



State of Ohio Board of Embalmers and Funeral Directors

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MINUTES

77 South High Street, 31st Floor Boardroom

1:05 p.m. Monday, August 20, 2012

The Board of Embalmers and Funeral Directors met in regular session in the Riffe Center at 77 S. High Street in Columbus, Ohio. Ms. Pam Williams Briggs, Board President called the meeting to order at 1:05 p.m. Other board members present were Ms. Linda Betzer, Mr. Gregory Boyer, Mr. Robert Carter, Mr. Thomas Fleming, Mr. Ty Marsh, and Mr. Robert Wasko. Staff members present were Executive Director Vanessa Niekamp, Eric Anderson, Jennifer Baugess, Linda Clark, Sarah Day, Lena Wright, and Assistant Attorney General James Patterson.

Ms. Williams-Briggs introduced new board member Mr. Gregory Boyer who is serving a four year term ending June 30, 2016. Ms. Williams-Briggs congratulated Mr. Robert Wasko on his re-appointment to the board for an additional five year term ending June 30, 2017.

Ms. Lena Wright announced she accepted a position with the State of Ohio Barber Board and her last day in the board office would be August 24, 2012.

READING AND CONSIDERATION OF THE MINUTES

On a motion by Ms. Betzer, seconded by Mr. Carter the board approved the minutes of the meeting held on July 16-17, 2012. *Ayes: 6 Nays: 0. 1 abstention. Motion Passed.*

PERSONS BEFORE THE BOARD

C. Chris. Eden is a licensed embalmer and funeral director from the state of Mississippi. He came before the board seeking a reciprocal embalmer and funeral director license. Mr. Eden indicated that he does not have any felony convictions and no prior discipline from the state of Mississippi embalmer and funeral director governing board.

On a motion by Ms. Betzer and seconded by Mr. Fleming the board voted to grant Mr. C. Chris Eden the opportunity to seek an Ohio reciprocal Embalmer and Funeral Director's License. Mr. Eden must pass the Ohio Laws and Rules exam. *Ayes: 7 Nays: 0. Motion Passed.*

COMPLIANCE

Ms. Baugess reported that there were eighteen pending complaints and eleven charged complaints pending hearings, settlements, and board orders. Also, Ms. Baugess reported there were three hearings to be scheduled and no hearings were held during the past month. The board office received three report and recommendations and there remains one outstanding report and recommendation.

Lic Number	Facility Name	Licensee by Last Name	Type	County
FH002557	Zaback-Williams-Ducro FH	Williams Bernard	AIC	Ashtabula
FH002347	Schoedinger-Margarum	Anderson James	MGR	Franklin
FH002274	Higgins-Reardon FH	Lepore Donald	MGR	Mahoning
FH003043	Brough-Getts-Staver FH	Johnson Pamela	AIC	Montgomery
FH003043	Brough-Getts-Staver FH	Johnson Pamela	MGR	Montgomery
FH002937	Atkinson-Feucht-Hare FH	Speicher Samantha	MGR	Stark

NOTE:

On motions denoted with an asterisk (*), the names and identifying information was redacted from discussion and proposed notices during the course of deliberation. Matters were referred to only by case number. Identifying information was added during the writing of the minutes based upon the correlating case number.

MOTION 1:

On a motion by Mr. Wasko and seconded by Ms. Betzer the board voted to close five investigative complaints. *Roll call vote: Betzer, Aye; Boyer, Aye; Carter, Aye; Fleming, Aye; Marsh, Aye; Wasko, Aye; Williams-Briggs, Aye. Motion Passed.*

The board reviewed a list of amendments to change the manager and/or the funeral director actually in charge of and ultimately responsible for the funeral home for the month of July 2012.

MOTION 2:

On a motion by Ms. Betzer and seconded by Mr. Wasko the board voted to close complaint number 1203058. *Roll call vote: Betzer, Aye; Boyer, Aye; Carter, Aye; Fleming, Aye; Marsh, Aye; Wasko, Aye; Williams-Briggs, Aye. Motion Passed.*

MOTION 3:

On a motion by Ms. Betzer and seconded by Mr. Wasko the board voted to close complaint number 1211044. *Roll call vote: Betzer, Aye; Boyer, Aye; Carter, Aye; Fleming, Aye; Marsh, Aye; Wasko, Aye; Williams-Briggs, Aye. Motion Passed.*

MOTION 4:

