

**STATE OF MAINE**  
**BOARD OF FUNERAL SERVICE**

*Minutes of August 14, 2007 Board Meeting*

**Members Present:** Robert Barnes, Chair; Normand Lambert, Hervey Clay, Bethel Shields, John Dunn and Ernest Marriner

**Others Present:** Penny Vaillancourt, Administrator; Jack Richards, Assistant Attorney General; Jennifer Mooney, Board Clerk.

**Members Absent:** Jennifer Minkowitz

**CALL TO ORDER**

Robert Barnes, Chair, called the meeting to order at 9:05 a.m.

**OLD BUSINESS**

**A. APPROVAL OF MINUTES**

In a motion by Ernest Marriner and seconded by Normand Lambert, the minutes from the June 21, 2007 meeting were approved as amended.

**Vote: 5 in favor (1 abstention – John Dunn)**

**NEW BUSINESS**

**A. COMPLAINT REPRESENTATIONS**

**2007-FUN-3310**

This complaint was represented to the board after the board voted to table the complaint at an earlier meeting for the purpose of obtaining additional information regarding the complainant. The complaint committee was unable to locate the complainant and unable to obtain the additional information needed to complete the board's investigation.

After a full review and discussion a motion was made by Normand Lambert and seconded by John Dunn to dismiss this complaint for lack of evidence.

**Vote: 5 in favor (1 recusal – Hervey Clay)**

In addition, a motion was made by Bethel Shields and seconded by Normand Lambert to send all licensees an informational letter regarding the use of advertisements and business cards.

**Vote: 6 in favor**

**B. RELICENSURE APPLICATION REVIEW – STEVEN JANDREAU, FUNERAL PRACTITIONER**

An application for reinstatement was presented to the board based upon knowledge that the applicant failed to disclose his criminal convictions.

After a full review and discussion a motion was made by Ernest Marriner and seconded by John Dunn to deny the application for licensure based on failure to fully disclose prior criminal convictions.

**Vote: 6 in favor**

**C. LICENSE APPLICATION REVIEW – IAN MCCARTY, FUNERAL ATTENDANT**

An application for licensure as a funeral attendant was presented to the board based upon knowledge that the applicant failed to disclose his criminal convictions.

After a full review and discussion a motion was made by Normand Lambert and seconded by John Dunn to deny the application for licensure based on failure to fully disclose the conviction information.

**Vote: 6 in favor**

**D. APPROVAL OF CONTINUING EDUCATION PROGRAMS**

A motion was made by John Dunn and seconded by Bethel Shields, to approve the following continuing education program(s) as reviewed by the Continuing Education Committee:

1. Maine Funeral Directors Association – approved for 1 hour(s)
2. ICCFA – approved for 11 hour(s)
3. Funeral CE – approved for 19 hours (only 2 hours allowed)
4. The Dodge Company – approved for various hours, programs and dates
5. All Star Professional Training, Inc – approved for 12 hour(s) (only 2 hours allowed)
6. Kenmore Square Institute, LLC – approved for 8 hour(s)

**Vote: Unanimous**

A motion was made by John Dunn and seconded by Bethel Shields to not approve the following continuing education programs as reviewed by the Continuing Education Committee:

1. Amy Swinford – denied for 6 hours

**Vote: Unanimous**

Approval and denial letters will be mailed out by the board clerk.

**E. DISCUSSION OF INITIAL LICENSURE AND CEU RULE**

After a full review and discussion, a motion was made by John Dunn and seconded by Bethel Shields to send new licensees a letter regarding the continuing education requirements upon initial renewal, which would clarify the board's continuing education rule.

**Vote: 6 in favor**

**F. REVIEW OF 2006-2007 CEU AUDITS**

The board conducted a continuing education audit. Subsequently a motion was made by Ernest Marriner and seconded by Bethel Shields to initiate a complaint against a licensee for failure to meet the continuing education requirements.

**Vote: 6 in favor**

**OTHER BUSINESS**

**CHAIR'S REPORT – ROBERT BARNES**

Robert Barnes gave the board an update on the ICFSEB conference he will be attending in September.

**ADMINISTRATOR'S REPORT – PENNY VAILLANCOURT**

Penny Vaillancourt provided the board with a financial update and number of current licensees to date.

**ADJOURN**

There being no further business, in a motion by Normand Lambert and seconded by Hervey Clay, the Board voted unanimously to adjourn at 10:47 a.m.

Respectfully submitted,

Jennifer Mooney  
Board Clerk