

**STATE BOARD OF FUNERAL AND CEMETERY SERVICE BOARD MEETING
THURSDAY FEBRUARY 1, 2018
INDIANA GOVERNMENT CENTER SOUTH, ROOM W064
402 W WASHINGTON STREET
INDIANAPOLIS, IN 46204**

CALL TO ORDER

The meeting was called to order at 11:00 a.m. by Thomas Sproles, pursuant to public notice posted at the principal office of the board at least forty-eight (48) hours before the time of the meeting.

BOARD MEMBERS PRESENT:

Christopher Cooke, Chairman
Donald Alford, Vice Chairman
Thomas Sproles
Frank Downing
Theodore Mau
Roland Cutter
Tasha Smith, State Department of Health

STATE OFFICIALS PRESENT:

Tracy Hicks, Board Director
Jennifer Broadbent, Assistant Board Director
Lana Conroy, Compliance Officer
Courtney Calvert, Compliance Officer
Donald Hannah, Deputy Attorney General

ADOPTION OF THE AGENDA

The agenda was adopted.

C. Cooke/T. Mau
7/0/0

Voting in Favor: Thomas Sproles, Christopher Cooke, Donald Alford, Frank Downing, Theodore Mau, Roland Cutter, and Tasha Smith.

Motion carried.

ELECTION OF OFFICERS AND COMPLAINT LIAISONS FOR 2018-2019

A motion was made and seconded to elect Christopher Cooke as Chairman for 2018-2019.

R. Cutter/T. Mau
7/0/0

Voting in Favor: Thomas Sproles, Christopher Cooke, Donald Alford, Frank Downing, Theodore Mau, Roland Cutter, and Tasha Smith.

Motion carried.

A motion was made and seconded to elect Donald Alford as Vice Chairman for 2018-2019.

R. Cutter/T. Mau
7/0/0

Voting in Favor: Thomas Sproles, Christopher Cooke, Donald Alford, Frank Downing, Theodore Mau, Roland Cutter, and Tasha Smith.

Motion carried.

C. Cooke appointed Ted Mau to serve as the complaint liaison to the Office of the Attorney General for cemetery matters and Thomas Sproles to serve as the complaint liaison to the Office of the Attorney General for funeral matters.

ADOPTION OF THE MINUTES OF THE DECEMBER 7, 2017, MEETING OF THE BOARD

A motion was made and seconded to approve the minutes of the December 7, 2017 meeting as amended.

R. Cutter/D. Alford
7/0/0

Voting in Favor: Thomas Sproles, Christopher Cooke, Donald Alford, Frank Downing, Theodore Mau, Roland Cutter, and Tasha Smith.

Motion carried.

PERSONAL APPEARANCE FOR COMPLIANCE WITH THE FINDINGS OF FACT, ULTIMATE FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ORDER

1. Ridgelawn-Mount Mercy Cemetery, CM40000002, CA09100095, 2016 SBFCS 0023

The board accepted their report regarding their progress pursuant to the order issued.

ADMINISTRATIVE HEARING

1. Administrative Hearing in the matter of Steven Applegate, FD20700079, 2017 SBFCS 0016

A motion was made and seconded to grant an extension of six months to pay the \$5000 fine and to complete the 10 hours of continuing education.

T. Sproles/R. Cutter
7/0/0

Voting in Favor: Thomas Sproles, Donald Alford, Frank Downing, Roland Cutter, and Tasha Smith.
Motion carried.

OFFICE OF THE ATTORNEY GENERAL CONSUMER PROTECTION DIVISION REPORT

Written report provided.

VERIFIED COMPLAINT REQUESTING CEMETERY MAINTENANCE ASSISTANCE

1. Jean Buckley
Re: Crown Hill Cemetery, Hobart

A motion was made and seconded to table the matter for further investigation by inspector Lana Conroy.

T. Mau/R. Cutter
4/0/0

Voting in Favor: Christopher Cooke, Theodore Mau, Roland Cutter, and Tasha Smith.
Motion carried.

2. Rosalind Coleman and Esther Walker
Re: New Crown Cemetery, CM41300002

A motion was made and seconded that the complaint did not meet the statutory requirements for granting the complaint.

T. Mau/R. Cutter
4/0/0

Voting in Favor: Christopher Cooke, Theodore Mau, Roland Cutter, and Tasha Smith.
Motion carried.

APPLICATION FOR RECIPROCITY FUNERAL DIRECTOR LICENSE

1. Edward Calahan

A motion was made and seconded to deny the application for failure to pass the Conference Arts and Sciences examination.

