

MINUTES
South Carolina Board of Funeral Service
Committee Meeting

3:00 p.m., April 14, 2015
Synergy Business Park
110 Centerview Drive, Kingstree Building Room 202-03
Columbia, South Carolina

Tuesday, April 14, 2015

1. Meeting Called to Order

William B. Horton, Jr., of Kingstree, called the committee meeting of the SC Board of Funeral Service to order at 3:14 p.m. Other Committee members present for the meeting included: Michelle Cooper, of Monks Corner; and, Eddie Nelson, of Blythewood.

Staff members participating in the meeting included: Wendi Elrod, Program Assistant; and, Amy Holleman, Administrator.

a. Public Notice

Mr. Horton announced that public notice of this meeting was properly posted at the SC Board of Funeral Service office, Synergy Business Park, Kingstree Building, and provided to all requesting persons, organizations, and news media in compliance with Section 30-4-80 of the South Carolina Freedom of Information Act.

2. Introduction of Board Members and Persons Attending the Meeting

The Board members, staff, and all other persons attending the meeting introduced themselves.

3. Approval of Excused Absences

Charlie Bradford Evans, Vice President, of Abbeville, was granted excused absences.

MOTION

Mr. Nelson made a motion that the Board excuse Mr. Evans' absence. Ms. Cooper seconded the motion, which carried unanimously.

4. Review of Applications

A. Apprentice Application packet

The Committee reviewed the exam eligible application packet. Ms. Holleman stated that staff has been receiving applications with very old photos. She suggested that we add a sentence to the application instruction sheet stating that "Photo can't be older than six (6) months from current date". Mr. Nelson stated that will be a good idea.

Mr. Horton asked why there is an embalming report form in the apprentice application packet. Ms. Holleman stated that Mr. Adams, Funeral Board inspector, suggested we use that report for embalmers who are completing an embalming apprenticeship. Mr. Horton asked if staff understands this report, and Ms. Holleman stated that staff does not understand the report since staff are not licensees. Mr. Horton suggested that the Board not use this report for the apprenticeship. But, it would be a good idea to post the report to the Boards website as a learning tool while serving the apprenticeship.

Ms. Holleman informed the Committee that the Board has been requiring apprentices to submit a written statement of their work schedules and signed by the apprentice and preceptor/supervisor, stating that they understand that the apprentice and preceptor/supervisor must work the same schedule, fulltime, for the apprentice to receive credit for the apprenticeship. Ms. Cooper stated that she believes it should be added to the last page of the application where the apprentice and preceptor/supervisor are attesting to the requirements.

Ms. Cooper stated she thinks a line should be added to the instruction sheet requiring apprentices submit a proposed work schedule that the apprentice and preceptor/supervisor will work and signed by both.

Ms. Cooper suggested that there be a signature line added to the last page of the application for the funeral home manager to sign as well.

Recommendation

Mr. Horton suggested that the committee recommend that the Board add the statement "Photo can't be older than six (6) months from current date" to the apprentice application instruction sheet. Also on the instruction sheet they are required to submit a written statement of their work schedule signed by both the apprentice and supervisor/preceptor.

Mr. Horton recommended the Board take Ms. Cooper's suggestions to add to the last page of the application, a statement for the apprentice and supervisor/preceptor to attest to that they understand that by signing the application they understand that they must work fulltime during the same work schedule for the apprentice to receive credit for the apprenticeship. And to add on the last page of the application a place for the manager of the funeral home to sign as well.

B. Student Application packet

The Committee reviewed the student application packet. Ms. Holleman stated that a sentence needs to be added to number 1 on the instruction sheet which reads "Photo can't be older than six (6) months from current date".

Recommendation

Mr. Horton suggested that the committee recommend that the Board add the statement "Photo can't be older than six (6) months from current date" to the student application instruction sheet, which will complete the changes to the application packet.

C. Exam Eligible Application packet

The Committee reviewed the exam eligible application packet. Ms. Holleman stated that this application packet also needs a sentence added to number 1 on the instruction sheet which reads "Photo can't be older than six (6) months from current date".

She stated that this application is for applicants that have completed their education but are not eligible to sit for the National exam(s). She stated the Board is not currently using this application but will like to start using the application so the applicant will not need to submit the licensure by exam application packet since they will need to pay the licensing fee since the licensing and application are only good for two (2) years.

Ms. Cooper stated that the applicant needs to pay some type of fee. Ms. Holleman stated that they may want to establish an application processing fee. Ms. Cooper suggested that there be a \$25 processing fee for this application. Ms. Holleman stated we can suggest this fee but the Board will not be able to implement the fee unless it passes through legislation.

Recommendation

Mr. Horton suggested that the committee recommend that the Board add the statement "Photo can't be older than six (6) months from current date" to the exam eligible application instruction sheet, which will complete the changes to the application packet.

D. Licensure by Exam Application packet

The Committee reviewed the licensure by exam application packet. Ms. Holleman stated that this application packet also needs a sentence added to number 1 on the instruction sheet which reads "Photo can't be older than six (6) months from current date".

Ms. Cooper suggested that a signature line be added to the verification of completion of apprenticeship form for the funeral home manager since the manager is required to sign the apprenticeship paperwork as outlined in 40-19-240(B).

Recommendation

Mr. Horton suggested that the committee recommend that the Board add the statement "Photo can't be older than six (6) months from current date" to the licensure by exam application instruction sheet. Add a signature line for the funeral home manager on the verification of completion of apprenticeship form and this will complete the changes to the application packet.

E. Licensure by Reciprocity Application packet

The Committee reviewed the licensure by exam application packet. Ms. Holleman stated that this application packet also needs a sentence added to number 1 on the instruction sheet which reads "Photo can't be older than six (6) months from current date".

Recommendation

Mr. Horton suggested that the Committee reviewed the licensure by reciprocity application packet. Ms. Holleman stated that a sentence needs to be added to number 1 on the instruction sheet which reads "Photo can't be older than six (6) months from current date" as the other applications do. This will conclude the changes to the application packet

F. Funeral Facility Application packet

Ms. Holleman stated that "Retail Sales Outlet (Casket Store)" needs to be removed from this application since we have a separate application for retail sales outlets.

Ms. Holleman stated that staff has had a hard time deciphering parent company name if the funeral home is a corporation since many funeral homes seem to have a parent corporation that owns the corporation that owns the funeral home.

Recommendation

Mr. Horton recommended that the committee recommend that the Board remove "Retail Sales Outlet (Casket Store)" from this application. Staff to research what can be added to determine parent corporation owning the funeral home..

G. Retail Sales Outlet Application packet

Ms. Holleman suggested that the term "casket store" be removed from the application and instruction sheet since retail sales outlets not only selling caskets but may also sale urns.

Mr. Nelson reminded the Committee that at the March 19, 2015 Board of Funeral Service meeting the Board voted on new inspection guidelines for retail sales outlets. So he suggested that the new inspection guidelines be added to the application packet.

Recommendation

Mr. Horton recommended that the term “casket store” be removed from the application and instruction sheet. And, add the new inspection guidelines to the retail sales outlet application packet.

5. Public Comments (no votes taken)

No public comments at this time.

6. Adjournment

MOTION

Mr. Nelson made a motion the Committee adjourn. Ms. Cooper seconded the motion, which carried unanimously.

The April 14, 2015, committee meeting of the SC Board of Funeral Service adjourned at 4:58 p.m.

The next scheduled meeting of the SC Board of Funeral Service is scheduled for April 15, 2015.