

DRAFT- *The following is a draft version of the October 25, 2017 Meeting of the Board Minutes. It is record of the discussion and action for each agenda item of the meeting. Documents included in each agenda item shall be added to the official record of minutes.*

Draft shall be considered unofficial until read and approved by formal vote at a succeeding regular meeting.

October 25, 2017 Meeting of the Board

1. Convening of the Board – President Rettig

Meeting called to order at 10:40 a.m.

Calling of the Roll

Members present: Edward Nurre, Jill Pugh, Jon Rettig, Thomas Taneff and William Wappner.

Mr. Rettig stated for the record a quorum of the board was present.

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.”

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.

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 Jacob Eldridge, Kyle Eveland, Tiffany Jones, Christy Long, Michael Phillips and Jami Stevenson.

Ms. Christie Limbert, board counsel, introduced Mr. Giles Allen, Esq. from the Office of

Ohio Attorney General. Mr. Allen was in attendance of the meeting for first-hand observation of the role of board counsel.

2. Board Business

Executive Director's Report

Mr. David Ingram presented his report by communicating the following:

- Mr. Ingram announced that Ohio Governor John Kasich appointed Ms. Marcella Boyd Cox to the Board of Embalmers and Funeral Directors beginning October 2, 2017. Ms. Cox will attend her first board meeting on November 15, 2017.

Mr. Jon Rettig commented that Mr. David Ingram joined him at the Masters Training Seminar held in Cuyahoga Falls on October 24, 2017. During his trip, Mr. Ingram visited Mr. Rettig's facility in nearby Columbiana.

Mr. Ingram thanked Mr. Rettig for providing a tour of his funeral home and showing him the cremation process. He also expressed thanks to Jon and Ellen Rettig for inviting him into their home and being gracious hosts.

- Mr. Ingram reported that the proposed rules for the preneed recovery fund were submitted to the Electronic Rule-Filing System on Tuesday, October 17, 2017. He announced there will be a public hearing concerning the proposed rules on Friday, November 17, 2017 at 2 p.m.

Mr. Rettig expressed gratitude to Mr. Ingram for working diligently on the proposed rules. He also commented that without David's prior experience with drafting and filing rules, the process would have likely taken longer due to the board seeking assistance outside the board. Mr. Ingram thanked Mr. Rettig for his compliment.

- Mr. Ingram reported that the final file date for the preneed recovery rules is expected to be Friday, December 22, 2017. He added that he will next focus on drafting proposed rules for the Crematory Operator Permit beginning February 01, 2018.
- Mr. Ingram reported that testing of the Automated Reporting and Preneed Payment System, known as "ARRPS," is expected to occur during November 2017.
- Mr. Ingram reported that the new website is expected to be available in November 2017.

- Mr. Ingram reported that a clean-up version of House Bill 49 was recently approved and will include some minor language changes of the board's laws.
- Mr. Ingram introduced Mr. Eric Anderson and Mr. Troy Seehase, board inspectors, to the apprentices in attendance of the meeting.
- Mr. Ingram read aloud the monthly inspection report summary and reported the inspectors have increased their productivity. He congratulated the inspectors on their improvements.

President's Report

Mr. Jon Rettig presented his report by communicating the following:

- Mr. Rettig expects to discuss the recent biennial audit report to the November 15, 2017 meeting.

Mr. Ingram asked the board members if all had received the email he sent containing the audit report. All board members responded they had received the email.

Mr. Rettig asked the board if the May 16, 2018 meeting could be changed to May 30, 2018. There was consensus among the board to approve rescheduling the May 2018 meeting to the 30th.

Mr. Rettig asked the board if the start time for the December 20, 2017 meeting could be changed to 10:30 a.m. There was a consensus among the board to approve changing the start time of the December 20, 2017 meeting to 10:30 a.m.

Mr. Rettig asked the board if the start time for all meetings scheduled in 2018 could be changed to 10:30 a.m. There was consensus among the board to approve changing the start times of all meetings scheduled in 2018 to 10:30 a.m. The board will meet according to the following schedule:

Wednesday, January 24, 2018 at 10:30 a.m.
 Wednesday, February 21, 2018 at 10:30 a.m.
 Wednesday, March 28, 2018 at 10:30 a.m.
 Wednesday, April 25, 2018 at 10:30 a.m.
 Wednesday, May 30, 2018 at 10:30 a.m.
 Wednesday, June 27, 2018 at 10:30 a.m.
 Wednesday, July 25, 2018 at 10:30 a.m.

Wednesday, August 22, 2018 at 10:30 a.m.
Wednesday, September 26, 2018 at 10:30 a.m.
Wednesday, October 24, 2018 at 10:30 a.m.
Wednesday, November 28, 2018 at 10:30 a.m.
Wednesday, December 19, 2018 at 10:30 a.m.

