Members present
Tommy Taneff, Jon Rettig, William C Wappner, Jill Pugh
Willam A. Dodson, Jr. was absent.

Meeting called to order at 1:01 p.m.

1. Convening of the Board - President

Procedural: 1.01 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: 1.02 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 were Jen Badgett, Kelly Cunningham, Mark Hall, Monica Hall, and Brian Sullivan.

2. Executive Director's Report

Information: 2.01 Executive Director's Report

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/AJNRDRD6E2262/$file/February%20Executive%20Director%20Report.pdf

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

- Internal Policy. Mr. Derickson stated the policy was developed to address concerns of preneed funeral contracts of closed facilities. He added the procedure should also allow the board office to answer consumer's concerns.
- CSI Update
- Preneed, Website, Non-renewal letters. Mr. Derickson invited Mr. Danny Finnrock to update the board on these topics. Mr. Finnrock reported 38 funeral directors licenses have not been renewed; 106 dual licenses have not been renewed; but, majority of funeral homes have renewed to date. Mr. Finnrock also reported 1,145 annual preneed funeral contract report forms were mailed in early February. He added that approximately 128 completed reports have been received to the board office to date. Mr. Finnrock reported the new board website is still a work-in-progress with many sections completed, but still not fully functional. He added that meetings are regularly occurring for board and commissions expected to transition to the new e-License system and will update the board when additional information is available.
- Inspectors. Mr. Derickson stated the two board inspectors are very busy and making progress with inspections and investigations. He added that although they strive to reach every one, the benchmark set to inspect all facilities annually is simply unrealistic. He expressed pride and gratitude to the inspectors for their hard work.
Mr. Finfrock announced that he forgot to report licensees' pocket cards had been mailed as well.

Ms. Jill Pugh questioned Mr. Finfrock if the random continuing education audit has been mailed. Mr. Finfrock replied that it will not likely occur until April.

**Information: 2.02 Follow up to Request for Written Opinion from Office of Ohio Attorney General**

*Board meeting notation:* Ms. Christie Limbert, board counsel, presented the board with paper copy of follow up questions concerning the board’s original request for a written opinion on funeral home naming. The questions are privileged and confidential attorney and client communication and work product. Ms. Limbert asked the board to review and recommend any changes to the questions.

Mr. William Wappner had a concern about question number 4. Ms. Limbert responded to Mr. Wappner's concern.

A motion was made to accept the revised questions presented by board counsel.

Motion by Jon Rettig, second by William C Wappner
Final Resolution: Motion Carries
Yes: Jon Rettig, William C Wappner, Jill Pugh, Tommy Tanef

### 3. President's Report

**Information: 3.01 President's Report**

*Board meeting notation:* Mr. Jon Rettig reported representing the Board by delivering a presentation during Ohio Funeral Directors Association's Master Training Seminar on February 01, 2017 held in Columbus, Ohio. He added that Ms. Linda Clark and Mr. Danny Finfrock of the board office also presented at this meeting and thanked them for their presentations.

Mr. Jon Rettig communicated the following:

- Mr. Rettig will be the temporary chairperson to the continuing education committee following the resignation of Bryan Chandler. He reminded all of the next continuing education committee meeting scheduled on March 7, 2017 at 1:00 p.m. in Room No. 1914 on the 19th Floor of the Riffe Building.
- Mr. Rettig reminded all of the upcoming the OFDA Legislative Reception scheduled on March 7, 2017 at 5:00 p.m. through 7:00 p.m. in the Davidson Lobby on the 3rd Floor of the Riffe Building. He encouraged all to attend, if available.
- Mr. Rettig reported the board office was receiving several telephone calls concerning the updated annual preneed funeral contract report form regarding the addition of the language, "listed as beneficiary." He stated that many licensees were not aware to disclose policies other than those from insurance or trust fund companies. Mr. Rettig stated the addition of this language was to emphasize the need to report these policies. The requirement to report such policies is not new and was always necessary according to Ohio Administrative Code 4717-10-01.
- Mr. Rettig reminded all of the upcoming Annual Meeting of The Conference scheduled February 28 through March 2, 2017 in Hilton Head, South Carolina.
- Mr. Rettig reported that the special audit from Office of Auditor of State of Ohio is in its final stages and may be available by the next board meeting.