On a motion by Ms. Betzer and seconded by Mr. Fleming the board voted to issue a notice of opportunity for hearing to Susan J. Birkenkamp (FD 006940) and the funeral home license of H.H. Birkenkamp (FH 002875) for a violation of R.C. 4717.14(A)(4) for immoral or unprofessional conduct. Specifically, the proposed penalty is based upon the actions of a former employee, Lawrence J. Clement, which resulted in Mr. Clement's conviction in the Lucas County Common Pleas Court for sexual abuse of a corpse. The board ordered a forfeiture of \$5,000. *Roll call vote: Betzer, Aye; Boyer, Aye; Carter, Aye; Fleming, Aye; Marsh, Aye; Wasko, Aye; Williams-Briggs, Aye. Motion Passed.*

MOTION 5:

On a motion by Mr. Wasko and seconded by Mr. Marsh the board voted to issue a notice of opportunity for hearing to Ben H. Ewing (FD 005568) and Ewing Funeral Home (FH 000783) for a violation of R.C. 4717.14 (A)(4) for unprofessional conduct. Specifically, the proposed penalty is based upon your failure to comply with the requirements of Section 4717.31 (formerly R.C. 1111.19) and 4717-8 (F) of the Administrative Code for failing to submit approximately \$131,000 in consumer payments with an Insurance company or trust company within 30 days of receipt. *Roll call vote: Betzer, Aye; Boyer, Aye; Carter, Aye; Fleming, Aye; Marsh, Aye; Wasko, Aye; Williams-Briggs, Aye. Motion Passed.*

MOTION 6:

On a motion by Mr. Fleming and seconded by Mr. Wasko the board voted to refer complaint number 1307011 regarding unlicensed practicing to the county prosecutor. *Roll call vote: Betzer, Aye; Boyer, Aye; Carter, Aye; Fleming, Aye; Marsh, not present; Wasko, Aye; Williams-Briggs, Aye. Motion Passed.*

MOTION 7:

On three separate motions, the Board voted on the Hearing Officer's findings of fact, conclusion of law, and recommendations on Matthew Humphrey:

Motion to approve the Hearing Officer's findings of facts.

Roll call vote: Betzer, Aye; Boyer, Aye; Carter, Aye; Fleming, Aye; Marsh, Not Present; Wasko, Aye; Williams-Briggs, Aye. Motion Passed.

Motion to approve the Hearing Officer's conclusion of law.

Roll call vote: Betzer, Aye; Boyer, Aye; Carter, Aye; Fleming, Aye; Marsh, Not Present; Wasko, Aye; Williams-Briggs, Aye. Motion Passed.

Motion to approve the Hearing Officer's recommendation.

Roll call vote: Betzer, Aye; Boyer, Aye; Carter, Aye; Fleming, Aye; Marsh, Not Present; Wasko, Aye; Williams-Briggs, Aye. Motion Passed.

Wherefore it is ordered:

The Funeral Director license number 008621 and Embalmer license number 008794 are permanently revoked beginning on September 8, 2012.

MOTION 8:

On three separate motions, the Board voted on the Hearing Officer's findings of fact, conclusion of law, and recommendations on Timothy Werner.

Motion to approve the Hearing Officer's findings of facts.

Roll call vote: Betzer, Aye; Boyer, Aye; Carter, Aye; Fleming, Aye; Marsh, Not Present; Wasko, Aye; Williams-Briggs, Aye. Motion Passed.

Motion to approve the Hearing Officer's conclusion of law.

Roll call vote: Betzer, Aye; Boyer, Aye; Carter, Aye; Fleming, Aye; Marsh, Not Present; Wasko, Aye; Williams-Briggs, Aye. Motion Passed.

Motion to approve the Hearing Officer's recommendation.

Roll call vote: Betzer, Aye; Boyer, Aye; Carter, Aye; Fleming, Aye; Marsh, Not Present; Wasko, Aye; Williams-Briggs, Aye. Motion Passed.

Wherefore it is ordered:

The Funeral Director license number 007189 and Embalmer license number 007740 are suspended for a period of 90 days beginning on September 8, 2012 and ending on December 6, 2012.

COMPLIANCE MAIL 1

The Board reviewed a letter concerning change of firm title for the Cosic Funeral Home in Willoughby Hills, Ohio. The board accepted the title change of Zevnik-Cosic Funeral Home. Ms. Baugess will inform Mr. DeJohn that all signage and advertisements must reflect the new firm title.

