

IDAHO BOARD OF MORTICIANS
Bureau of Occupational Licenses
700 West State Street, P.O. Box 83720
Boise, ID 83720-0063

Board Meeting Minutes of 7/15/2014

BOARD MEMBERS PRESENT: James H. Opdahl - Chair
Craig L. Geary
David L. Hutton

BUREAU STAFF: Tana Cory, Bureau Chief
Dawn Hall, Administrative Support Manager
Lori Peel, Investigative Unit Manager
Maurie Ellsworth, Legal Counsel
Mary Miles, Technical Records Specialist I

The meeting was called to order at 9:05 AM MDT by James H. Opdahl.

AMEND THE AGENDA

A motion was made by Mr. Hutton to amend the agenda to add items that were received late. It was seconded by Mr. Geary. Motion carried.

APPROVAL OF MINUTES

A motion was made by Mr. Hutton to approve the minutes of 4/24/2014. It was seconded by Mr. Geary. Motion carried.

LEGISLATIVE REPORT

Ms. Cory gave the legislative report. She said that law changes are due by August 1 and rule changes are due by the third week of August. The Board does not have any changes for the 2015 Legislative Session.

FINANCIAL REPORT

Ms. Hall gave the financial report, which indicated that the Board has a cash balance of \$30,661.84 as of 6/30/2014.

[INVESTIGATIVE REPORT](#)

Ms. Peel gave the investigative report, which is linked above.

FOR BOARD DETERMINATION

A motion was made by Mr. Hutton to approve the Bureau's recommendation and authorize closure in case I-MOR-2014-3. It was seconded by Mr. Geary. Motion carried.

A motion was made by Mr. Hutton to approve the Bureau's recommendation and authorize closure in cases I-MOR-2014-7 and I-MOR 2014-8. It was seconded by Mr. Geary. Motion carried

A motion was made by Mr. Hutton to approve the Bureau's recommendation and authorize closure in case I-MOR-2014-9. It was seconded by Mr. Geary. Motion carried

A motion was made by Mr. Hutton to approve the Bureau's recommendation and authorize closure in cases I-MOR-2014-10, I-MOR-2014-11, I-MOR-2014-12, I-MOR-2014-13 and I-MOR-2014-21. It was seconded by Mr. Geary. Motion carried

A motion was made by Mr. Hutton to approve the Bureau's recommendation and authorize closure in case I-MOR-2014-22. It was seconded by Mr. Geary. Motion carried

A motion was made by Mr. Hutton to approve the Bureau's recommendation and authorize closure in case I-MOR-2014-23. It was seconded by Mr. Geary. Motion carried

TO DO LIST

The Board reviewed the to do list and noted the items that had been completed.

RENEWAL FORMS

The Board reviewed the draft renewal form for funeral establishments that includes adding a question regarding who the resident mortician is. Licensees who pay their renewal online would not be able to answer the question; however, a letter would be sent requesting the information.

A motion was made by Mr. Hutton to approve the draft renewal form as presented. It was seconded by Mr. Geary. Motion carried.

CERTIFICATE OF AUTHORITY UPDATE

Mr. Ellsworth updated the Board members regarding the issuance of Certificate of Authority licenses. Currently MCA licenses are issued only to individuals. The Board discussed whether the individual or the establishment should hold the

license. Mr. Hutton will contact Ken Mallea, Funeral Service Association, to discuss the issue and invite him to the Board's next meeting.

CONTINUING EDUCATION PROVIDERS

Ms. Miles presented a list of CE providers currently in the Bureau's system.

A motion was made by Mr. Hutton to approve the current list of CE providers and direct the Bureau to approve classes that are submitted by those providers. It was seconded by Mr. Geary. Motion carried.

RULE 450.05.b

The Board discussed the requirement of submitting an approved set of blueprints with the facility applications. The issue of scanning and storing the blueprints was discussed. The Board determined that an electronic copy of the blueprints is preferred as long as the document can be opened in any program. Ms. Miles will research the possibility of electronic blueprints and update the Board at its next meeting.

TRAINEE PERMITS

A motion was made by Mr. Hutton to direct the Bureau to issue the trainee permits when the application is complete. It was seconded by Mr. Geary. Motion carried

CERTIFICATES

Ms. Miles presented samples of certificates with electronic Board member signatures. The Board members reviewed the certificates and determined that the Bureau can issue certificates using the electronic signatures of the Board members.

CAR RENTAL

A motion was made by Mr. Geary to approve the car rental expense for Mr. Hutton. It was seconded by Mr. Opdahl. Motion carried.

CORRESPONDENCE

The Board reviewed the letter submitted by the Islamic Community of Bosniaks in Boise. The Board requested more information on the scope of services and asked Ms. Miles to invite Midhat Smajic to the next Board meeting.

The Board reviewed a letter submitted by Haren-Wood Funeral Chapel. The Bureau was directed to send a letter thanking the chapel for its cooperation. The

Board reviewed an informational letter submitted by the Pittsburgh Institute of Mortuary Sciences.

Break 10:45 – 11:00

BOARD CHAIR ELECTION

A motion was made by Mr. Hutton to nominate Mr. Opdahl as Board Chair. It was seconded by Mr. Geary. Motion carried.

A motion was made by Mr. Geary to nominate Mr. Hutton as Vice Board Chair. It was seconded by Mr. Opdahl. Motion carried.

EXECUTIVE SESSION

A motion was made by Mr. Hutton that the Board go into executive session under Idaho Code § 67-2345(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Mr. Geary. The vote was: Mr. Hutton, aye; Mr. Geary, aye; and Mr. Opdahl, aye. Motion carried.

A motion was made by Mr. Hutton to come out of executive session. It was seconded by Mr. Geary. The vote was: Mr. Hutton, aye; Mr. Geary, aye; and Mr. Opdahl, aye. Motion carried.

APPLICATIONS

A motion was made by Mr. Hutton to approve 901132941 for licensure pending receipt of requested information. It was seconded by Mr. Geary. Motion carried.

A motion was made by Mr. Hutton to approve 901067157 for exam pending receipt of verification of a current Washington license. It was seconded by Mr. Geary. Motion carried.

A motion was made by Mr. Hutton to approve David Cutter for the jurisprudence exam and upon passage of the exam, a license can be issued. It was seconded by Mr. Geary. Motion carried.

A motion was made by Mr. Hutton to approve Gary Jensen for the jurisprudence exam and upon passage of the exam, a license can be issued. It was seconded by Mr. Geary. Motion carried.

A motion was made by Mr. Hutton to approve 901027538 for licensure pending the inspection. It was seconded by Mr. Geary. Motion carried.

A motion was made by Mr. Hutton to respond to William Dayley that his request to extend his MRT is denied. It was seconded by Mr. Geary. Motion carried.

LUNCH 12:20 – 1:30

The meeting was called to order at 1:30 PM

MCA / CE AUDITS

The Board members reviewed and approved the MCA and CE audits.

QUARTERLY REPORTS

The Board members reviewed the quarterly reports, no action was taken.

NEXT MEETING was scheduled for January 13, 2015 at 9:00 AM.

ADJOURNMENT

A motion was made by Mr. Hutton to adjourn the meeting at 2:10 PM. It was seconded by Mr. Geary. Motion carried.

James H. Opdahl, Chair

Craig L. Geary

David L. Hutton

Tana Cory, Bureau Chief