

Regular Meeting (Monday, December 19, 2016)

Generated by Jarrod Williams on Monday, December 19, 2016

Members present

Bryan E Chandler, Tommy Taneff, Jon Rettig, William A Dodson, William C Wappner, Jill Pugh

Meeting called to order at 1:07 PM

1. Convening of the Board- President

Action, Procedural: 1.01 Calling of the Roll

A quorum of the board consists of four members, of whom at least three shall be members who are embalmers and funeral directors. The concurrence of at least four members is necessary for the board to take any action.

Procedural: 1.02 Pledge of Allegiance

"I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

Recognition: 1.03 Recognize Apprentices

During apprenticeship, apprentices are required to complete assignments published to their corresponding apprenticeship task list. One of the tasks cataloged, as an additional training requirement, is to attend one state board monthly meeting. This new task was established by the board July 26, 2016 for one-year apprentices that started their apprenticeship February 1, 2016 or beyond; and for two-year apprentices that started their apprenticeship February 1, 2015 or beyond.

The board would like the opportunity to recognize apprentices in attendance of the meeting who are fulfilling this requirement.

Board meeting notation: Mr. Jon Rettig welcomed all apprentices in attendance of the meeting and requested each person stand and state their name so that all may hear. In attendance was Cathy Hoffman.

Mr. Rettig expressed sincere condolences to fellow board member, Thomas Taneff, in recognition of his father's recent passing in early December.

2. Executive Director's Report

Information: 2.01 Anne Petit, Superintendent of Ohio Department of Commerce, Division of Real Estate & Professional Licensing

Board meeting notation: Prior to Ms. Petit's introduction, Mr. Tim Derickson shared a few remarks concerning board members. First, Mr. Derickson commented on a recent local newspaper article about proposed U.S. regulations on international adoptions. He shared that board member Thomas Taneff, a Columbus adoption lawyer, was interviewed for the article. Mr. Derickson complimented Mr. Taneff for his insightful commentary and passion for helping others through the adoption process.

Second, Mr. Derickson offered thanks and appreciation to all the board members for treating the board office staff to a holiday lunch. He added that it was unfortunate everyone's schedules would not allow for a more inclusive gathering, however, Mr. William Dodson and Ms. Christie Limbert were able to join.

Mr. Derickson also offered gratitude to Ms. Jill Pugh and her employer, Schoedinger Funeral Home, for providing an informative and educational tour of their facility located in downtown Columbus. Ms. Pugh arranged a tour of the funeral home for the board office staff after the holiday luncheon to offer a first-hand look of what it is like to be a funeral services provider.

Lastly, Mr. Derickson commented on the annual meeting of the Crematory Review Board held December 8, 2016. He announced that Mr. William Wappner was elected to Chairperson of the Board and asked Mr.

Wappner for his opinion of the meeting. Mr. Wappner replied that it was a good meeting; there was little for the board to act on; and commended the board for having to review few complaints.

Mr. Derickson introduced Anne Petit. Ms. Petit expressed thanks to Mr. Derickson for his invitation to appear before the board. Ms. Petit started by informing that the Cemetery Resolution Commission was responsible for registering and regulating cemeteries in Ohio. The commission also investigates complaints concerning cemeteries; much like the board of embalmers and funeral directors investigates complaints. She added that sometimes the boards refer complaints to each other.

Ms. Petit is looking forward to the future relationship between the two boards. She reminded all about Mr. Derickson's remarks during the Crematory Review Board meeting recommending the boards assist one another during investigations when needed. Ms. Petit agreed that cooperation and trading of ideas will lead to future conversations that can only improve each board.

Ms. Petit offered some statistics on cemeteries in the state: there are approximately 500 registered cemeteries of about 4,025 cemeteries across Ohio since 2011. She stated that in the past, cemeteries elected to register. Today it is a requirement. Ms. Petit included that in 2016, her office has referred 11 compliance cases to prosecuting attorneys regarding cemeteries failing to register. Mr. Wappner asked Ms. Petit if townships were required to register. She replied that township cemeteries are to register, and can at no cost. She added that many township trustees are unaware of the responsibility. Ms. Petit stated that her office works with these cemeteries to comply.

Ms. Petit thanked the board for allowing her the opportunity to speak. She expressed optimism for future cooperation and open dialog between the two boards.