T. Sproles/D. Alford
5/0/0

Voting in Favor: Thomas Sproles, Donald Alford, Frank Downing, Roland Cutter, and Tasha Smith.
Motion carried.

CORRESPONDENCE FROM WINKLEPLECK & BROCK FUNERAL HOME REGARDING THE PURCHASE OF WINKLEPLECK WEESNER FUNERAL HOME

The board requested the preneed files be retrieved from the funeral home.

VERIFIED COMPLAINT REQUESTING RESTITUTION FROM THE PRENEED CONSUMER PROTECTION FUND

A. Jayne Forgey Croghan for James Herschel Forgey

Re: Winklepleck-Weesner Funeral Home, FH83000655 (Closed)

A motion was made and seconded to approve the request in the amount of \$8866.83 without interest.

T. Sproles/R. Cutter
7/0/0

Voting in Favor: Thomas Sproles, Christopher Cooke, Donald Alford, Frank Downing, Theodore Mau, Roland Cutter, and Tasha Smith.
Motion carried.

B. Bryan Peterson for Patricia Oswald

Re: Kraft Funeral Home, FH10000005 (Revoked)

A motion was made and seconded to approve the request in the amount of \$6364.26 without interest.

T. Sproles/T. Mau
7/0/0

Voting in Favor: Thomas Sproles, Christopher Cooke, Donald Alford, Frank Downing, Theodore Mau, Roland Cutter, and Tasha Smith.
Motion carried.

C. Calumet Park Funeral Chapel for Barbara Fifer

Re: Kraft Funeral Home, FH10000005 (Revoked)

A motion was made and seconded to approve the request in the amount of \$4380.00 without interest.

R. Cutter/T. Sproles
7/0/0

Voting in Favor: Thomas Sproles, Christopher Cooke, Donald Alford, Frank Downing, Theodore Mau, Roland Cutter, and Tasha Smith.
Motion carried.

D. Cobb Funeral Home for Edna Mae Cobb

Re: Clark O'Neal Funeral Home, FH10400018 (Closed)

A motion was made and seconded to approve the request in the amount of \$4003.00 plus statutory interest.

T. Sproles/R. Cutter

7/0/0

Voting in Favor: Thomas Sproles, Christopher Cooke, Donald Alford, Frank Downing, Theodore Mau, Roland Cutter, and Tasha Smith.

Motion carried.

E. Calumet Park Funeral Chapel for Virginia Ann Shurr

Re: Kraft Funeral Home, FH10000005 (Revoked)

A motion was made and seconded to approve the request in the amount of \$6115.00 without interest.

T. Sproles/R. Cutter

7/0/0

Voting in Favor: Thomas Sproles, Christopher Cooke, Donald Alford, Frank Downing, Theodore Mau, Roland Cutter, and Tasha Smith.

Motion carried.

VII. CONSIDERATION OF CONTINUING EDUCATION AUDIT FILES

1. Wanda Lee, FD29700028

A motion was made and seconded that she is not in compliance and to suspend the license. The document she filed is not proof she has completed the continuing education hours she registered for at IFDA.

F. Downing/R.Cutter

5/0/0

Voting in Favor: Thomas Sproles, Donald Alford, Frank Downing, Roland Cutter, and Tasha Smith.

Motion carried.

2. John Sullivan, FD21300056

A motion was made and seconded to find that he is not in compliance with the Notice of Non-Compliance and to suspend the license.

F. Downing/R.Cutter

5/0/0

Voting in Favor: Donald Alford, Roland Cutter, Frank Downing and Thomas Sproles.

Motion carried.

VIII. REVIEW OF CONTINUING EDUCATION SPONSORS AND COURSES

A motion was made and seconded to accept the report below.

F. Downing/D. Alford

7/0/0

Voting in Favor: Donald Alford, Roland Cutter, Frank Downing and Thomas Sproles.

Motion carried.