COMPLIANCE MAIL 2

The board reviewed a letter from Jessica Miller requesting an extension to change the firm title of Gump-Holt Funeral Home. On a motion by Mr. Wasko and seconded by Mr. Boyer the board granted

an extension until December 31, 2012. Ayes: 7 Nays: 0 Motion Passed. Assistant Attorney General Patterson requested approval from the board to file a motion with the Hancock County Court to officially dismiss the Routson case from the docket.

FACILITY INSPECTIONS

A monthly inspector report was submitted by Mr. Eric Anderson for the month of July, 2012. See Attached.

LICENSURE OF FACILITIES

There were no applications for embalming or crematory facilities. On a motion by Mr. Wasko and seconded by Mr. Fleming, the board voted to approve the following applications for funeral home license for the existing facility for the purpose of change in location and/or ownership. Ayes: 6 Nays: 1. Motion Passed.

FH003244	Rossi Brothers and Lellio Funeral Home	Boardman	2/23/2011
FH003245	Smith Mortuary	Columbus	2/8/2012
FH003246	Walker Funeral Home	Cincinnati	1/25/2012
FH003247	Walker Funeral Home	Cincinnati	8/25/2011

LICENSURE OF INDIVIDUALS

Ms. Judith Anthony, former funeral director apprentice sent a letter requesting her termination paperwork from Ms. Dawn White whom is employed by Greg Brown Funeral Home. To date, the paperwork has not been received by the board office or Ms. Anthony. On a motion by Mr. Marsh and seconded by Ms. Betzer the board voted to issue a notice of opportunity for hearing to Ms. Dawn White for a violation of R.C.4717.14(A)(4) for unprofessional conduct for failing to submit the apprenticeship termination and certification forms for Judith Anthony. The board ordered a \$500 forfeiture. *Roll call vote: Betzer, Aye; Boyer, Aye; Carter, Aye; Fleming, Aye; Marsh, Not Present; Wasko, Aye; Williams-Briggs, Aye Motion Passed.*

Ms. Cheri Reese contacted the board office about taking her Ohio Laws exam orally as opposed to electronically due to a disability. On a motion by Mr. Wasko seconded by Ms. Betzer the board voted to allow Ms. Reese to take the Ohio Laws exam orally provided she submits documentation of her disability prior to being tested. Ayes: 7 Nays: 0. Motion Passed.

On a motion from Mr. Fleming and seconded by Mr. Boyer the board voted to approve initial licenses to three people. Ayes: 6 Nays: 0. Motion Passed.

EMB-9502 A FD-9558	Brush, Katrina L.	Bellbrook	08/20/12
FD-9559	Lenhart, Glenn J.	Lakewood	08/20/12
EMB-9503 A FD-9560	Myers, Ashley L.	Centerville	08/20/12

The board reviewed a list of individuals who were issued embalmer and/or funeral director registration numbers during the month of July 2012.

REG000675	FD	Heiss, Christopher	Troy	20120716
REG000443	EMB	McElroy, Ernest	Kenton	20120706
REG000674	FD	McElroy, Ernest	Kenton	20120706
REG000442	EMB	Scherer, Hayley	Mansfield	20120703
REG000673	FD	Scherer, Hayley	Mansfield	20120703

The board reviewed a list of apprenticeships certified during the month of July 2012.

CERT000669	FD2	Guerrero, Micheline	Guerrero Funeral Home	Ashtabula	20120702
CERT000675	FD2	Heiss, Christopher	Baird Funeral Home	Troy	20120724
CERT000443	EMB	McElroy, Ernest	Price Funeral Home	Kenton	20120718
CERT000674	FD1	McElroy, Ernest	Price Funeral Home	Kenton	20120718
CERT000442	EMB	Scherer, Hayley	Wappner Funeral Directors	Mansfield	20120709
CERT000673	FD1	Scherer, Hayley	Wappner Funeral Directors	Mansfield	20120709

Ms. Linda Clark reported in the month of July 2012 there were 2 new embalmer registrations and 3 new funeral director registrations, 2 embalmer certified apprentices and 4 funeral director certified apprentices.

PROPOSED COMMITTEE ASSIGNMENTS

Board president Williams-Briggs discussed with the board members committee appointments. The operations committee will consist of Ms. Williams-Briggs, Ms. Betzer, Mr. Wasko, and Mr. Marsh. The education committee will be comprised of Mr. Carter, Mr. Fleming, and Mr. Boyer. The crematory review board will contain Ms. Williams-Briggs, Mr. Carter and Mr. Fleming. Any further committees will be assigned as needed.