Mr. Rettig invited Ms. Petit to stay for remainder of the meeting, if she was available. Ms. Petit replied that she could not, for she had additional meetings to attend.

Information: 2.02 Executive Director's Report

Ms. Bunnie Jones, Administrative Officer at Department of Administrative Services (DAS) appeared before the board at its November 21, 2016 Regular Meeting. Ms. Jones spoke about records information management as implemented by the State of Ohio Department of Administrative Services. Three paper handouts were provided by Ms. Jones as supplement to her verbal presentation. Copy of those paper handouts have been included in this agenda item for reference.

The board was provided a copy of "Copy of Paper Handout - Records Management" in the agenda item details for review. The document may be located online at the following link: [http://www.boarddocs.com/oh/boefd/Board.nsf/files/AGSL3N547960/\\$file/Copy%20of%20Paper%20Handout%20-%20Records%20Management.pdf](http://www.boarddocs.com/oh/boefd/Board.nsf/files/AGSL3N547960/$file/Copy%20of%20Paper%20Handout%20-%20Records%20Management.pdf)

The board was provided a copy of "Copy of Email Management" in the agenda item details for review. The document may be located online at the following link: [http://www.boarddocs.com/oh/boefd/Board.nsf/files/AGSL4554932F/\\$file/Copy%20of%20Paper%20Handout%20-%20Email%20Management.pdf](http://www.boarddocs.com/oh/boefd/Board.nsf/files/AGSL4554932F/$file/Copy%20of%20Paper%20Handout%20-%20Email%20Management.pdf)

The board was provided a copy of "Executive Director Report" in the agenda item details for review. The document may be located online at the following link: [http://www.boarddocs.com/oh/boefd/Board.nsf/files/AGSLKS56F65E/\\$file/Copy%20of%20Paper%20Handout-%20Email%20Records%20Management.pdf](http://www.boarddocs.com/oh/boefd/Board.nsf/files/AGSLKS56F65E/$file/Copy%20of%20Paper%20Handout-%20Email%20Records%20Management.pdf)

The board was provided a copy of "Executive Director Report" in the agenda item details for review. The document may be located online at the following link: [http://www.boarddocs.com/oh/boefd/Board.nsf/files/AGKRET6D9F43/\\$file/Executive%20Director%20Report%20December.pdf](http://www.boarddocs.com/oh/boefd/Board.nsf/files/AGKRET6D9F43/$file/Executive%20Director%20Report%20December.pdf)

The board was provided a copy of proposed amendment policy, "FUN IPP001-A," in the agenda item details for review. The document may be located online at the following link: [http://www.boarddocs.com/oh/boefd/Board.nsf/files/AGLRQ2639EEF/\\$file/FUN%20IPP001-A-%20Records%20Mgmt.%20Amendment%20Proposal.pdf](http://www.boarddocs.com/oh/boefd/Board.nsf/files/AGLRQ2639EEF/$file/FUN%20IPP001-A-%20Records%20Mgmt.%20Amendment%20Proposal.pdf)

Board meeting notation: Mr. Tim Derickson commented on each topic listed in the agenda item details:

- Committee on JCARR Rules Review update. Mr. Derickson invited Mr. William Wappner to speak. Mr. Wappner reminded the board of the work already completed in previous committee meetings. He announced the next committee meeting date was changed to January 11, 2016 due to a necessary review by Ohio's Common Sense Initiative. This program was founded to help create a more jobs-friendly regulatory climate in Ohio.
- Continuing Education Committee update. Mr. Derickson invited Mr. Bryan Chandler to speak. Mr. Chandler stated the committee's goal was to streamline the continuing education requirements; hours; applications process.
- The Conference update. Mr. Derickson reminded all of the December 31, 2016 deadline approaching to register and asked for commitments from the board members. Mr. Bryan Chandler, Mr. William Dodson, Ms. Jill Pugh, and Mr. William Wappner expressed interest in attending.
- Website update. Mr. Derickson invited Danny Finrock to speak. Mr. Finrock briefly described the latest news.
- Board policy adoption. Mr. Derickson stated that he researched other board's policy regarding record's management and retention to assist in proposing a policy for this board. He reviewed the Board of Worker's Compensation, the Ohio Department of Job and Family Services, and the Cosmetology Board to name a few. Mr. Derickson reminded all that this proposal is an amendment, not a new policy. The amendment will not supersede the retention schedule, just clarify and justify.