COURSES FOR APPROVAL – No Indiana Law Courses

Batesville, CE10800652

- Customer Care, November 9, 2017, 3 CEUs – RE-REVIEW

Cremation Association of North America, CE21200016

- Connecting the dots... Storytelling Part 1, 2/7/18, 1 CEU
- Connecting the dots... Brand Ambassadors, 2/7/18, 1 CEU
- Connecting the dots...Your Online Reputation, 2/7/18, 1 CEU
- Connecting the dots... Therapy Dog Panel, 2/7/18, 1 CEU
- Connecting the dots... Storytelling Part 2, 2/8/18, 1 CEU

- Connecting the dots... Touch Points, 2/8/18, 1 CEU
- Connecting the dots... Voice of the Customer, 2/8/18, 1 CEU
- Connecting the dots... Coffee Klatch, 2/8/18, 1 CEU
- The Art of Selling Cremation, 2/6/18, 6 CEUs
- CANA's Crematory Op. Cert. Program, Ongoing, 8 CEUs

The Dodge Institute for Advanced Mortuary Studies, CE10800694

- 2018 Dodge Technical Seminar – Atlantic City, 5/10/18 – 5/11/18, 9 CEUs

FuneralContinuingEducation.com, CE21300012

- Burial with Military Honors, Ongoing, 3 CEUs
- Complying with the FTC Funeral Rule, Ongoing, 2 CEUs
- Ethics, Attitude, and Customer Care, Ongoing, 3 CEUs
- Funeral Products and the Environment, Ongoing, 2 CEUs
- Funerary Ethics and Best Practice, Ongoing, 3 CEUs
- Helping Parents Cope with Unexpected Death, Ongoing, 1 CEU
- Helping Parents Help Children Cope with Death, Ongoing 1 CEU
- Limiting Exposure to HIV/AIDS, Ongoing, 2 CEUs
- Modern Funeral Customs, Ongoing, 1 CEU
- OSHA Compliance for Funeral Homes, Ongoing, 2 CEUs
- Understanding Hospice and Palliative Care, Ongoing, 1 CEU
- Upselling without upsetting the Client, Ongoing, 1 CEU
- When Children Die: Guidance for the Final Arrangements, Ongoing, 1 CEU
- Working with the Cemetery, Ongoing, 2 CEUs
- Funeral Home and Heroin Overdose Training, Ongoing, 2 CEUs

Homesteaders Life Company, CE10800737

- Insurance Ethics in Preneed Funeral, Ongoing, 6 CEUs
- The Preneed Insurance Niche, Ongoing, 6 CEUs

Indiana State Coroner's Training Board, CE21200008

- 40-Hour Medicolegal Death Investi. Course, 1/31/18-2/4/18

The International Conference of Funeral Service Examining Boards, CE20900918

- Board Member Training, 2/27-2/28/18, 7 CEUs
- Funeral Service Administrators Forum, 2/28/18, 3 CEUs
- Examination Services Forum, 2/28/18, 1 CEU
- 2017 Task Analysis Overview, 2/28/18, 1 CEU
- Scandals, Secrets, & Lies – Panel Discussion, 3/1/18, 1 CEU
- Discipline Power Hour, 3/1/18, 1 CEU
- District Meetings, 3/1/18, 1 CEU
- Hurricane Katrina – 12 Years Later – What We Learned, 3/1/18, 1 CEU
- Conference Fishbowl, 3/1/18, 1 CEU

International Order of the Golden Rule, CE10800865

- 2018 Young Professionals Event, 2/25/18-2/27/18, 8 CEUs
- 2018 Annual Conference & Solution Center, 4/4/18-4/6/18, 9 CEUs

MKJ Marketing, CE10800860

- 2018 Marketing Summit, 2/26/18-2/28/18 & 3/19/18-3/21/18, 13 CEUs

Madison County Funeral Directors Association, CE10800768

- Burial Vaults – Materials, Components, Etc., 1/16/18, 2 CEUs
- CJ Boots – Casket, Merchandising, Fabrics, Etc., 3/13/18, 2 CEUs

Stonemor University, CE21400009

- Refresh-Review-Reward/Understanding the Consumer Today, 2018, 1 CEU
- Refresh-Review-Reward/The Changing Funeral of the Day, 2018, 1 CEU

Trigard University, CE21300003

- Trigard University, Ongoing, 7 CEUs – RE-REVIEW

COURSES FOR APPROVAL – Indiana Law Courses

Madison County Funeral Directors Association, CE10800768

- Cremation Act, 5/22/18, 1 CEU
- Cemetery Act, Ongoing, 1 CEU

Stonemor University, CE21400009

- Refresh-Review-Reward/Preneed Burial Service and Merchandise, Ongoing, 1 CEU
- Refresh-Review-Reward/The Practice of Funeral Service, Ongoing, 1 CEU
- Refresh-Review-Reward/The Cremation Act, Ongoing, 1 CEU

Refresh-Review-Reward/The Cemetery Act, Ongoing, 1 CEU

ADJOURNMENT

The meeting was adjourned at 12:31 p.m.