Mr. Rettig reported that Ms. Jill Pugh will conduct apprentice interviews in March. Mr. Rettig volunteered to assist, if needed.

### 4. Meeting Minutes

**Action, Minutes: 4.01 Consideration of the January 25, 2016 Board Meeting Minutes**

Motion to approve the meeting minutes as presented.

Motion by Jill Pugh, second by William C Wappner.
Final Resolution: Motion Carries
Yes: Tommy Taneff, Jon Rettig, William C Wappner, Jill Pugh

Information: 4.02 Committee Reports

5. Persons Appearing Before the Board

Action: 5.01 Raymond J. Visotski, Applicant for DUAL 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.

ORC 4717.061 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 Mr. Raymond J. Visotski to the meeting and requested he stand before the board. Mr. Rettig asked Mr. Visotski if he had an opening statement. Mr. Visotski stated that he was appearing before the board seeking a reciprocal funeral director and embalmer's license. He added that he was first licensed in 1983 in the state of New Jersey. Mr. Visotski stated that during his career he owned and operated funeral homes in Pennsylvania and South Carolina and was also a board member with the South Carolina Cemetery Board. He is currently licensed in the state of Michigan.

Mr. Rettig questioned Mr. Visotski where he was employed. Mr. Visotski replied that he was employed with Ogle & Paul R. Young Funeral Home.

Motion to approve the application as presented and grant applicant permission to take examinations prior to licensing.

Motion by Tommy Taneff, second by Jill Pugh.
Final Resolution: Motion Carries
Yes: Tommy Taneff, Jon Rettig, William C Wappner, Jill Pugh

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

<table>
<thead>
<tr>
<th>License Number</th>
<th>Name</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fd.009839</td>
<td>Guerriero, Micheline</td>
<td>Ashtabula</td>
</tr>
<tr>
<td>Emb.009721</td>
<td>Hill, Tiffany M.</td>
<td>Dayton</td>
</tr>
<tr>
<td>Fd.009840</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emb.009722</td>
<td>Hoening, Terrence T.</td>
<td>Fostoria</td>
</tr>
<tr>
<td>Fd.009841</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fd.009842</td>
<td>Kahn, Lauren H.</td>
<td>Cincinnati</td>
</tr>
<tr>
<td>Emb.009723</td>
<td>Meyer, Roger L</td>
<td>Edison</td>
</tr>
</tbody>
</table>
Board meeting notation: There was no discussion among the board.

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

Motion by William C Wappner, second by Tommy Taneff.
Final Resolution: Motion Carries
Yes: Tommy Taneff, Jon Rettig, William C Wappner, Jill Pugh

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

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

Individuals issued Registration in January '17

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>FD</td>
<td>Anderson, Rachael</td>
<td>Warren</td>
</tr>
<tr>
<td>Dual</td>
<td>Bakosh, Alaynah</td>
<td>Dayton</td>
</tr>
<tr>
<td>Dual</td>
<td>Brehm, Robert</td>
<td>Wauseon</td>
</tr>
<tr>
<td>FD</td>
<td>Capretta, Melissa</td>
<td>Chardon</td>
</tr>
<tr>
<td>Dual</td>
<td>Cronauer, Christian</td>
<td>University Hts</td>
</tr>
<tr>
<td>Dual</td>
<td>Eldridge, Jacob</td>
<td>Troy</td>
</tr>
<tr>
<td>FD</td>
<td>Ellerbrock, Brenda</td>
<td>Findlay</td>
</tr>
<tr>
<td>Dual</td>
<td>Eveland, Kyle</td>
<td>Roseville</td>
</tr>
<tr>
<td>FD</td>
<td>Fisher, David</td>
<td>Chardon</td>
</tr>
<tr>
<td>Dual</td>
<td>Gustin, Joseph</td>
<td>Cincinnati</td>
</tr>
<tr>
<td>Dual</td>
<td>Hofer, Kelsey</td>
<td>Brunswick</td>
</tr>
<tr>
<td>FD</td>
<td>Johnson, Jason</td>
<td>St Marys</td>
</tr>
<tr>
<td>FD</td>
<td>Jones, Tiffany</td>
<td>Maple Hts</td>
</tr>
<tr>
<td>Dual</td>
<td>Kellogg, Quinaia</td>
<td>Cincinnati</td>
</tr>
<tr>
<td>Dual</td>
<td>Kennedy, Devan</td>
<td>Loveland</td>
</tr>
<tr>
<td>Dual</td>
<td>Kill, Trevor</td>
<td>Lima</td>
</tr>
<tr>
<td>Dual</td>
<td>Mays, Krystal</td>
<td>Cincinnati</td>
</tr>
<tr>
<td>Dual</td>
<td>Reber, Megan</td>
<td>Brunswick</td>
</tr>
</tbody>
</table>
Individuals Certified as an Apprentice in January '17

