The meeting of the State Board of Embalmers and Funeral Directors was called to order on March 28, 2018 by Kenneth McGhee, chairman at 8:17 a.m. (The meeting was scheduled for March 28-29, 2018 but the board met on March 28, 2018 only.)

Roll Call
Board Members Present
Kenneth McGhee, Chairman
Gary Fraker, Vice Chairman
Scott Meierhoffer, Member
James Reinhard, Member

Board Members Absent
Jerald Dicky, Secretary
Vacant, Public Member

Staff Present
Sandy Sebastian, Executive Director
Teri Forck, Administrative Assistant
Lori Hayes, Inspector
Thomas Townsend, Chief Division 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 board.

Approval of Agenda
A motion was made by Scott Meierhoffer and seconded by Gary Fraker to approve the agenda. Motion carried with Kenneth McGhee and James Reinhard voting in favor with no votes in opposition. Jerald Dickey was not present.

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

Roll Call – Return to Open
Kenneth McGhee performed roll call. Present were Kenneth McGhee, Scott Meierhoffer, James Reinhard and Gary Fraker.

Presentation of Plaques to Past Member/s Recognizing Prior Service
Members were not present. This item will be tabled to a future meeting.
Acknowledgement and Recognition of Newly Licensed Embalmers and Funeral Directors
Four new licensees were present and were acknowledged by the board.

Approval of Open Minutes
A motion was made by Gary Fraker and seconded by James Reinhard to approve the following minutes.
- May 24, 2017 Financial Examination Committee
- November 30, 2017 Financial Examination Committee
- December 13-14, 2017 Board Meeting
- January 18, 2018 Board Conference Call
Motion carried with Scott Meierhoffer and Kenneth McGhee voting in favor with no votes in opposition. Jerald Dickey was not present.

Executive Director Report
Sandy reported that as of January 31, 2018 financial statement the board’s fund balance was $2,969,420.89, which reflected revenue collected to date as $469,756 and the board had projected $485,030 for the fiscal year; expenditures of $75,158.91 with $89,041.09 of the total $164,200 appropriate remaining and total transfer expenditures of $317,775.45, with a remaining $375,636.41 of the total projected $613,411.86. Sandy reminded the board that the renewal fee being reduced for all professions was intended to keep the board’s fund balance at a lower amount.

Sandy stated that the licensee reports (new, disciplined) covering the period December 6, 2017 to March 1, 2018 were included as informational only. Sandy verbally reported that the closed/cease report was not included in the materials however during that same timeframe there were a total of 9 establishments, 6 provider and 2 seller licenses closed/ceased.
Sandy reported that renewal for embalmer and funeral director professions was underway and scheduled to end May 31, 2018 and that as of March 15, 2018 there were 826 embalmer and funeral director licensees that had renewed, 782 of the total were renewed online.

Sandy stated the board had in its materials as informational, several bill references that related specifically to the board, some indirectly and some broadly to the division.

Sandy shared that she had attended the FARB meeting on behalf of The Conference and that there were many discussions involving license portability.

Sandy shared that she had attended The Conference’s annual meeting at the end of February and that The Conference board announced that there would be some upcoming fee increases: beginning with the 2019 convention the board member training will be $200 (previously $100) and the annual meeting registration will increase from $300 to $350; practice examination is now $60 (previously $50) and there are now two practice examinations; NBE will be increasing $35 effective August 1, 2018, increasing from $285 from $250.

Sandy shared that the National Prearranged Services civil matter was set for November 28, 2018.

Sandy discussed a new platform that the division was working on to distribute board agendas to board members and stated that everyone would need access to an IPad/apple/mac/android/personal computer with windows 10 and that she would follow up with board members at a later date.

Discussion of future meeting dates
The board discussed and it was the consensus of the board to schedule a meeting April 12 & 13, 2018 in Jefferson City to discuss regulations and the scope of financial examination and June 13 & 14, 2018 as its next regularly scheduled meeting. Jerald Dickey was not present.
Open Session/Discussion
Don Otto mentioned that the MFDEA annual convention would be June 3-5, 2018 at Union Station and welcomed someone from the board to do a presentation and or exhibit booth and that June 4th was the larger participation day.

There was discussion by the public in attendance and board members relating to HB1597, HB2351, HB1895, HB2079.

A member of the public stated they would like to request the board consider a vote to allow the board’s legal counsel to discuss with him regarding National Prearranged Services. It was shared by board’s counsel that the board did not have authority to make such a vote. The member of the public discussed their concerns relating to how to determine who has which contracts that were previously under the direction of the special deputy receiver in the National Prearranged Services matter since part of the contracts were now with a different entity/insurance company in Texas.

A member of the public commented that he never received a letter of response from the Division of Professional Registration or the board relating correspondence he had written relating to the change in board legal counsel representation.

A member of the public reported that Steve Koosman, previously with St. Charles Community College at Forest Park’s mortuary program, has passed away.

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

Disciplinary Hearing – William Morgan Sifford – Case 17-1093
The board conducted a disciplinary hearing in the matter. Mr. Sifford was not present and no one appeared on his behalf.

Disciplinary Hearing – Polley Funeral Homes LLC – Case 17-1123
The board conducted a disciplinary hearing in the matter. Mr. Polley was not present and no one appeared on his behalf.

Probation Violation Hearing – Randy Sheldon dba Sheldon-Goodrich Funeral Home – Case EMB 18-001-PV
The board conducted a probation violation hearing in the matter. Mr. Sheldon was present for his hearing.

Probation Violation Hearing – Duane Harvey – Case EMB 17-004-PV
The board conducted a probation violation hearing in the matter. Mr. Harvey was present for his hearing.

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

Probation Violation Hearing – Kassondra Hayes – Case EMB 16-002-PV
The hearing that was scheduled did not occur because the matter was continued.
Move to Closed
A motion was made by James Reinhard and seconded by Gary Fraker to move into closed session pursuant to #1, 2, 7, 8, and 9 of the attached motions to close. Motion carried with Scott Meierhoffer and Kenneth McGhee voting in favor with no votes in opposition. Jerald Dickey was not present.

Adjournment
A motion was made by Kenneth McGhee and seconded by Gary Fraker to adjourn at 6:43 p.m. on March 28, 2018. Motion carried with Scott Meierhoffer and James Reinhard voting in favor with no votes in opposition. Jerald Dickey was not present.

Executive Director [Signature]
Approved by the board on June 13-14, 2018
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 324.001.8 and 324.017 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 2018-01