There was discussion among the board on the proposed amendment.

Mr. Derickson requested the board adopt the proposed amendment to the board's records management/retention policy. Mr. Rettig asked the board for a motion.

Motion to adopt board policy FUN IPP001-A.

Motion by Tommy Taneff, second by William C Wappner.

Final Resolution: Motion Carries

Yes: Bryan E Chandler, Tommy Taneff, Jon Rettig, William A Dodson, William C Wappner, Jill Pugh

Board meeting notation: Mr. Derickson stated that he will defer the last topic on the executive director's report to the next to last agenda item of the meeting.

3. President's Report

Information: 3.01 President's Report

Board meeting notation: Mr. Jon Rettig stated that board members presentations at OFDA District meetings have concluded.

- Mr. Rettig reported representing the Board by delivering a presentation to approximately 27 licensees during a District 20 Meeting on November 29, 2016 held in Cleveland, Ohio.
- Mr. Rettig reported representing the Board by delivering a presentation to approximately 30 licensees during a District 13 Meeting on November 30, 2016 held in Thornville, Ohio. Mr. Derickson also attended this meeting.
- Mr. Rettig reported representing the Board by delivering a presentation to approximately 103 licensees during a District 5 Meeting on December 6, 2016 held in Wyoming, Ohio. Mr. Derickson also attended this meeting.

4. Meeting Minutes

Action, Minutes: 4.01 Consideration of the November 21, 2016 Board Meeting Minutes

The board was provided a link ("View Minutes" Icon) to view the meeting minutes in the agenda item details for review.

Board meeting notation: Mr. Jon Rettig commented that he was pleased with the transparency of the meeting minutes. Mr. Rettig asked the board if there were any corrections or amendments to note. There was no further discussion among the board.

Motion to approve the meeting minutes as presented.

Motion by Tommy Taneff, second by William C Wappner.

Final Resolution: Motion Carries

Yes: Bryan E Chandler, Tommy Taneff, Jon Rettig, William A Dodson, William C Wappner, Jill Pugh

5. Persons Appearing Before the Board

Action: 5.01 Lisa A. Elias- Applicant for Reciprocal License

The applicant has submitted an application for reciprocal license. The applicant was asked to appear before the board to address any questions the board may have concerning information within the criminal history check.

ORC4717.061 License applicant to comply with RC Chapter 4776.

(A) As used in this section, "license" and "applicant for an initial license" have the same meanings as in section [4776.01](#) of the Revised Code, except that "license" as used in both of those terms refers to the types of authorizations otherwise issued or conferred under this chapter.

(B) In addition to any other eligibility requirement set forth in this chapter, each applicant for an initial license shall comply with sections [4776.01](#) to [4776.04](#) of the Revised Code. The board of embalmers and funeral directors shall not grant a license to an applicant for an initial license unless the applicant complies with sections [4776.01](#) to [4776.04](#) of the Revised Code and the board, in its discretion, decides that the results of the criminal records check do not make the applicant ineligible for a license issued pursuant to section [4717.05](#), [4717.06](#), or [4717.10](#) of the Revised Code.

Board meeting notation: Mr. Jon Rettig welcomed Ms. Lisa A. Elias to the meeting and requested she stand before the board. Mr. Rettig asked Ms. Elias if she had an opening statement. Ms. Elias stated that she was appearing before the board seeking a reciprocal funeral director and embalmer's license. She added that she was currently employed as the general manager for DeJohn Funeral Homes.

Mr. Rettig asked Ms. Elias if she understood what was included in her background check. Ms. Elias responded by offering a brief history of her life that contributed to the negative information. She stated that a divorce in 1999 led to financial trouble as she was adjusting to life as a single mother and attempting to finish school. Ms. Elias added that her ex-husband also kidnapped their son from her and used her identity for financial gain.

There was a questions and answers session between the board and Ms. Elias. Mr. William Wappner questioned Ms. Elias if she was charged. Ms. Elias replied that she had not been charged and the record was to be expunged. Mr. Thomas Taneff stated the record indicates that Ms. Elias was charged, but not convicted. Mr. Bryan Chandler questioned Ms. Elias if she had any issues with the Michigan state board. She replied that she had none. Mr. Wappner asked Ms. Elias if she had practiced in the state of Florida. She replied that she was only educated in Florida and never practiced there. Mr. Taneff recommended to table the agenda item to allow Ms. Elias opportunity to review the background check.

