State Board of Embalmers and Funeral Directors
Chairman's Advisory Committee

May 17, 2017

Division of Professional
Registration 3605 Missouri Blvd.
Jefferson City, MO 65109

OPEN MINUTES

The meeting of the State Board of Embalmers and Funeral Directors Chairman's Advisory Committee was called to order by Collin Follis, committee chair, at 8:33 a.m.

Roll Call
Board Members Present
Collin Follis, Chairman – left the meeting at 9:08 a.m.
Kenneth McGhee, Vice Chairman
Jerald Dickey, Secretary

Staff Present
Sandy Sebastian, Executive Director
Courtney Dawson, Administrative Assistant
Lori Hayes, Inspector
Sharon Euler, Division Legal Counsel

The order of the items reflected in these minutes is not necessarily reflective of the order in which the items were reviewed and discussed by the committee.

Approval of Agenda
A motion was made by Kenneth McGhee and seconded by Jerald Dickey based upon counsel's advice of the committee to act in its capacity to approve the agenda. Motion carried with no votes in opposition.

Executive Director Report
Sandy reported that to her knowledge there was no legislation passed directly impacting the board.

Legal Counsel Report
Sharon reported that Brett Cassidy is scheduled to be released from prison May 26, 2017.

Move to Closed
A motion was made by Jerald Dickey and seconded by Kenneth McGhee based upon counsel's advice of the committee to act in its capacity 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.

Other
Kenneth McGhee shared with the group that he serves on another board and became aware of executive order 17-03 from that board and asked Sandy what she knew about such. Sandy reported that she was aware of the executive order and that the board would be working on matters relating to such but that she had not addressed the matter with the board due to lack of quorum.
Adjourn
A motion was made by Jerald Dickey and seconded by Kenneth McGhee based upon counsel's advice of the committee to act in its capacity to adjourn at 9:47 a.m. Motion carried with no votes in opposition. Collin Follis was not present.

Executive Director:  

Approved by the board on:  

9-22-2017
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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