Multiple Apprenticeship Request (Motion Item)

Mr. Jon Rettig introduced Mr. John C. Smith of Boyer Funeral Home of Waverly, Ohio. Mr. Rettig asked Mr. Smith if he had an opening statement.

Mr. John Smith stated that he was currently serving as the master funeral director overseeing the apprenticeship of Kristen Boyer. He was before the board today seeking permission to serve as master funeral director of an additional apprentice, Courtney Boyer. Mr. Smith stated he has been involved in the funeral business since 1983 and is a 1991 graduate of Cincinnati College of Mortuary Science, obtaining his license in 1992.

Mr. Edward Nurre asked Mr. Smith if the two apprenticeships will serve concurrently. Mr. Smith answered that they would be concurrent.

Mr. William Wappner commented that Mr. Smith's request was different in that in the past, petitioners would describe there were not enough licensees in a funeral home to oversee apprentices. But this time, the funeral home has chosen just one among its personnel to be the master trainer.

Mr. Jon Rettig commented that he spoke about this trend at the masters training seminar the day before and reported that there were good discussions about how one person in the funeral home may be a better candidate for master trainer over others. He added that the quality of training is most important.

Mr. Nurre asked Mr. Smith on the number of calls the funeral home receives. Mr. Smith responded that the funeral averages approximately 190 calls per year.

Mr. Edward Nurre motioned to allow Mr. Smith to serve as master trainer of two apprentices.

Motion by Edward Nurre, second by Thomas Taneff

Final Resolution: Motion Carries

Yes: Edward Nurre, Jill Pugh, William Wappner, Thomas Taneff and Jon Rettig

Mr. Rettig stated that Mr. Smith was welcome to stay for remainder of the meeting, but not obligated to.

Mr. Rettig introduced Ms. Cathy Elkins of Funeral Consumers Alliance of Central Ohio and welcomed her as she joined in attendance of the meeting.

Mr. David Ingram announced his recent review of the multiple funeral directors actually in charge of a funeral home policy. He introduced an amendment to the policy. In effort to clearly, efficiently and consistently identify responsibility within a funeral home, Mr. Ingram recommended reducing the number of actual in charge designations to only one person.

Mr. Jon Rettig made a motion to adopt the amended policy to allow the appointment of only one funeral director actually in charge of a funeral home.

There was discussion among the board.

Mr. Ingram stated that all funeral homes currently indicating more than one funeral director actually in charge of the funeral home will be notified.

Motion by Jon Rettig, second by Thomas Taneff

Final Resolution: Motion Carries

Yes: Edward Nurre, Jill Pugh, William Wappner, Thomas Taneff and Jon Rettig

Apprentice Extension Review

Mr. Jon Rettig requested Ms. Jill Pugh introduce the matter.

Ms. Jill Pugh stated that she conducted an apprentice interview in September 2017 and reported that the apprentice was ill-prepared to answer questions concerning their apprenticeship.

Mr. Rettig commented that the board has the discretion to extend an apprenticeship, if needed.

Mr. Rettig requested Mr. Troy Seehase to inform the board of his knowledge on this matter. Mr. Seehase commented that he spoke with the master and apprentice individually and both agreed to do a better job.

Mr. Edward Nurre questioned Mr. Seehase why the training is not up to par. He asked if the apprentice had more than one job. Mr. Seehase replied that the apprentice has only one employer and the master trainer took full responsibility for the apprentice's lack of progress.

Mr. William Wappner questioned Ms. Pugh about the interview. Ms. Pugh responded that the apprentice is simply present at the funeral home.

Ms. Jill Pugh motioned to extend the apprenticeship six (6) months and require another interview.

Motion by Jill Pugh, second by Edward Nurre

Final Resolution: Motion Carries

Abstain: Jon Rettig

Yes: Edward Nurre, Jill Pugh, William Wappner and Thomas Taneff

Mr. Rettig announced after the vote, he abstained because the master trainer contacted him by telephone.

Consideration of the September 27, 2017 Board Meeting Minutes

Mr. Rettig asked the board members if all had opportunity to read the September 27, 2017 Board Meeting minutes. He asked for a motion to approve.

Mr. Thomas Taneff made a motion to approve the September 27, 2017 Board Meeting Minutes as presented.

Motion by Thomas Taneff, second by Jill Pugh

Final Resolution: Motion Carries

Yes: Edward Nurre, Jill Pugh, William Wappner, Thomas Taneff and Jon Rettig

Consideration of the September 27, 2017 JCARR Committee Minutes

Mr. Thomas Taneff made a motion to approve the September 27, 2017 JCARR Committee Meeting Minutes as presented.

Motion by Thomas Taneff, second by William Wappner

Final Resolution: Motion Carries

Yes: Edward Nurre, Jill Pugh, William Wappner, Thomas Taneff and Jon Rettig

Licensure

Mr. Jon Rettig read aloud the list of names to be licensed.

Ms. Jill Pugh made a motion to approve the applications of individuals recommended for licensure.