Motion to table agenda item until next regular meeting.

Motion by Tommy Taneff, second by Bryan E Chandler.

Final Resolution: Motion Carries

Yes: Bryan E Chandler, Tommy Taneff, Jon Rettig, William A Dodson, William C Wappner, Jill Pugh

Board meeting notation: Ms. Christie Limbert, board counsel, suggested that additional paperwork may be needed before the next meeting to assist the board in making a determination. Mr. Rettig requested Mr. Tim Derickson provide a copy of the background check to Ms. Elias.

Action: 5.02 Drew DeVore- Request to serve as master funeral director for two apprentices

Mr. Drew DeVore of Deck-Hanneman Funeral home of Bowling Green, Ohio respectfully petitions the board to serve as master funeral director for two apprentices.

OAC4717-5-03 Apprenticeship.

(A) A master embalmer or master funeral director shall certify to the board only one apprenticeship at one time for each license, except under extenuating circumstance and with prior written permission from the board.

The board was provided a copy of "Request from Deck-Hanneman Funeral Home" in the agenda item details for review. The document may be located online at the following link: [http://www.boarddocs.com/oh/boefd/Board.nsf/files/AGGRF86AF23C/\\$file/Request%20from%20Deck-Hanneman%20Funeral%20Home.pdf](http://www.boarddocs.com/oh/boefd/Board.nsf/files/AGGRF86AF23C/$file/Request%20from%20Deck-Hanneman%20Funeral%20Home.pdf)

Board meeting notation: Mr. Jon Rettig welcomed Mr. Drew DeVore to the meeting and requested he stand before the board. Mr. Rettig asked Mr. Devore if he had an opening statement. Mr. Devore stated that he was appearing before the board representing the Deck-Hanneman Funeral Home of Bowling Green, Ohio. He has been a licensed funeral director for five years and is currently the only certified trainer in the funeral home; currently serving as master trainer to apprentice Cathy Hoffman. Mr. Devore added that he has looked for over a year for additional qualified personnel to apprentice at the funeral home that averages 120 calls annually. He stated that on reference from CCMS (Cincinnati College of Mortuary Science) he added Paul Ullmer to his roster.

There was a questions and answers session between the board and Mr. DeVore. Mr. William Wappner asked if the funeral home will have enough calls to satisfy the apprenticeship training. Mr. DeVore replied that additional calls will be available from a recently acquired location. Mr. Wappner questioned if there were another trainer available at the other locations. Mr. DeVore responded that he was the only one available because Mr. Hanneman, his employer, has reduced his hours at the funeral home as he nears retirement.

Motion to approve the request as presented and grant permission to serve as master funeral director for two apprentices.

Motion by William C Wappner, second by Tommy Taneff.

Final Resolution: Motion Carries

Yes: Bryan E Chandler, Tommy Taneff, Jon Rettig, William A Dodson, William C Wappner, Jill Pugh

Board meeting notation: Mr. Rettig stated to Mr. DeVore that he was welcome to stay for remainder of the meeting, but was not obligated to. Mr. DeVore replied that he would stay along with his apprentice, Ms. Hoffman.

6. Licensure

Action: 6.01 Applications (Individuals) Recommended for Licensure

The board was provided the agenda item details and reviewed the following information:

Initial licenses to be granted January 1, 2017

Emb.009714 Fd.009832	Dopp, Jeffrey T.	New Philadelphia
Emb.009715 Fd.009833	Garrity, Sara C.	Mason
Emb.009716 Fd.009834	Rine, Nicholas T.	Oceana Wv

Licensees Requesting Inactive Status

Dual.007783	Antonelli, Patricia A.	Poland
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Dual.008714	Darce, Brent A.	Arlington
Dual.008861	Graves, Rick M.	Sylvania
Dual.009085	Placek, Megan M.	Medina
Dual.009217	Thornbery, Andrew P.	Franklin

Board meeting notation: Mr. Jon Rettig asked Ms. Linda Clark if all paperwork was in order. Ms. Clark replied that it was.

Motion to approve the applications as presented and grant initial license to each applicant as recommended by board staff.

Motion by Bryan E Chandler, second by Jill Pugh.

