examiners in conducting financial examinations. Staff will provide the Board an update as to the status of the procedural handbook at the Fall 2016 meeting of the Board.
6. Staff may request information from sellers, as authorized by statute, as part of any financial examination, may utilize techniques required to confirm information provided by sellers including contacting preneed contract purchasers to confirm payments made and utilizing any of the other statutory authorities granted to the Board to ensure final reports on financial examinations are as accurate as possible. Staff may request information from sellers, consumers, from providers, from preneed agents, from banks and from other fiduciaries, but staff must seek Board approval to utilize any court or administrative process to require any person to comply with any staff request for information.

#### Scope of Exams

7. For all preneed sellers, the examiners shall confirm:
  - a. Seller's seller license is current and active; (§ 333.320, RSMo)
  - b. Seller affirms that it has provided the Board with copies of all preneed contracts, as requested; (§ 436.420, RSMo)
  - c. Preneed contracts meet the minimum statutory requirements; (§ 436.425, RSMo)
  - d. Seller maintains adequate records of preneed contracts and related agreements; (§436.465, RSMo)
  - e. Seller provides written notification to consumers of any change in funding source; (§436.425, RSMo)

### Financial Examination Evaluation Procedures

1. For each financial examination, the examiner shall prepare a financial examination report with any necessary attachments to be submitted to the financial supervisor.
2. Upon receipt of a completed financial examination report, unless there is a need for immediate action as set forth in Sections 333.330.4 or 333.335, RSMo, Board staff shall send a copy of that financial examination report to the licensee for response and the licensee shall be given at least 30 days to file a written response with the Board. This response may dispute the findings and provide evidence to support the seller's response, it may present a plan to remedy the exceptions noted in the final examination report or it may provide any other response the seller wishes the Board to consider.
3. After the response time has passed, the financial examination report and the licensee's response shall be considered by the Examination Committee. The Examination Committee may take one of the following actions:
  - a. The Committee may accept the financial examination report if it has no exceptions or if all exceptions have been resolved and direct staff to close the exam;
  - b. The Committee may accept the seller's plan to resolve the exceptions and give the seller up to 18 months to resolve the exceptions, at the Committee's discretion;
  - c. The Committee may offer additional direction to the licensee as to what is required to resolve the exceptions and the Committee may offer the licensee additional time to resolve the exceptions, but no longer than 18 months unless there are special circumstances, at the Committee's discretion;
  - d. The Committee may refer the financial examination report and the seller's response to the full Board for further action.
4. The Examination Committee shall have no authority to seek any judicial action or to initiate any disciplinary process.
5. Upon direction by either the Examination Committee or the full Board to close a financial examination, Board staff shall provide the seller with a written notice that the exam has been closed.