Motion by Jill Pugh, second by Thomas Taneff

Final Resolution: Motion Carries

Yes: Edward Nurre, Jill Pugh, William Wappner, Thomas Taneff and Jon Rettig

Mr. Edward Nurre made a motion to approve the ratification of facility licenses.

Motion by Edward Nurre, second by Thomas Taneff,

Final Resolution: Motion Carries

Yes: Edward Nurre, Jill Pugh, William Wappner, Thomas Taneff and Jon Rettig

Mr. Jon Rettig made a motion to approve the facility name changes as presented.

Motion by Jon Rettig, second by Thomas Taneff,

Final Resolution: Motion Carries

Yes: Edward Nurre, Jill Pugh, William Wappner, Thomas Taneff and Jon Rettig

There was discussion among the board on name changes.

Continuing Education

Mr. Jon Rettig asked Mr. Danny Finfrock if there were any issues with applications to report. Mr. Finfrock replied there were none.

Ms. Jill Pugh questioned aloud why Cincinnati College of Mortuary Science (CCMS) was requesting eighteen (18) hours of credit for one program. Mr. Finfrock and Ms. Linda Clark responded that the program could be observed as a practicum offered by the instructor. There was discussion among the board on the number of hours.

Mr. Edward Nurre suggested allowing the program to credit the attendee between six (6) to eight (8) continuing education hours.

Ms. Christie Limbert, board counsel recommended the board defer the decision to the board office.

Mr. Thomas Taneff made a motion to approve the applications for continuing education programs except for the recently discussed program offered by Cincinnati College of Mortuary Science (CCMS).

Mr. William Wappner asked Mr. Finfrock about the program listed for Balin & Associates requesting six (6) hours. Mr. Finfrock replied that the list contains a typographical error and apologized for the mistake in the program title.

Motion by Thomas Taneff, second by Edward Nurre

Final Resolution: Motion Carries

Yes: Edward Nurre, Jill Pugh, William Wappner, Thomas Taneff and Jon Rettig

Ms. Pugh recommended just six (6) hours be approved for the CCMS program. Mr. David Ingram agreed with board counsel and suggested Mr. Finfrock research the program details and forward the findings to the continuing education committee in November.

Mr. Thomas Taneff made a motion to approve the applications from individuals requesting approval of the continuing education requirements.

Mr. Jon Rettig questioned Mr. Danny Finfrock about the applicants with high number of hours. Mr. Finfrock responded that he reviewed the applications and they were legitimate programs.

Motion by Thomas Taneff, second by Jill Pugh

Final Resolution: Motion Carries

Yes: Edward Nurre, Jill Pugh, William Wappner, Thomas Taneff and Jon Rettig

Compliance

Mr. Jon Rettig explained the process of closing cases prior to board.

Mr. Jon Rettig made a motion to ratify the list of closed compliance cases as presented and confirm each case as closed.

Motion by Jon Rettig, second by Jill Pugh

Final Resolution: Motion Carries

Yes: Edward Nurre, Jill Pugh, William Wappner, Thomas Taneff and Jon Rettig

Mr. David Ingram announced there were no settlements to ratify. Ms. Christie Limbert commented that there many in a queue still to be settled.

Mr. Ingram asked board members if they received the attorney/client privileged email from board counsel containing the Attorney General Case Update. There was consensus among the board that all received the email. Ms. Limbert reported that four (4) Goldman hearings occurred in August and those report and recommendations are expected to be before the board in November.

Board Operations

Mr. Jon Rettig asked Mr. William Wappner, Secretary-Treasurer of the Board, if he had any comment on the budget overview. Mr. Wappner stated that Mr. Ingram included it in his executive director report.

Mr. Rettig stated the meeting was about to wrap up and asked if there any further board business or comments.

Mr. Rettig announced that the International Conference of Funeral Service Examining Boards, known as “the Conference”, annual meeting is February 27 through March 01, 2018 in New Orleans, Louisiana. He asked the board members for their interest in attending. Mr. Nurre and Ms. Pugh expressed interest in attending. Mr. Rettig reminded that registration will need to occur before December 31, 2017.

Mr. Rettig commented that he has heard unfortunate rumors that the Conference is testing on old laws. He debunked this hearsay by assuring the apprentices in attendance of the meeting that the examination consists of new laws.

Mr. David Ingram asked the board members if they would prefer their photo and/or biography to be available on the new website. There was consensus among the board to include a photo and bio of each member.

Mr. Rettig asked if there were any further questions or concerns.

3. Adjournment

Mr. Thomas Taneff made a motion to adjourn the meeting.

Motion by Thomas Taneff, second by Jill Pugh

Final Resolution: Motion Carries

Yes: Edward Nurre, Jill Pugh, William Wappner, Thomas Taneff and Jon Rettig

The October 25, 2017 Meeting of the Board adjourned at 11:45 a.m.

Jon W. Rettig, Sr., President

William C. Wappner, Secretary-Treasurer

Attachments