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

July 21, 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 8:33a.m.

Roll Call
Board Members Present
Collin Follis, Chairman
Kenneth McGhee, Vice Chairman
Jerald Dickey, Secretary

Staff Present
Sandy Sebastian, Executive Director
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 Jerald Dickey and seconded by Kenneth McGhee based upon counsel's advice of the committee to act in its capacity to approve the agenda. Motion carried with with no votes in opposition.

Discussion regarding Executive Order 17-03
Sandy stated she had included the executive order for discussion with the committee and had originally planned to discuss with the board however given the circumstances relating to lack to quorum and not knowing when that might change want to give an overview of the executive order and also discuss the two hearings the board was needing to have pursuant to such. Following the discussion it was decided that the board would hold two hearings in Jefferson City and that if any members were available on those dates, they could plan to attend, and it was suggested that Collin Follis attend as chairman. Sandy said she would work on reserving dates and posting the hearings etc.

Executive Director Report
No report.

Legal Counsel Report
Sharon reported that as of today the decision in the National Prearranged Services case had been issued by the Appellate Court.

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.
Adjourn
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 adjourn at 9:23 a.m. Motion carried with no votes in opposition.

Executive Director:  

Approved by the board on: ________

9.22.2017
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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