The board recessed at 3:59 p.m.

9:05 a.m. Tuesday, August 21, 2012

The Board of Embalmers and Funeral Directors met in regular session in the Riffe Center at 77 S. High Street in Columbus, Ohio. Ms. Pam Williams Briggs, Board President called the meeting to order at 9:05 a.m. Other board members present were Ms. Linda Betzer, Mr. Gregory Boyer, Mr. Robert Carter, Mr. Thomas Fleming, Mr. Ty Marsh, and Mr. Robert Wasko. Staff members present were Executive Director Vanessa Niekamp, Eric Anderson, Jennifer Baugess, Sarah Day, and Assistant Attorney General James Patterson.

EDUCATION COMMITTEE

Mr. Carter reported that the Education Committee met at 4:00 p.m., Monday, August 20, 2012 to review the month's applications. Minutes from the July 16, 2012 meeting were approved.

The following motions involve the continuing education programs considered by the Board during the August 2012 meeting, and are posted on the Board's website under continuing education.

On a motion by Mr. Wasko, seconded by Mr. Boyer, the Board approved, and where indicated denied, the Prior Approval continuing education programs. Ayes: 7. Nays: 0. Motion Passed.

On a motion by Mr. Wasko, seconded by Mr. Boyer, the Board approved, and where indicated denied, the Blanket Approval of continuing education programs. Ayes: 7 Nays: 0. Motion Passed.

On a motion by Mr. Wasko, seconded by Mr. Fleming, the Board approved, and where indicated denied, the Blanket with date continuing education programs that were previously approved. Ayes: 7 Nays: 0. Motion Passed.

On a motion by Mr. Wasko, seconded by Mr. Boyer, the Board approved individual continuing education programs for one individual, Shannon D. Dotson Ayes: 7 Nays: 0. Motion Passed.

EXECUTIVE DIRECTOR'S REPORT

Ms. Niekamp reported on fiscal matters. The board members reviewed the revenue journal that reflected the board collected \$3302.28 in revenue for the month of July. All parties that are currently making installment payments are current with their payments to the board. The board reviewed a list of vouchers and encumbrances for July 13 through August 10, 2012, and a budget overview chart by allotment accounts and expenses.

Ms. Niekamp also reported there has not been further discussion on HB481 and SB308. However, the discussions for SB308 will continue in the fall Senate session.

The revised investigative process was reviewed with minor changes. On a motion by Mr. Wasko seconded by Ms. Betzer the board voted to adopt the new investigative process policy. *Roll call vote: Betzer, Aye; Boyer, Aye; Carter, Aye; Fleming, Aye; Marsh, Aye; Wasko, Aye; Williams-Briggs, Aye. Motion Passed.*

Ms. Niekamp attended a meeting with the Lt. Governor's Office of Common Sense Initiatives and the Department of Commerce on July 18, 2012, to discuss the roles of the Embalmers and Funeral Directors Board, Cemetery Commission and Crematory Review Board. The Cemetery Association is not in favor of merging roles held by any of the Boards and Commissions and will only support the current structure. The Office of Common sense Initiatives will take the information under advisement and will get back with each of the boards and commissions involved.

It was reported the inspector position vacated by Lisa Bruns was posted August 17, 2012, and would close on August 27, 2012. Ms. Niekamp stated that if there are a large number of qualified applicants, she will narrow the candidates to five or less. She hopes to hold interviews in one day.

It was noted that the board offices will be closed to observe Labor Day.

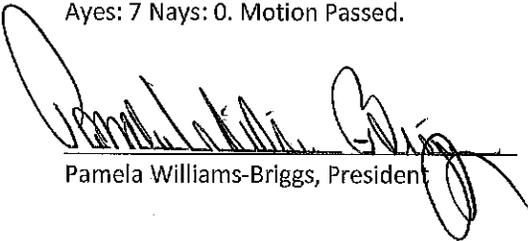
The Controlling Board will hear the board's request for an increase in appropriation for SFY2013 on September 10, 2012.

The next meeting is scheduled for September 17 - 18, 2012 in Columbus, Ohio.

The Crematory Review Board will meeting October 16, 2012 at 11:00am following the regularly scheduled board meeting.

