

IOWA BOARD OF MORTUARY SCIENCE

December 13, 2012

Lucas State Office Building, 5th Floor Conference Room, #526

Des Moines, Iowa

Open Session Meeting Minutes

Call to Order:

The meeting was called to order at 9:30 a.m. by Brad Hawn, Chair.

Roll Call:

MEMBERS PRESENT:

Rebecca Ervin, Public Member

Martin Mitchell, FD

Barbara Teahen, FD

Todd Kale, FD

Kim Doehrmann, FD

Norene Mostkoff, Public Member

Bradley Hawn, FD

STAFF PRESENT:

Susan Reynolds, Board Executive

Barb Huey, Bureau Chief

Pam Griebel, AAG

Karla Hoover, Licensure Specialist

Barb Christiansen, Administrative Assistant

GUESTS PRESENT:

Suzanne Gebel, IFDA

Kevin Patterson, Mortuary Science Program Chair, DMACC

Review Agenda:

No changes to the agenda.

Approval of Minutes:

A motion was made by Mitchell to approve the minutes of September 14, 2012. A second was received from Teahen. All ayes, opposed none, motion carried.

Public Comment:

Suzanne Gebel reported the 133rd Annual IFDA convention will be held May 14 - 16, 2013, at the Scheman Building in Ames.

Reports:

Chair: No report

Board Executive: No report

Bureau Chief: Barb Huey presented the board's budget analysis to the members for review and answered any questions regarding the reports. An example of the new licensure certificate was distributed. Certificates will be embedded with the state seal for a higher level of security. The Bureau now has a new and improved web site with easier navigation ability.

AAG: Pam Griebel:

Internship and Preceptorship:

Jason Trone - Mr. Trone will finish his internship in February 2013 which is one month longer than allowed by rule that requires an internship to be completed within a 24-month period. AAG Griebel stated that the board as a pre-condition could require more education, more case reports, and extend the internship for another 12 months. The board concluded that his internship has been completed or is within one month of completion. The final paper work needs to be sent into Karla Hoover at the Bureau by February 11, 2013. If the intern has not submitted paper work within this time period, he will need to request an extension.

A motion was made by Mitchell to grant the board executive authority to approve an extension of internship, if needed. A second was received from Kale. All ayes, opposed none, motion carried.

Rules Committee:

Committee met December 12, 2012 - Modification to the rules on the endorsement process and intern training requirements were reviewed by the board. If an applicant is

applying for licensure from another jurisdiction, the licensee must have an active license from the state they are endorsing or have met intern requirements that are equal or more substantial to the rules. Intern rules were revised to require a specific number of transfers, preparation of human remains, funeral arrangements, visitations and memorial services. The rules committee will review religious requirements of services and body preparation at the March 2013 meeting. No action required by the board.

Administrative Rules:

Administrative rules 100.1 100.2 and 100.11 drafted on record retention were presented. The rules require records to be retained for 10 years beginning on the date of death. Board members gave consensus to pre-notice the rule changes. The rules will be sent to the board's stakeholders for informal input. AAG Griebel congratulated the rules committee along with Kevin Patterson for their effort and hard work. AAG Griebel explained the impact of Executive Order 80.

New Business:

The board discussed a series of questions on cremation submitted by the Hockenberry Funeral Home. The board executive will respond back to the funeral home.

The rules committee and board will address how a funeral director may terminate services when issuing a burial transit permit to a third party in March. The rules do not directly advise when a funeral director may terminate their professional service. The Ombudsman Office is also reviewing the issue on behalf of Bonnie Kauth an advocate of in-home death care. Ms. Kauth expressed concerns about the recent change in Iowa law that removes county recorders from the list who are authorized to issue burial transit permits. Current law provides that burial transit permits can only be issued by the county medical examiner, a funeral director, or the state registrar. Ms. Kauth feels that driving to Des Moines to file for a burial transit permit with the State Registrar's office is not practical. AAG Griebel offered to talk to Ms. Kauth about what the board plans to do.

Old Business: None

Closed Session:

A motion was made by Mitchell to go into closed session at 11:23 a.m. to discuss confidential material related to applications and complaints according to Iowa Code Chapter 21.5(1) a and d. A second was received from Teahen. Roll call taken Mostkoff - aye

Mitchell - aye
Teahen - aye
Doehrmann - aye
Kale - aye
Ervin - aye
Hawn - aye
Motion carried.

Closed Session Follow-up:

A motion was made by Teahen to close case # 12-015. A second was received from Kale. 5 ayes, 1 abstain (Mitchell), motion carried.

A motion was made by Mitchell to close case #12-017. A second was received from Teahen. 5 ayes 1 abstain (Doehrmann), motion carried.

Adjournment:

A motion was made by Mitchell to adjourn the meeting at 11:35 a.m. A second was received from Doehrmann. All ayes, opposed none, motion carried.