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Funeral Home</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dual</td>
<td>Bakosh, Alaynah</td>
<td>Tobias Funeral Home</td>
<td>Dayton</td>
</tr>
<tr>
<td>Dual</td>
<td>Kellogg, Quinaia</td>
<td>McCall FH</td>
<td>Cincinnati</td>
</tr>
<tr>
<td>Dual</td>
<td>Kill, Trevor</td>
<td>Chiles-Laman FH</td>
<td>Lima</td>
</tr>
<tr>
<td>Dual</td>
<td>Eldridge, Jacob</td>
<td>Spring Grove FH</td>
<td>Cincinnati</td>
</tr>
<tr>
<td>Dual</td>
<td>Eveland, Kyle</td>
<td>Goebel Funeral Home</td>
<td>Crooksville</td>
</tr>
<tr>
<td>Dual</td>
<td>Hofer, Kelsey</td>
<td>Dostal Bokas FS</td>
<td>North Olmsted</td>
</tr>
<tr>
<td>Dual</td>
<td>Reber, Megan</td>
<td>Dovin Reber Jones FH</td>
<td>Amherst</td>
</tr>
<tr>
<td>Dual</td>
<td>Stevenson, Jami</td>
<td>John H Evans FH</td>
<td>Milford</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Firm Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hoening &amp; Son Funeral Home</td>
<td>Fostoria</td>
</tr>
</tbody>
</table>

New Building / New Facility - License:

<table>
<thead>
<tr>
<th>License #</th>
<th>Firm Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>FH 003488</td>
<td>Donald Jordan Memorial Chapel</td>
<td>Hamilton</td>
</tr>
<tr>
<td>CREM 000208</td>
<td>Dovin Funeral and Cremation Specialists</td>
<td>Lorain</td>
</tr>
<tr>
<td>FH 003489</td>
<td>Snow Funeral Home</td>
<td>Springfield</td>
</tr>
</tbody>
</table>

Change of Ownership / Existing Facility - New Facility License:

<table>
<thead>
<tr>
<th>License #</th>
<th>Firm Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Name Changes:

<table>
<thead>
<tr>
<th>License #</th>
<th>Current Name</th>
<th>New Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>FH 002878</td>
<td>BURCHAM JENNINGS FUNERAL HOME</td>
<td>BURCHAM TOBIAS FUNERAL HOME</td>
<td>FAIRBORN</td>
</tr>
</tbody>
</table>

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

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

Motion by Jon Rettig, second by Jill Pugh.
Final Resolution: Motion Carries
Yes: Tommy Taneff, Jon Rettig, 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:

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

<table>
<thead>
<tr>
<th>License #</th>
<th>Firm Title</th>
<th>Licensee Name</th>
<th>Type</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>002878</td>
<td>BURCHAM JENNINGS FH</td>
<td>Dan K. Tobias</td>
<td>AIC</td>
<td>Fairborn</td>
</tr>
<tr>
<td>001879</td>
<td>JOHN QUINT-TREBONI FUNERAL HOME INC</td>
<td>Robert Clayton Carter</td>
<td>AIC</td>
<td>Columbus</td>
</tr>
<tr>
<td>001879</td>
<td>JOHN QUINT-TREBONI FUNERAL HOME INC</td>
<td>Robert Clayton Carter</td>
<td>MGR</td>
<td>Columbus</td>
</tr>
</tbody>
</table>