Final Resolution: Motion Carries

Yes: Bryan E Chandler, Tommy Taneff, William A Dodson, William C Wappner, Jill Pugh

NOT VOTING (Abstain/Present): Jon Rettig

Information: 6.02 No Motion Items (Individuals) - Information Only

The board was provided the agenda item details and reviewed the following information:

No Individuals issued Registration in November

Type	Name	City
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Individuals Certified as an Apprentice in November

Type	Name	Funeral Home	City
Dual	Summers, Vanessa	Summers Funeral Home	WCH
Dual	Vargo, T. Anthony	Stewart-Kyle Funeral Home	Hubbard

Board meeting notation: There was no discussion among the board.

Action: 6.03 Ratification of Facility Licenses

The board was provided the agenda item details and reviewed the following information:

New Facility Advertise Only: (will not be licensed until final inspection has passed - advertise as future site only)

License #	Firm Title	Location
	Dillon & Santucci Funeral Home INC.	Vienna

Change of Ownership / Existing Facility - New Facility License:

License #	Firm Title	Location
CREM 000206	Woodside Cemetery & Arboretum	Middletown
FH 003480	Prentice-Conley Funeral Home	Akron
FH 003481	Day Funeral Service	Canal Winchester

FH 003482	Day Funeral Service	Gahanna
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Name Changes:

License #	Current Name	New Name	Location
FH 003409	Burkey Funeral Home	Okerwall Funeral Home	Parma
FH 003419	Burkey Funeral Home	Okerwall Funeral Home	Hilliard
FH 002362	GWEN MOONEY FH	Spring Grove Funeral Homes	CINCINNATI,
FH 003221	GWEN MOONEY FH ELDEN GOOD CHAPEL	Spring Grove Funeral Homes	CINCINNATI,
FH 003316	GWEN MOONEY-MILLER FH	Spring Grove Funeral Homes	CINCINNATI,
FH 003338	GWEN MOONEY FH	Spring Grove Funeral Homes	CINCINNATI,

Board meeting notation: Mr. Jon Rettig acknowledged Mr. Poul Lemasters in attendance of the meeting. Mr. Lemasters responded that he was attending with his client in case there were questions concerning the amendments. Mr. Rettig asked Mr. Lemasters if the name was Ms. Grove or Ms. Spring Grove. Mr. Lemaster's client replied that it was Spring Grove.

Motion to ratify the applications as presented and confirm each applicant as licensed.

Motion by Tommy Taneff, second by Jill Pugh.

Final Resolution: Motion Carries

Yes: Bryan E Chandler, Tommy Taneff, Jon Rettig, William A Dodson, William C Wappner, Jill Pugh

Information: 6.04 No Motion Items (Facilities) - Information Only

The board was provided the agenda item details and reviewed the following information:

Public Content – 2016 December

Change the manager and/or AIC (AIC name will need to be added to funeral home sign within 24 months)

License #	Firm Title	Licensee Name	Type	Location
003254	MAHONEY MEMORIAL	MAHONEY, PATRICK	MGR	CLEVELAND
001162	LOOMIS-HANNEMAN FUNERAL HOME	HANNEMAN, KRAIG H	MGR	BOWLING GREEN
002861	DECK-HANNEMAN FH	HANNEMAN, KRAIG H	MGR	BOWLING GREEN
003083	DOVIN & REBER JONES FH	REBER JONES, PAMELA ANN	MGR	AMHERST
002596	LANE FAMILY FHS	SINN, WALTER G JR	MGR	AUSTINTOWN
003222	CALHOUN FH LLC	Jones, Fredricka Delores	MGR	BEDFORD HEIGHTS
003133	ZEVNIK-COSIC FH	DEJOHN, ROSS C III	AIC	WILLOUGHBY HILLS
003133	ZEVNIK-COSIC FH	DEJOHN, ROSS C III	MGR	WILLOUGHBY HILLS
003137	DOSTAL BOKAS F SVCS INC	BERTEMES, CANDICE A	MGR	NORTH OLMSTED
002402	EAGLE FH BARRETT CHAPEL	BARRETT, JOHN E	AIC	FAYETTE
002402	EAGLE FH BARRETT CHAPEL	BARRETT, JOHN E	MGR	FAYETTE
003409	Burkey Funeral Home	OKERWALL, RAELYN N	MGR	Parma
003419	Burkey Funeral Home	OKERWALL, RAELYN N	MGR	Hilliard

Board meeting notation: Mr. Jon Rettig asked Mr. Danny Finfrack if all paperwork was in order. Mr. Finfrack

replied that it was.

