

**State Board of Embalmers and Funeral Directors**

March 4, 2016

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

**OPEN MINUTES**

The meeting of the State Board of Embalmers and Funeral Directors was called to order by Collin Follis, chairman, via conference call, at 2:32p.m.

**Roll Call**

**Board Members Present**

Collin Follis, Chairman  
Gary Fraker, Vice Chairman  
Kenneth McGhee, Member  
Eric Pitman, Member

**Board Members Not Present**

Jerald Dickey, Secretary

**Staff Present**

Sandy Sebastian, Executive Director  
Tabatha Lenzini, Administrative Assistant  
Lori Hayes, Funeral Establishment Inspector  
Sharon Euler, Division Legal Counsel

**Approval of Agenda**

A motion was made by Gary Fraker and seconded by Kenneth McGhee to approve the agenda. Motion carried with Eric Pitman voting in favor with no votes in opposition. Jerald Dickey was not present.

**Executive Director Report**

No report

**Legal Counsel Report**

No report

**Move to Closed**

A motion was made by Kenneth McGhee and seconded by Gary Fraker to move into closed session pursuant to numbers 1, 2, 7, 8 and 9 of the attached motions to close. Motion carried with Eric Pitman voting in favor with no votes in opposition. Jerald Dickey was not present.

**Adjourn**

A motion was made by Gary Fraker and seconded by Eric Pitman to adjourn at 3:04 p.m. Motion carried with Kenneth McGhee voting in favor with no votes in opposition. Jerald Dickey was not present.

Executive Director

Sandy Sebastian

Approved by the board on

5-19-16

## 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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