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

7. Continuing Education

Action: 7.01 Continuing Education Programs

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/AJT3TD0567DD/$file/2017%20February%20CE.pdf

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

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

Motion by Jon Rettig, second by Tommy Taneff.
Final Resolution: Motion Carries
Yes: Tommy Taneff, Jon Rettig, William C Wappner, Jill Pugh

8. Compliance

Action: 8.01 Recommendation to charge compliance issue #2017-1700026

Complaint:

Complainant alleges the funeral home has failed to deliver the cremated remains of deceased father.
Case synopsis:

A complaint against a funeral home was received at the board office on October 26, 2016. A notice was issued to the funeral director actual in charge of the funeral home on October 27, 2016 informing the funeral home of the complaint. This notice provided a copy of the complaint for reference and requested the funeral home submit a written response to the complaint along with copies of proof of continuing education hours for the actual in charge of the funeral home. A response was due by November 10, 2016.

A second notice was issued to the funeral director actual in charge of the funeral home on December 15, 2016 by certified mailing. A response was due by December 30, 2016. To date, a response has not been received at the board office.

The complainant has reported receipt of the cremated remains since filing the complaint.

During the investigation, the board inspector discovered that the complainant met with an unlicensed person when funeral service arrangements were agreed upon. The inspector obtained an affidavit from the complainant identifying the individual they met and believed to be a funeral director. According to the inspector, the person is actually an employee of the funeral home. The complainant has indicated willingness to testify in a hearing, if needed.

Violation(s):

**ORC4717.13 Prohibited conduct.**

(A) No person shall do any of the following:

(1) Engage in the business or profession of funeral directing unless the person is licensed as a funeral director under this chapter, is certified as an apprentice funeral director in accordance with rules adopted under section 4717.04 of the Revised Code and is assisting a funeral director licensed under this chapter, or is a student in a college of mortuary sciences approved by the board and is under the direct supervision of a funeral director licensed by the board;

**ORC4717.14 Disciplinary actions.**

(A) The board of embalmers and funeral directors may refuse to grant or renew, or may suspend or revoke, any license issued under this chapter or may require the holder of a license to take corrective action courses for any of the following reasons:

(4) The applicant or licensee has committed immoral or unprofessional conduct.

(5) The applicant or licensee knowingly permitted an unlicensed person, other than a person serving an apprenticeship, to engage in the profession or business of embalming or funeral directing under the applicant's or licensee's supervision.

**OAC4717-8-01 Unprofessional conduct.**

Unprofessional conduct includes, but is not limited to, the following:

(G) Failure to comply with any board request during an inspection or investigation, or finding, or order.

Board meeting notation: Mr. Jon Rettig asked the board if there were any questions for Eric Anderson, board inspector. Mr. William Wappner asked the inspector if the cremated remains were returned. Mr. Anderson replied that they were. Mr. Rettig asked if the funeral home responded to the board at all. Mr. Anderson replied that the funeral home did not.

Motion to charge the funeral director actual in charge of the funeral home with violation of unprofessional conduct and permitting an unlicensed employee to practice funeral directing.

Motion by William C Wappner, second by Jill Pugh.

Final Resolution: Motion Carries

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

**Action: 8.02 Recommendation to charge compliance issue #2017-1700037**

**Complaint:**
Complainant alleges funeral director attended a continuing education program and signed another funeral director's name, who was not in attendance, in addition to their name on the sign-in sheet for continuing education credit.

Case synopsis:

A board inspector received a written statement from a person in attendance of a continuing education program on October 19, 2016. During the program, this person observed a funeral director signing their spouse's name to the attendance sign-in sheet in addition to their own name. The person observed that the spouse was not in attendance of the program.

A complaint was initiated by the board office. A notice was issued to the funeral director on December 29, 2016 informing of the complaint. This notice provided a copy of the complaint for reference and requested the funeral director submit a written response to the complaint along with copies of proof of continuing education hours for the funeral director.

