

**IOWA BOARD OF MORTUARY SCIENCE**

December 8, 2011

Lucas State Office Building, 5<sup>th</sup> Floor, Board Room 526

Des Moines, Iowa

Open Session Meeting Minutes

**Call to Order:**

The meeting was called to order by Chair Paul Johnson at 9:30 a.m.

**Roll Call:**

**MEMBERS PRESENT:**

Barb Teahen, F.D.

Kim Doehrmann, F.D.

Brad Hawn, F.D.

Paul Johnson

Rebecca Ervin

Todd Kale, F.D.

Marty Mitchell, F.D.

**STAFF PRESENT:**

Susan Reynolds, Board Executive

Karla Hoover, Licensure Specialist

Barb Christiansen, Administrative Assistant

Barb Huey, Bureau Chief

Pam Griebel, AAG

Polly Carver-Kimm, IDPH Information Officer

**PUBLIC PRESENT:**

Suzanne Gebel, Iowa Funeral Directors Association

**Review Agenda:**

**Approval of Minutes:**

A motion was made by Mitchell and seconded by Teahen to approve the board minutes from September 8, 2011. Passed: 7-0-0-0.

**Public Comment:** None

**Reports:**

Chairperson: Paul Johnson asked for volunteers to fill his position on the discipline committee. Rebecca Ervin was appointed to the discipline committee.

Board Executive: Susan Reynolds reported that there will be a rules committee report at the next board meeting.

Bureau Chief: Barb Huey reported that AMANDA folders should be ready for testing in January 2012. Mortuary Science will be one of the first professions to test the folders.

AAG: AAG Griebel discussed the recent media focus on the Oak Grove Cemetery in Lehigh. A section of the cemetery was washed away after heavy rains caused severe erosion that exposed interred remains. Jim Mumford and Dennis Britson with the Insurance Division and AAG Griebel worked with the local county officials to expedite the disinterment permits. With the assistance of the IFDA, a local funeral director was identified to apply for the permits. Once the appropriate entities were advised, state government moved quickly to obtain the proper authorization for removal.

**Internship and Preceptorship:** Barb Teahen reported that case reports from both interns and preceptors are being turned in late. Reports indicate interns are not being exposed to the experience they need from their preceptors to perform their job duties. After a year of training, interns do not always demonstrate they have the skill level to become a licensed funeral director. Teahen discussed initiating more contact with preceptors to remind them of their expectations to assist the intern in completing their internship. Mitchell suggested including an educational component to the internship period. It was suggested that board members could be assigned an intern to follow their progress through the duration of their internship. Mitchell would like more board members to attend the next rules committee to review the current administrative code. The board licenses an average of thirty interns a year. Suzanne Gebel asked the board members to send comments to the association regarding the intern/preceptor issues to write an article about the board's concerns. Board members would like to offer training to preceptors on their responsibilities.

**New Business:** Reynolds asked the board members who are not on the discipline committee, if they would like to receive information on complaints. The Board was in agreement that complaint information should be distributed to all members. AAG Griebel gave a confidential information overview on how to handle complaints received by e-mail or through the postal service. AAG Griebel advised that information should be kept in a secure place where others in the home or office would not have access. Members are to contact Susan Reynolds if they have an alternate e-mail address.

**Applications for Waiver:**

- Request for Waiver – 645 – 101.8, Licensure by Endorsement, Submitted by Amanda Knoll, Phoenix, Arizona. Motion by Mitchell and seconded by Doehrmann to approve the waiver. Passed: 7-0-0-0.
- Request for Waiver – 645 – 101.3(1) (a) Educational qualifications for licensure, submitted by Richard Krueger, Cuba City, Wisconsin. Motion by Kale and seconded by Teahen to deny waiver. Passed: 7-0-0-0.

AAG Griebel requested IAC 101.8(7) on endorsements be referred to the Rules Committee.

Motion by Hawn and seconded by Mitchell to go into closed session at 10:10 a.m. to discuss complaints according to Iowa Code § 21.5(1) (a), (d) & (f). Roll call vote. Passed: 7-0-0-0.

Board returned to open session at 10:20 a.m.

A motion was made by Hawn and seconded by Mitchell to close the following cases. Passed: 7-0-0-0.

#10-013	#11-014	#11-006
#10-023	#11-018	

A motion was made by Hawn and seconded by Doehrmann to release #10-006 from probation. Passed: 7-0-0-0.

A motion was made by Hawn and seconded by Teahen to release #10-010 from probation. Passed: 6-0-1-0. Abstain: Mitchell.

A motion by Hawn and seconded by Mitchell to deny request for early reinstatement to License #02544. Passed: 7-0-0-0.

A motion was made by Mitchell and seconded by Teahen to adjourn the meeting at 10:44 a.m. Passed: 7-0-0-0.