OPEN MINUTES

The meeting of the State Board of Embalmers and Funeral Directors was called to order via conference call on May 17, 2018 by Gary Fraker, chairman, at 8:03 a.m.

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

Board Members Absent
Vacant, Public Member

Staff Present
Sandy Sebastian, Executive Director
Lisa Wildhaber, Examiner Supervisor
Sarah Ledgerwood, 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 board.

Approval of Agenda
A motion was made by James Reinhard and seconded by Kenneth McGhee to approve the open agenda. Motion carried with Gary Fraker, Scott Meierhoffer and Jerald Dickey voting in favor with no votes in opposition.

Executive Director Report
Sandy discussed the upcoming association convention and the board having a booth and discussed dates and times including June 4, 2018 5-7pm and June 5, 2018 9am-12pm. Sandy stated that the association had extended an offer for those in attendance to go to the dinner/auction on June 13 and that she needed to know if anyone would be attending no later than May 25th as she needed to confirm with the association staff. Kenneth McGhee and James Reinhard would check on availability to attend. Jerald Dickey, Gary Fraker and Scott Meierhoffer all declined/were unable to attend. Gary Fraker asked that anyone who could attend and work the booth let Sandy know as soon as possible.

Open Discussion
None

Move to Closed
A motion was made by James Reinhard and seconded by Scott Meierhoffer to move into closed session pursuant to numbers 1, 2, 7, 8, and 9 of the attached motions to close. Motion carried with Kenneth McGhee, Jerald Dickey and Gary Fraker voting in favor with no votes in opposition.
Discussion of Financial Examination Process
Gary Fraker asked Sandy to give the board a brief overview of the upcoming June agenda and the time that had been set aside for the discussion. Sandy shared that there had been 1 ½ hours blocked on June 13, 2018 on the matter is scheduled for the June 13, 2018 meeting 1:30-3:00p.m. Gary Fraker said he had talked with Lisa Wildhaber regarding the process and she is thinking about the process in preparation for the future discussion.

Adjournment
A motion was made by James Reinhard and seconded by Kenneth McGhee to adjourn at 8:43a.m. Motion carried with Gary Fraker, Jerald Dickey and Scott Meierhoffer voting in favor with no votes in opposition.

Executive Director

Approved by the board on June 13-14, 2018
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 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