Due to a conflict with the Public Employee Retirement System accrual four board meeting dates needed to be rescheduled. The board approved the revised November 2012, January 2013, February 2013, and May 2013 meeting dates to accommodate the conflict. The new meeting dates are as follows, November 13-14, 2012; January 15-16, 2013; February 12-13, 2013; and May 14-15, 2013.

On a motion from Mr. Carter and seconded by Ms. Betzer the board meeting adjourned at 10:16 a.m. Ayes: 7 Nays: 0. Motion Passed.


Pamela Williams-Briggs, President

Attest: 
Robert C. Carter, Secretary-Treasurer

Time period start: 7/16/2012 end: 8/10/2012 Board Meeting 20-Aug-2012 FY 2013

Board Meeting	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Year total	
mileage	3,104	2,605											5,709	
apprentices	0	1											1	
<i>Inspections - Annual</i>													<i>completed</i>	<i>remaining</i>
Crem Fac	56	1											2	54
Emb Fac	2	0											0	2
FH	615	34											66	549
Total	673	35											68	605
<i>Inspections - Follow-up</i>													<i>completed</i>	
Crem Fac	0												0	
Emb Fac	0												0	
FH	1												1	
Total	1	0											1	
<i>Inspections - New Facility</i>													<i>completed</i>	
Crem Fac	0												0	
Emb Fac	0												0	
FH	1												1	
Total	1	0											1	
Investigations	15	6											21	
Violations	0	0											0	
Bd meetings	2	2											4	
Bd office	1	1											2	
Hearings													0	
Training													0	

There are twenty-six pay periods each Fiscal Year.

Inspectors submit one travel expense report every pay period [two weeks.]

This Inspector's report covers two 2-week expense report periods prior to Board Meeting.

Twice each Fiscal Year, the report covers three 2-week expense report periods.

Apprentices = number of apprentices the inspector talked with during a facility inspection.

Inspections - number of facilities inspected, number may include times when facility is not opened or no one is present.

Investigations = number of tasks; interviews with consumers/licenseses, procurement of court records/death certificates, meeting with other state/law enforcement agencies, etc.

Violations - number of violations noted on inspection reports.

Board meeting = number of days spent in Board Meeting.

Board Office = number of days spent in Board Office for AAG/Inspectors meetings, review of complaints, hearings, etc.

Training = number of days spent in class/training

Inspector Anderson
Reporting Period
July 16, 2012 through August 10, 2012
August 20-21, 2012 Board Meeting

Inspection Date	Credential Number	Name	County	Contact	Reason	Comments
20120718	FH 002913	SPIDELL FH	Stark	Scott Spidell	Annual Inspection	In Compliance
20120718	FH 002478	MURRAY FUNERAL HOME INC	Wayne	Obtained Key/Walked Thru	Annual Inspection	In Compliance
20120718	FH 002468	SCHLABACH FUNERAL HOME	Wayne	Unlocked/Walked Thru	Annual Inspection	In Compliance
20120718	FH 002914	SPIDELL FH	Wayne	Scott Spidell	Annual Inspection	In Compliance
20120718	FH 003140	ZAK-THACKER & MONBARREN FH	Wayne	Obtained Codes/ Walked Thru	Annual Inspection	In Compliance
20120719	FH 002591	REED FUNERAL HOME INC	Stark	Steve Harmon	Annual Inspection	In Compliance
20120719	FH 002705	SPIKER-FOSTER-SHRIVER FH	Stark	Dena James	Annual Inspection	In Compliance
20120719	FH 002185	WACKERLY FUNERAL HOME	Stark	Trey Wackerly	Annual Inspection	In Compliance
20120723	FH 002936	ATKINSON-FEUCHT-HARE FHS	Stark	Edward Hare	Annual Inspection	In Compliance
20120723	FH 002937	ATKINSON-FEUCHT-HARE FHS	Stark	Obtained Codes/Walked Thru	Annual Inspection	In Compliance
20120723	FH 001472	HEITGER FUNERAL SERVICE	Stark	Suzanne Mauger	Annual Inspection	In Compliance
20120723	FH 002763	HEITGER FUNERAL SERVICE INC	Stark	Frank Gadd	Annual Inspection	In Compliance
20120723	FH 002647	PAQUELET & ARNOLD-LYNCH FH	Stark	Wayne Perkins Jr	Annual Inspection	In Compliance
20120723	FH 002648	PAQUELET FH	Stark	Wayne Perkins Jr	Annual Inspection	In Compliance
20120724	FH 001431	LANTZER FUNERAL HOME	Stark	Samantha Speicher	Annual Inspection	In Compliance
20120724	FH 003184	LEBOLD-SMITH FH	Tuscarawas	Bob Smith	Annual Inspection	In Compliance
20120725	FH 002551	BAUMGARDNER FUNERAL HOME	Trumbull	Jodi Poole	Annual Inspection	In Compliance
20120725	FH 003144	BOROWSKI F SVCS	Trumbull	Natalie Pestalozzi	Annual Inspection	In Compliance

