

MINUTES
South Carolina State Board of Funeral Service
Work Session

1:00 p.m., August 29, 2017
Synergy Business Park
110 Centerview Drive, Kingstree Building Room 105
Columbia, South Carolina

Tuesday August 29, 2017

1. Meeting Called to Order

William B. Horton, Jr. of Kingstree presiding, called the work session of the South Carolina State Board of Funeral Service to order on August 29, 2017, at 1:52 p.m. Other Board members present for the meeting included: John L. Petty III, of Landrum; Stephen L. McMillan, Jr. of Myrtle Beach; Michelle A. Cooper, of Moncks Corner; Wallace McKnight, Jr. of Andrews; and Landis D. Price II of Lexington.

Staff members participating in the meeting included: Mary League, Advice Counsel, Office of Advice Counsel; Amy Holleman, Administrator; Norma McAllister, Program Assistant; William Poole, and Ernest Adams, Inspectors, Office of Investigations and Enforcement.

Members of the public attending the meeting included: Dedrick Gantt, David Martin, and Ruple Harley of Piedmont Technical College.

A. Public Notice

Mr. Horton 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 Act.

B. Pledge of Allegiance

All present recited the Pledge of Allegiance.

Mr. Horton welcomed Mr. Landis D. Price, II and introduced him to the Board members.

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 Absence

Mr. Horton called for a motion to excuse the absences of Dr. D'Michelle P. DuPre, Mr. Chavis K. Gray, Mr. Jeffrey K. Temples, and Mr. Stephen R. Gantt.

MOTION

Mr. McMillan made a motion to approve the absences. Mr. McKnight seconded the motion, which carried unanimously.

Discussions:

4. Piedmont Technical College – Dedrick A. Gantt and David B. Martin

1. Education Program – Changes to the Mortuary Science Program

Mr. David Martin presented to the Board the proposed Embalmer’s Certificate curriculum. The Board members discussed the proposed program and the Embalmer’s license requirements under Section 40-19-230.

The Piedmont Technical College delegation answered questions regarding the length of the program; including law materials; and the course breakdown. Mr. Martin presented the curriculum as follows:

- a. Proposed Embalmer Certificate Curriculum
 - AHS 102 – Medical Terminology 3 hours
 - CHM 106 – Contemporary CHM or CHM 110 – College CHM 4 hours
 - FSE 112 – Anatomy and Physiology for Funeral Service 3 hours
 - FSE 213 – Microbiology and Pathology for Funeral Service 3 hours
 - FSE 225 – Embalming I 3 hours
 - FSE 226 – Embalming II 3 hours
 - FSE 240 – Restorative Art I 3 hours
 - FSE 241 – Restorative Art II 3 hours
 - Total Credit Hours 25

- *10 cases minimum
- *One year Certificate program
- *Medical Terminology is an online course
- *Courses will be offered for two full days per week in the semester
- *Embalming I course description includes coverage of law materials

Board cited: Section: 40-19-230(A)(1-6) and regulation 57-04

2. Student Permits

The Board members discussed the student permit requirements in SC Statute section 40-19-245, Regulation 57-07, and the purpose of its origin. The student permit discussion included accredited out-of-state colleges that provide online classes with the students completing their clinical at an in State establishment; and students attending Piedmont Technical College, currently the only in-state accredited Mortuary College in South Carolina.

Mr. Gantt informed the Board that at Piedmont Technical College the embalming lab is included with the course work, which requires a minimum of 10 cases. In conclusion, the Board made the following statements:

- a. Student permits are required for:
 - All Piedmont Technical College Mortuary Students
 - All Out-of-State students completing their clinical at a South Carolina Funeral Establishment
(Section 40-19-30.....It is unlawful for a person to engage in the practice of funeral service unless the person is licensed in accordance with this chapter...)

- b. Review Regulations: 10-17 (i) Funeral Director Student Permit \$25.00
10-17 (j) Embalmer Student Permit \$25.00

5. Crematory Operators

The members of the Board discussed the current requirements for the Crematory Operator stated in Regulations 57-14.3 and 57-14.4. The members decided to ask the full Board to:

- a. Appoint a committee to research, and develop:
 - Educational requirements for a crematory operator
 - Testing requirements
 - Credit for experience
 - Qualifications
 - And other requirements

6. Definition of a Hearse

The Board members discussed the definition of a hearse referencing SC Statute sections 40-19-20 (11.d) and 40-19-265(A.5); and regulation 57-10(B.4). In conclusion the members of the Board defined a hearse as:

- a. A vehicle capable of transporting caskets and human remains
- b. Landau bars are not required.

7. Investigative Review Committee Member Qualifications and Guidelines

Recommendations provided by the SC State Board of Funeral Service

Purpose: To facilitate the complete review of complaint cases before the State Board of Funeral Service.

Terms: IRC Members should be appointed for a two year term. Their credentials and record of service need to be evaluated by the Funeral Service Board (FSB). The nominations committee of the FSB is responsible and will make the recommendations for approval or rejection to the full FSB

Attendance: IRC members should attend at least two days of hearings before the FSB. This experience is to insure that members are aware of the current FSB thought process in managing disciplinary cases. IRC members will then be better able to make recommendations to the FSB and include more detailed rationale.

Performance: IRC members are expected to have a valid SC FD/E license and SC residence and a character satisfactory to the FSB. They are expected to utilize South Carolina Funeral Service Laws to closely examine all cases and request all needed information from the investigating team. They should be non-biased in all cases and provide the FSB as much guidance in the cases as legally possible. If any member of the IRC has any prior knowledge of any case brought before them, they shall recuse themselves from all parts of that case

Confidentiality: All materials provided to/accessed by the IRC members are confidential and are not to be shared, disseminated and/or distributed except to applicable Office of Investigative (OIE) and Office of Disciplinary (OCD) staff. Electronic

transmissions are also confidential and are not to be shared, disseminated and/or distributed to individuals other than the applicable OIE or ODC department staff.

Reappointment and Removal: IRC members may be appointed to multiple terms. They also may be removed if there are issues concerning their recommendations about cases that the FSB feels does not follow the Funeral Service Practice Act. All members are subject to the same confidentiality that other committees and the FSB are bound by.

Terms of Membership and Service: As stated above, terms will be for two years and members may be reappointed to multiple terms. Members must have the appropriate educational preparation and experience to facilitate the review of complaint matters before the Board.

Requirements/qualifications for nomination consideration:

Experience:

Must have been licensed in South Carolina for a minimum of five years as a Funeral Director and Embalmer.

Must hold an active unencumbered SC FDE license with no prior or current discipline.

The Board may deny membership based on disciplinary history.

The Board discuss attendance requirements and submitted the following:

Reappointment and Removal: IRC members may be appointed to multiple terms. They also may be removed if there are issues concerning their recommendations about cases that the BFS feels does not follow the Funeral Service Practice Act. All members are subject to the same confidentiality that other committees and the BFS are bound by. Members are required to attend meetings or to provide proper notice and justification of inability to do so. Unexcused absences from meetings may result in removal. Affirmative action of the members is required to approve an excused absence and is entirely within the Committee's discretion.

8. Adjournment

MOTION

Mr. McMillan made a motion to adjourn the meeting, Mr. McKnight seconded, and the motion passed unanimously.

Mr. Horton adjourned the August 29, 2017 work session for the South Carolina State Board of Funeral Service at 4:33 p.m.

The next Board meeting is scheduled for August 30-31, 2017 at 10:00 a.m., at Synergy Business Park, 110 Centerview Drive, Kingstree Building, Room 108, Columbia, South Carolina.