A response to this complaint from the funeral director was received at the board office by mail on January 17, 2017. The funeral director admitted the allegation was true and apologized for their actions. The funeral director is accepting of any disciplinary action.

Violation(s):

ORC 4717.14 Disciplinary actions.

(A) The board of embalmers and funeral directors may refuse to grant or renew, or may suspend or revoke, any license issued under this chapter or may require the holder of a license to take corrective action courses for any of the following reasons:

(4) The applicant or licensee has committed immoral or unprofessional conduct.

ORC 4717-8-01 Unprofessional conduct.

Unprofessional conduct includes, but is not limited to, the following:
E) Violations of state or federal laws involving dishonesty, falsification, misrepresentation, deceit or deception.

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

Motion to charge the funeral director with violation of unprofessional conduct.

Motion by Jill Pugh, second by William C Wappner.

Final Resolution: Motion Carries

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

Action: 8.03 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.

2016-1600155
2017-1700035
2017-1700038
2017-1700039

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

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

Motion by William C Wappner, second by Tommy Tanef.

Final Resolution: Motion Carries
Yes: Tommy Taneff, Jon Rettig, William C Wappner, Jill Pugh

**Information: 8.04 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/AJNUHB7C1C2F/$file/Pending%20investigation%20list-%20Feb.%202017%20BOARD.pdf](http://www.boarddocs.com/oh/boefd/Board.nsf/files/AJNUHB7C1C2F/$file/Pending%20investigation%20list-%20Feb.%202017%20BOARD.pdf)

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

**Information: 8.05 Attorney General Case Update**

Privileged and Confidential - Attorney and Client Communication and Work Product

*Board meeting notation:* Ms. Christie Limbert, board counsel, provided an update to the board on Mr. Ronald D. Garr. She reported that the recent court action initiated by Mr. Garr was dismissed. Ms. Limbert also reported to the board that a report and recommendation regarding George K. Flem was received. Mr. Flem will have an opportunity to respond to the hearing officer's report before it will be presented to the board at its next regular meeting.

9. Inspections

**Information: 9.01 Inspector's Report**

The board was provided a copy of "Inspection Monthly Report- All Inspectors- January 2017" 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/AJNRFJ6CFDFD/$file/Inspector%20Monthly%20Report-%20All%20Inspectors-%20Jan.%202017.pdf](http://www.boarddocs.com/oh/boefd/Board.nsf/files/AJNRFJ6CFDFD/$file/Inspector%20Monthly%20Report-%20All%20Inspectors-%20Jan.%202017.pdf)

The board was provided a copy of "Inspection Summary- All Inspectors- January 2017" 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/AJNRFQ6D0025/$file/Inspection%20Summary-%20All%20Inspectors-%20Jan.%202017.pdf](http://www.boarddocs.com/oh/boefd/Board.nsf/files/AJNRFQ6D0025/$file/Inspection%20Summary-%20All%20Inspectors-%20Jan.%202017.pdf)

*Board meeting notation:* Mr. Jon Rettig questioned Mr. Eric Anderson, board inspector, if there were any problems in the field at this time that he would like to comment on. Mr. Anderson replied that there were not.

10. Board Operations

**Information: 10.01 Budget Overview**

The board was provided a copy of "Vouchers January 2017" 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/AJNUBQ7B4B1F/$file/Vouchers%20from%20January%202017.pdf](http://www.boarddocs.com/oh/boefd/Board.nsf/files/AJNUBQ7B4B1F/$file/Vouchers%20from%20January%202017.pdf)

*Board meeting notation:* Mr. William Wappner commented on a voucher to "Vantiv Holding LLC." He stated that it was an expense that stood out, but understood it was related to bank fees charged for processing credit card transactions for license renewals.

11. Adjournment

**Action: 11.01 Adjourn the Meeting**

Motion to adjourn the meeting.

Motion by Tommy Taneff, second by Jill Pugh.

Final Resolution: Motion Carries

Yes: Tommy Taneff, Jon Rettig, William C Wappner, Jill Pugh
**Board meeting notation:** The February 22, 2017 Meeting of the Board adjourned at 1:39 p.m.