

**MINUTES OF THE MEETING OF THE
BOARD OF FUNERAL DIRECTING AND EMBALMING**

July 21, 2016

These minutes were approved by the Board on October 20, 2016
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1. ROLL CALL

The meeting of the Board of Funeral Directing and Embalming was called to order by Steven Brunken, Chair, at 8:30 a.m., in the Nebraska State Office Building, Lower Level Conference Room A, Lincoln, Nebraska. Copies of the agenda were mailed to the Board Members and other interested parties in accordance with the Open Meetings Law. The following members answered roll call:

<u>Members Present</u>	
Steven Brunken	Chair
Leo Seger	Secretary
Arvid Wiest	Vice-Chair
<u>Others Present</u>	
Ami Huff	Assistant Attorney General
Kris Chiles	Program Manager, Licensure Unit
Pat Lempke	Investigator, Licensure Unit
Susan Aerni	Investigator, Licensure Unit
Sherri Lovelace	Investigator, Licensure Unit

A quorum was present and the meeting convened.

2. ADOPTION OF AGENDA

MOTION: Wiest moved, seconded by Seger, to adopt the agenda. A roll call vote was taken. Voting aye: Brunken, Seger, Wiest (3). Voting nay: None (0). Absent: None (0). Motion carried.

3. APPROVAL OF MINUTES (4-21-16)

MOTION: Seger moved, seconded by Wiest, to approve the minutes of 4-21-16. A roll call vote was taken. Voting aye: Brunken, Seger, Wiest (3). Voting nay: None (0). Absent: None (0). Abstain: None (0). Motion carried.

4. INVESTIGATIONAL REPORTS & OTHER CONFIDENTIAL INFORMATION – CLOSED SESSION

MOTION: Seger moved, seconded by Wiest, to enter into closed session at 8:32 a.m. to hear discussions of an investigative/confidential nature, and for the prevention of needless injury to the reputation of the individuals. A roll call vote was taken. Voting aye: Brunken, Seger, Wiest (3). Voting nay: None (0). Absent: None (0). Motion carried.

9:01 a.m. - Break
9:08 a.m. - Meeting resumed
9:40 a.m. - Lempke, Aerni, and Lovelace departed meeting

MOTION: Seger moved, seconded by Wiest, to return to open session at 9:56 a.m. A roll call vote was taken. Voting aye: Brunken, Seger, Wiest (3). Voting nay: None (0). Absent: None (0). Motion carried.

9:56 a.m. - Break
10:09 a.m. - Meeting resumed
Teresa Hampton, Department attorney, entered meeting

5. REVIEW AND RECOMMENDATIONS – OPEN SESSION

Convictions/Reinstatements/Administrative Penalties

Todd Schrag – Funeral Director and Embalmer

MOTION: Seger moved, seconded by Wiest, to recommend approval of the license. A roll call vote was taken. Voting aye: Brunken, Seger, Wiest (3). Voting nay: None (0). Absent: None (0). Motion carried.

Wadlow Rozanek Funeral Home, Valparaiso

MOTION: Wiest moved, seconded by Seger, to recommend approval of the license. A roll call vote was taken. Voting aye: Brunken, Seger, Wiest (3). Voting nay: None (0). Absent: None (0). Motion carried.

6. NEW BUSINESS

a. Updates

- **Nebraska Funeral Directing Association (NEFDA)**

There was a tri-state convention in May but no Board members attended.

- **International Conference of Funeral Service Examination Board, Inc. (ICFSEB)**

The annual meeting will be in February or March at Hilton Head.

b. Reports

- **Disciplinary and Non-Disciplinary Action Reports**

The report was distributed to the members.

- **Licensure and Examination Statistics**

Chiles reported the following examination results from 1-1-16 to 7-21-16:

Jurisprudence – 7 pass, 3 fail
Vital statistics – 9 pass
National Arts – 3 pass
National Science – 3 pass
Jurisprudence, open book – 51 pass, 2 fail

Chiles reported the following statistics:

Apprentice, full – 12
Apprentice, split 1 – 2
Apprentice, split 2 - 2
Branch Establishment – 94
Embalmer – 1
Funeral Director – 3
Funeral Director and Embalmer – 391
Funeral Establishment - 165

c. Discussion on Inspection Requirements (172 NAC 68-009)

The members reviewed the inspection requirements and inspection report. They reviewed the first question on the inspection report and the areas of services, arrangements and preparation room. They discussed setting out sections for the 3 categories and requiring 90% per section to pass. The members discussed that it should be an automatic failure if the facility, staff or manager were not licensed.

d. Licensure Unit – Process Improvement Program

Chiles provided a summary of the process improvement program that the Licensure Unit was implementing. She discussed that it began with the nursing area. She stated feedback was requested from stakeholders regarding the nursing applications. Utilizing the feedback, the application forms were revised and the number of deficient applications received dropped from 83% deficient to 4% deficient. Chiles stated that process improvement is now beginning in the mental health area.

Moved to agenda item 8a.

8. Unfinished Business

a. Definition of Arrangements and Funeral Directing

The members discussed what activities might be done by a secretary or other staff and what needed to be completed by a funeral director. Some areas discussed included:

- Taking information for obituary
- Scheduling date of service
- Setting up/making arrangements (where, when, etc.)
- Gathering demographic information (name, birth date, social security number)

The members will continue to think about this and it will be placed on agenda for further discussion.

11:31 a.m. - Break
Huff and Hampton departed meeting
11:35 a.m. - Meeting resumed

Moved back to agenda item 6e.

6. NEW BUSINESS

e. Score and Review Licensure Jurisprudence Examination – Closed Session

MOTION: Wiest moved, seconded by Seger, to enter into closed session at 11:35 a.m. to score and review the jurisprudence examination. A roll call vote was taken. Voting aye: Brunken, Seger, Wiest (3). Voting nay: None (0). Absent: None (0). Motion carried.

Moved to agenda item 8b.

8. Unfinished Business

b. Examination Revision Discussion – Licensure and Continuing Education Jurisprudence – Closed Session Continued

MOTION: Seger moved, seconded by Wiest, to return to open session at 12:36 p.m. A roll call vote was taken. Voting aye: Brunken, Seger, Wiest (3). Voting nay: None (0). Absent: None (0). Motion carried.

9. ADJOURNMENT

MOTION: Seger moved, seconded by Weist, to adjourn. A roll call vote was taken. Voting aye: Brunken, Seger, Wiest (3). Voting nay: None (0). Absent: None (0). Motion carried.

There being no further business, the chair declared the meeting adjourned at 12:40 p.m.

Respectfully submitted,

Leo Seger, Secretary
Board of Funeral Directing and Embalming

Next Meeting: 10-20-16

Summarized by: Nancy Herdman, Health Licensing Coordinator