

FINAL APPROVED

BOARD OF FUNERAL DIRECTORS AND EMBALMERS MINUTES OF CONTINUING EDUCATION COMMITTEE

**Tuesday, January 21, 2003
6603 West Broad Street
Richmond, Virginia 23230
Conference Room 1**

Department of Health Professions

- CALL TO ORDER:** A meeting of the Virginia Board of Funeral Directors and Embalmers was called to order at 9:15 a.m.
- PRESIDING:** Pratt Stelly, Chair
- MEMBERS PRESENT:** Paul Whitten
Joe Jenkins, Jr.
Jack Miller
J. Michael Williams
Robert "Bob" Oman
- MEMBERS ABSENT:** Bobby Gardner, Sr.
- STAFF PRESENT:** Elizabeth Young, Executive Director
Pamela Horner, Administrative Staff Assistant
Elaine Yeatts, Senior Policy Analyst
- QUORUM:** With six members of the Committee present, a quorum was established.
- GUESTS:** Bruce Keeney, IFHV
Joseph Jenkins, III.
JoAnn McElmurry, VFDA
Meredith Partridge, RSS, Inc.
David Partridge, RSS Inc.
Ron Finch
- ORDERING OF AGENDA:** On a properly seconded motion by Mr. Whitten, the Committee moved to accept the agenda.
- PUBLIC COMMENT:** Bruce Keeney spoke and requested that the name of the Association of Independent Funeral Homes of Virginia be correctly stated in the proposed regulations.
- OVERVIEW AND TIMETABLE OF PROPOSED REGULATIONS** Elaine Yeatts, Sr. Policy Analyst of the DHP provided a brief overview and the timetable for enactment of regulations. She stated that information should be provided to licensee that any courses taken prior to March 31, 2004 would not be counted for continuing education compliance for the renewal period of 2005. The Board will begin accepting provider applications after the effective date of the regulations this. She further stated that the

ASSESSMENT FORMS

Board would vote on the final regulations at its March 19, 2003 meeting.

The Committee reviewed several versions of a draft assessment form. It voted not to create an assessment form at this time, but create a Question and Answer sheet for licensees. The Committee recommended the following issues to be discussed on the Q/A sheet:

- Timetable to begin accrual of CEUs
- Retention of CEU documents for 2 years
- Fee is charged for provider not for each class
- Explanation of attesting to ceu compliance on renewal form
- Discussion of inactive licensee status
- Discuss random audit during renewal period
- Significance of list of approved sponsors
- Discussion of types of acceptable ceu

The Committee heard a lengthy discussion regarding OSHA and insurance classes. Because insurance classes are mandated for insurance agent renewal, the Committee discussed the possibility of not allowing licensees to count those classes. The Committee recommends including OSHA and insurance classes as acceptable forms of CEU, but must be offered by an approved provider. The Committee asked the Board Executive to draft a Q&A for board review on March 19, 2003.

Mr. Joseph Jenkins, III. Of VMA requested that the Virginia Morticians Association be added as a separate provider from the National Funeral Directors and Morticians Association and state chapter. The Committee voted to submit the amendment to the Board.

With a properly seconded motion by Mr. Jenkins, the Committee voted to recommend the following disciplinary sanction for non-compliance of CEU mandate:

To offer a pre-hearing consent order and require licensee to fulfill number of hours within 60 days of consent order, to issue a reprimand, and a monetary penalty of \$250.

The Committee recommended an audit of 5% of the licensees for 2005 and to place a monthly updated list of approved providers on the website.

ADJOURNMENT

With all business concluded, the Committee adjourned at 12:43 p.m.

Pratt Stelly, Chair

Elizabeth Young, Executive Director

Date

Date