

**MINUTES**  
**South Carolina State Board of Funeral Service**  
**Apprenticeship Quarterly Reporting Form Committee Meeting**

9:00 a.m., February 14, 2022  
Via Web/Teleconference  
Columbia, South Carolina

**Monday, February 14, 2022**

**1. Meeting Called to Order**

Eddie J. Nelson, of Blythewood, presiding, called the Apprenticeship Quarterly Reporting Form Committee Meeting to order on February 14, 2022 at 9:03 a.m. Also present was Mr. James P. Hodge, of Anderson.

Staff members present for the meeting included: Kyle Tennis, Advice Counsel, Office of Advice Counsel; Sonya Morse, Paralegal, Office of Disciplinary Counsel; Amy Holleman, Administrator; Norma McAllister, Program Assistant; Sandra Filipovic, Administrative Assistant; and Kristina Zepp, Administrative Assistant.

Members of the public attending the meeting included: Ernest Adams

**A. Public Notice**

Mr. Nelson announced that public notice of this meeting was properly posted at the South Carolina State 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.

The meeting will be held via video and teleconference. Members of the public who wish to attend may do so by telephone. For telephone logon information, please email [contact.funeral@lfr.sc.gov](mailto:contact.funeral@lfr.sc.gov).

**2. Approval of the Agenda**

Mr. Nelson called for a motion to approve the agenda.

**MOTION**

Mr. Hodge made a motion and Mr. Nelson seconded that the Committee approves the agenda for today's Committee meeting. The motion carried unanimously.

**3. Introduction of Committee Members and Persons Attending the Meeting**

The Committee members and staff attending the meeting introduced themselves.

**4. Apprenticeship Tasks**

**The Committee made the following recommendations:**

1. Rename the form as stated in statute: "Apprentice Quarterly Report"
2. List the quarters under the reporting period line
3. Change the wording that "The apprentice should keep" to "The apprentice must keep"
4. Add the sentence, "Please include additional sheets, if necessary."
5. Re-alphabetize the listing to include all new task

5. Change the wording for the task:

Old	New
Arrangements with family and clergy	<i>Arranging with family and clergy*</i>
Preparing newspaper notices	Preparing obituaries
Funeral procession arrangement	Arranging funeral procession
Sales of funeral service	<i>Selling of funeral service, to include preparing funeral service purchase agreement and presenting general price list to family*</i>
Correspondence, bookkeeping	Preparing correspondence and maintaining bookkeeping
Application of cosmetics	Applying cosmetics

6. Remove wording and replace with:

Removed	Replaced
Transportation of family and clergy	<i>Arranging for transportation of decedent*</i>

7. No changes to the wording:

Funeral Directing	Embalming
Checking and arranging flowers	Bathing and creaming face
<i>Conducting funeral service*</i>	<i>Posing features*</i>
<i>Preparing death certificate*</i>	<i>Mixing fluids*</i>
Receiving visitors	<i>Raising vessels*</i>
	<i>Injecting fluids*</i>
	Hypodermic treatment
	Preparation of autopsied body
	<i>Suturing incisions*</i>
	<i>Trocar Cavity Treatment*</i>
	Restorative art procedures

8. Additional Task:

Funeral Directing	Embalming
Observing sale and coordination of pre-need	<i>Dressing and casketing of decedent*</i>
Arranging for cremation, to include acquiring appropriate documentation, verifying cremation authorization, and coordinating efforts with coroner's office and crematory	

\*Required Activity

5. **Public Comments (no votes)**

There were no public comments.

6. **Adjournment**

Mr. Nelson called for a Motion to adjourn.

**MOTION**

Mr. Hodge made a motion and Mr. Nelson seconded it to adjourn the meeting. The motion carried unanimously.

Mr. Nelson adjourned the February 14, 2022 Apprentice Quarterly Reporting Form Committee meeting at 10:25 a.m.