7. Continuing Education

Action: 7.01 Continuing Education Programs

Continuing Education applications submitted within 30 days after the program date by Licensees for Individual Approval of Out of State Programs:

License #	Name	Program Name	Hours
DUAL 008507	FEHER, JOHN T	Restoring Difficult Cases	3
DUAL 008507	FEHER, JOHN T	Trauma Informed Care	2
DUAL 008682	ANDERSON, JAMES H	Trends in Aging	3
DUAL 008682	ANDERSON, JAMES H	Consumer Protection and Ethics	3
DUAL 009009	MCDANIEL, ADAM	Trends in Aging	3
DUAL 009009	MCDANIEL, ADAM	Consumer Protection and Ethics	3
DUAL 007934	RICE, DALE W	Winners Always Quit	3
DUAL 007934	RICE, DALE W	Plant Tour	1
DUAL 008333	RICE, CINDY J	Winners Always Quit	3
DUAL 008333	RICE, CINDY J	Plant Tour	1
DUAL 008755	HUNGER, SHARON	Winners Always Quit	3
DUAL 008755	HUNGER, SHARON	Plant Tour	1

The board was provided the lists of applicants in the agenda item details for review. The documents provided may be located online at the following link: [http://www.boarddocs.com/oh/boefd/Board.nsf/files/AGSNZK6230CC/\\$file/2016%20December%20Approved%20CE.pdf](http://www.boarddocs.com/oh/boefd/Board.nsf/files/AGSNZK6230CC/$file/2016%20December%20Approved%20CE.pdf) and [http://www.boarddocs.com/oh/boefd/Board.nsf/files/AGSNZP623CDO/\\$file/Location%20Codes.pdf](http://www.boarddocs.com/oh/boefd/Board.nsf/files/AGSNZP623CDO/$file/Location%20Codes.pdf)

Board meeting notation: There was no discussion among the board.

Motion to approve the list of continuing education programs as presented.

Motion by Tommy Taneff, second by Jon Rettig.

Final Resolution: Motion Carries

Yes: Bryan E Chandler, Tommy Taneff, Jon Rettig, William A Dodson, William C Wappner, Jill Pugh

Action: 7.02 Continuing Education Exemptions to be approved

50 year Exemption:

License #	Name	Date License Was Issued
DUAL 006451	DAWSON, ROBERT S	05.25.1965
DUAL 0064140	COWLING, GARY S	11.18.1964
DUAL 005159	ZETTLER, JAMES R	11.26.1946

Waiver (Medical): (Good for only two years)

License #	Name
DUAL 007099	JAMES R HAPNER

DUAL 008382	DEAL, DAVID RUSSELL
DUAL 008236	COOPER, ORLAN C

Board meeting notation: Mr. Jon Rettig introduced the agenda item. Mr. William Wappner asked Mr. Danny Finfrock if the applicants for the waiver were applying for the first time. Mr. Finfrock replied that he was unsure. Mr. Rettig questioned Mr. Finfrock if any of these applicants for the waiver were an actual in charge of a funeral home. Mr. Finfrock replied that they were not.

Motion to approve.

Motion by Tommy Taneff, second by Jill Pugh.

Board meeting notation: There was discussion among the board to separate the votes of 50 year exemption and waiver applications. There was consensus to have independent votes.

Motion to withdraw Mr. Taneff's motion to approve.

Motion by Tommy Taneff, second by Bryan E Chandler.

Motion Carries

Yes: Bryan E Chandler, Tommy Taneff, Jon Rettig, William A Dodson, William C Wappner, Jill Pugh

Motion to separate continuing education exemption applications vote and approve 50 Year applications first.

Motion by William C Wappner, second by Tommy Taneff.

Final Resolution: Motion Carries

Yes: Bryan E Chandler, Tommy Taneff, Jon Rettig, William A Dodson, William C Wappner, Jill Pugh

Board meeting notation: There was discussion among the board on a manager and/or actual in charge with a waiver of the continuing education requirement. Mr. Danny Finfrock reminded the board that a waiver allows a licensee to be an actual in charge of the funeral home, but not a manager.