Inspector Anderson
Reporting Period
July 16, 2012 through August 10, 2012
August 20-21, 2012 Board Meeting

Inspection Date	Credential Number	Name	County	Contact	Reason	Comments
20	20120725	FH 002188 GALLOWAY-ONSTOTT FUNERAL HOME	Trumbull	Lisa Onstott	Annual Inspection	In Compliance
21	20120725	FH 002781 LANE FAMILY FHS, SHAFER-WINANS CHAPEL	Trumbull	Sally Thomas- Sapp	Annual Inspection	In Compliance
22	20120725	CREM 000104 OAK MEADOW CREM SVCS INC	Trumbull	Natalie Pestalozzi	Annual Inspection	In Compliance
23	20120726	FH 001073 HOLETON-YUHASZ FUNERAL HOME	Trumbull	James Alan Yuhasz	Annual Inspection	In Compliance
24	20120726	FH 002687 HOLLOWAY-WILLIAMS FH	Trumbull	William Whetstone	Annual Inspection	In Compliance
25	20120726	FH 002929 JOSEPH ROSSI & SONS FH INC	Trumbull	Joseph F Rossi	Annual Inspection	In Compliance
26	20120726	FH 002779 LANE FAMILY FHS	Trumbull	No One Available	Annual Inspection	
27	20120726	FH 002361 ROBERT P MCDERMOTT MEMORIAL HOME INC	Trumbull	Kristi Johnson	Annual Inspection	In Compliance
28	20120726	FH 003101 WHETSTONE FH	Trumbull	William Whetstone	Annual Inspection	In Compliance
29	20120807	FH 001827 ARNOLD FUNERAL SERVICE	Stark	Daphne Boston	Annual Inspection	In Compliance
30	20120807	FH 001828 ARNOLD FUNERAL SERVICE	Stark	John Arnold	Annual Inspection	In Compliance
31	20120807	FH 002788 REED FUNERAL HOME	Stark	Kevin Heim	Annual Inspection	In Compliance
32	20120808	FH 003137 DOSTAL BOKAS F SVCS INC	Cuyahoga	John Bokas	Annual Inspection	In Compliance
33	20120809	FH 001275 FRANK HARTMAN FUNERAL SERVICE	Cuyahoga	No One Available	Annual Inspection	
34	20120809	FH 000225 HOPKO FUNERAL HOME INC	Cuyahoga	No One Available	Annual Inspection	
35	20120809	FH 000232 JOHNSON-ROMITO FUNERAL HOMES	Cuyahoga	Michael Romito	Annual Inspection	In Compliance
36	20120809	FH 002456 ST JOHN FUNERAL HOME	Cuyahoga	Christopher St John	Annual Inspection	In Compliance

Monday – August 20, 2012

The Board of Embalmers and Funeral Directors Continuing Education Committee met in in the Riffe Center at 77 South High Street in Columbus, Ohio. Chair Mrs. Williams-Briggs, called the meeting to order at 4:15 P.M. Other Board members present were: Robert C. Carter and Ty Marsh. Staff Member present was Jennifer Baugess, Compliance Coordinator.

On a motion by Mr. Marsh, seconded by Mr. Carter, the minutes of the continuing education committee meeting held on July 17, 2012 were approved. Ayes: 3. Nays: 0. Motion approved.

All applications were determined to be in order with the exception of one individual application. There were no applications for waivers or exemptions.

The committee will recommend approval of all continuing education applications with the denial of on individual application.

Mr. Carter is prepared and ready to provide a report to the Board.

This will be the last meeting of the Continuing Education Committee. A new Education Committee has been formed and will convene next month. Mr. Carter will serve as chair for the Education Committee, Thomas Fleming and Gregory Boyer will also serve on the committee.

On a motion by Mr. Marsh, seconded by Mr. Carter, the Continuing Education Committee meeting adjourned at 4:45 P.M.

Pamela Williams-Briggs

Attest: _____
Robert C. Carter