

MINUTES
October 15, 2013
1400 West Washington, Basement Conference Room B-1

MEMBERS PRESENT: John Munden, President
James Ahearne, Secretary
Samuel Bueler, Member
Kristina Dyr, Member
Monsignor O'Keeffe, Member
Reverend William Smith, Member
Harold Adair, Member

STAFF PRESENT: Rodolfo Thomas, Executive Director
Gary Hendrix, Licensing Administrator
Patricia Keith, Programs & Project Specialist

ATTORNEY GENERAL'S OFFICE:
Nancy Beck, Asst. Attorney General

CALL TO ORDER

John Munden called the meeting to order at 9:00 a.m.

I. CALL TO THE PUBLIC

II. MINUTES

Upon corrections to the minutes, James Ahearne motioned to approve the September 17, 2013 minutes. Samuel Bueler seconded the motion. The motion passed unanimously (7-0).

III. CONTINUING EDUCATION

James Ahearne motioned to approve the Continuing Education Committee's October 3, 2013 recommendations. Monsignor O'Keeffe seconded the motion. The motion passed unanimously (7-0)

IV. LICENSING

By motion and second, and motion carrying, the following actions occurred relative to applications for licensure subject to the conditions noted:

NAME	TYPE OF LICENSE	ACTION	MOTION BY	SECOND BY
*Jason E. Lewis	Funeral Director, Embalmer	Approved 7-0	Ahearne	Bueler
*Danielle M. Petit	Embalmer	Approved 7-0	Bueler	O'Keeffe
*Preston Funeral & Cremation Services	Establishment	Approved 7-0	Ahearne	Bueler
* Erica Hickey	Intern	Approved 7-0	O'Keeffe	Dyrr
*Justin W. Moore	Intern	Approved 7-0	Dyrr	Bueler
*Heidi L. Reece	Cremationist	Approved 7-0	O'Keeffe	Bueler
*Kathryn A. Kensinger	Cremationist	Approved 7-0	Dyrr	O'Keeffe
*William A. Hendricks	Salesperson	Approved 7-0	Ahearne	O'Keeffe
*Kelly J. Smith	Salesperson	Approved 7-0	O'Keeffe	Adair
*Ed Osborne	Salesperson	Approved 7-0	Dyrr	Adair

ATTENDANCE

- * Jason E. Lewis appeared before the Board meeting.
- * Danielle M. Petit, arrived late for the Board meeting.
- * Reverend James Preston did not attend the Board meeting.
- * Erica Hickey did not attend the Board meeting.
- * Justin W. Moore did not attend the Board meeting.
- * Heidi L. Reece did not attend the Board meeting.
- * Kathryn A. Kensinger did not attend the Board meeting.
- * William A. Hendricks appeared before the Board.
- * Kelly J. Smith did not attend the Board meeting.
- * Ed Osborne did not attend the Board meeting.

V. Executive Director’s Report:

Executive Director Thomas informed the Board of an initial analysis by IT staff of the Arizona Department of Administration. The purpose of the analysis is to provide essential information to be given to vendors for submittal of bids for possible implementation of on-line license renewal. The Director further stated that the process would enhance current license renewal practices however; the final product could take a year or so. The Director will keep the Board apprised of the status. Licensing Administrator Gary Hendrix released to the board the results and current status of inspections of funeral establishments and crematories. Mr. Hendrix indicated that all inspections are current and that inspections will be conducted within two to three years unless deemed necessary due to information received for a no notice visit.

VI. ADJOURN

There being no other business, Samuel Bueler moved to adjourn at 9:10 a.m. Monsignor O’Keeffe seconded the motion (7-0).

2013 BOARD MEETING SCHEDULE

January 15, 2013	May 21, 2013	September 17, 2013
February 19, 2013	June 18, 2013	October 15, 2013
March 19, 2013	July 16, 2013	November 19, 2013
April 16, 2013	August 20, 2013 teleconf.	December 17, 2013

Rodolfo Thomas
Executive Director

APPROVED BY:

John Munden, President

Monsignor O’Keeffe, Member

James Ahearne, Secretary

Samuel Bueler, Member

Kristina Dyr, Member

Rev. William Smith, Member

Hank Adair, Member