Ms. Jill Pugh opined on the physical and mental capabilities needed to perform responsibilities and duties of a manager and/ or actual in charge of a funeral home.

Mr. Rettig cautioned the board that the licensees requesting these exemptions and waivers would be out of compliance should the board decide to table the agenda item to the next meeting.

Ms. Linda Clark shared a story of a telephone conversation with a licensee warning of attending a board meeting in their wheelchair just to prove their need for the waiver.

Mr. William Wappner opined on submission of eleventh hour applications for exemptions and waivers to the board.

Ms. Pugh suggested the board allow the applications. She added that rules concerning continuing education requirements may need reviewed in the future.

Motion to approve waiver applications.

Motion by Tommy Taneff, second by Bryan E Chandler.

Final Resolution: Motion Carries

Yes: Bryan E Chandler, Tommy Taneff, Jon Rettig, William A Dodson, William C Wappner, Jill Pugh

Board meeting notation: Mr. Rettig suggested the BOEFD Committee on JCARR Rules Review look into this issue.

8. Compliance

Action: 8.01 Ratification of Settlement #1

The board was provided a copy of a redacted settlement in the agenda item details for review. The document may be located online at the following link: [http://www.boarddocs.com/oh/boefd/Board.nsf/files/AGNLTE57B0E8/\\$file/Settlement%20%231_Redacted.pdf](http://www.boarddocs.com/oh/boefd/Board.nsf/files/AGNLTE57B0E8/$file/Settlement%20%231_Redacted.pdf)

Board meeting notation: Ms. Christie Limbert, board counsel, commented on the background concerning this compliance issue. Mr. Bryan Chandler shared concern with the ability to simply write a check to remedy compliance issues.

Motion to ratify Settlement #1 as presented.

Motion by William C Wappner, second by Tommy Taneff.

Final Resolution: Motion Carries

Yes: Tommy Taneff, Jon Rettig, William C Wappner, Jill Pugh

No: Bryan E Chandler, William A Dodson

Action: 8.02 Ratification of Closed Compliance Cases

FUN IPP003 - Investigative Process

The Executive Director, the Compliance Coordinator, and the Inspector may determine there is no probable cause identified in a written complaint; the Executive Director may close the case. A letter setting forth the reason for closure prior to presentation to the Board will be sent to the complainant and reported to the Board. Staff may consult with the Assistant Attorney General.

Case number 2015-1500038

Case number 2016-1600157

Case number 2017-1700014

Case number 2017-1700016

Case number 2017-1700023

Case number 2017-1700024

Case number 2017-1700025

Board meeting notation: Mr. Bryan Chandler questioned board counsel if a synopsis of charges could be provided for these closed cases that would not identify the charged. Ms. Christie Limbert replied that a copy of the complaint with redaction could be offered. Mr. Thomas Taneff commented that on the Cosmetology Board, he relies on his staff when voting on motions without detailed information.

Motion to ratify the list of closed compliance cases as presented and confirm each case status as closed.

Motion by Tommy Taneff, second by Jill Pugh.

Final Resolution: Motion Carries

Yes: Bryan E Chandler, Tommy Taneff, Jon Rettig, William A Dodson, William C Wappner, Jill Pugh

Information: 8.03 Pending Investigations

The board was provided the list of pending investigations in the agenda item details for review. The document provided may be located online at the following link: [http://www.boarddocs.com/oh/boefd/Board.nsf/files/AGPTS451CF0B/\\$file/Pending%20Investigation%20list-%20Dec.%202016%20BOARD.pdf](http://www.boarddocs.com/oh/boefd/Board.nsf/files/AGPTS451CF0B/$file/Pending%20Investigation%20list-%20Dec.%202016%20BOARD.pdf)

Board meeting notation: There was no discussion among the board.

Information: 8.04 Attorney General Case Status Update

Privileged and Confidential - Attorney and Client Communication and Work Product

Board meeting notation: Ms. Christie Limbert, board counsel, stated that she was pleased to report the list was being reduced and items will continue to be removed as compliance issues are resolved.

9. Inspections

Information: 9.01 Inspector's Report

The board was provided a copy of "Inspection Summary- All Inspectors- November 2016" in the agenda item details for review. The document may be located online at the following link: [http://www.boarddocs.com/oh/boefd/Board.nsf/files/AGPPUM506050/\\$file/Inspection%20Summary-%20All%20Inspectors-%20Nov.%202016.pdf](http://www.boarddocs.com/oh/boefd/Board.nsf/files/AGPPUM506050/$file/Inspection%20Summary-%20All%20Inspectors-%20Nov.%202016.pdf)

The board was provided a copy of "Inspection Monthly Report- All Inspectors- November 2016" in the agenda item details for review. The document may be located online at the following link: [http://www.boarddocs.com/oh/boefd/Board.nsf/files/AGPVVU5658B2/\\$file/Inspector%20Monthly%20Report-%20All%20Inspectors-%20Nov.%202016.pdf](http://www.boarddocs.com/oh/boefd/Board.nsf/files/AGPVVU5658B2/$file/Inspector%20Monthly%20Report-%20All%20Inspectors-%20Nov.%202016.pdf)

Board meeting notation: There was no discussion among the board.

10. Board Operations

Information: 10.01 Budget Overview

The board was provided a copy of "Vouchers November 2016" in the agenda item details for review. The document may be located online at the following link: [http://www.boarddocs.com/oh/boefd/Board.nsf/files/AGNKPV52D7EA/\\$file/Vouchers%20from%20November%202016.pdf](http://www.boarddocs.com/oh/boefd/Board.nsf/files/AGNKPV52D7EA/$file/Vouchers%20from%20November%202016.pdf)

Board meeting notation: There was no discussion among the board.

Information: 10.02 Public Records Law Presentation

Assistant Attorney General Christie Limbert Power Point presentation of public records law and the Open Meetings Act.

The board was provided a copy of "FUN Board PR Powerpoint" in the agenda item details for review. The document may be located online at the following link: [http://www.boarddocs.com/oh/boefd/Board.nsf/files/AGER5G6C470D/\\$file/Fun%20Board%20PR%20Powerpoint.pptx](http://www.boarddocs.com/oh/boefd/Board.nsf/files/AGER5G6C470D/$file/Fun%20Board%20PR%20Powerpoint.pptx)

Board meeting notation: Ms. Christie Limbert announced to attendees of the meeting other than the board the opportunity to leave the meeting if they wished to; the information was for their benefit. Ms. Limbert provided a paper version presentation of public records law and the Open Meetings Act to each board member. She recited each page of the handout.

There was a questions and answers session between the board and Ms. Limbert. Mr. Tim Derickson asked Ms. Limbert if a requestor makes a personal appearance with their request for records, are the records redacted. Ms. Limbert replied that all information that must redacted shall be.

Mr. Jon Rettig stated that he had been asked a question at a recent district meeting about email addresses. Mr. Rettig questioned Ms. Limbert if email addresses were public record. Ms. Limbert responded that she will review rule and return with an answer at a later time.

Ms. Limbert recommended to always oblige a requestor; be helpful; and try to identify what is being requested.

Mr. Derickson questioned Ms. Limbert if access by the media was limited to credentialed media only. Ms. Limbert replied that meetings are open to any, so long as they are not disturbing the meeting.

Ms. Limbert reminded the board to consult counsel prior to any action of the board concerning personnel, property, court, labor negotiations, or security issues.

Ms. Limbert reminded the board that during executive session, voting of any kind is prohibited. She added that minutes are not to be written, however, any materials presented during executive session are public record.

11. Adjournment

Action: 11.01 Adjourn the Meeting

Motion to adjourn the meeting.

Motion by Tommy Taneff, second by Bryan E Chandler.

Final Resolution: Motion Carries

Yes: Bryan E Chandler, Tommy Taneff, Jon Rettig, William A Dodson, William C Wappner, Jill Pugh

Board meeting notation: Prior to adjournment of the meeting, Mr. Thomas Taneff expressed thanks to the board for their condolences on the passing of his father. Mr. Taneff also shared gratitude to fellow board member Jill Pugh and Schoedinger Funeral Home especially, for providing funeral services for his late father. Mr. Taneff praised the funeral home and its staff for giving his family a flawless, seamless, easy and caring experience.

Mr. Jon Rettig reminded all that the next meeting date was scheduled on Wednesday, January 25, 2017 at 1:00 p.m.

Mr. Rettig announced his wish for everyone to have a Merry Christmas and a Happy New Year.

The December 19, 2016 Meeting of the Board adjourned at 2:49 p.m.