IOWA BOARD OF MORTUARY SCIENCE
March 8, 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 by Chair Paul Johnson at 9:32 a.m.

Roll Call:

MEMBERS PRESENT:
Paul Johnson, Public Member
Brad Hawn, F.D.
Barb Teahen, F.D.
Marty Mitchell, F.D.
Rebecca Ervin, Public Member

MEMBERS ABSENT:
Todd Kale, F.D.
Kimberly Doehrmann, F.D.

STAFF PRESENT:
Susan Reynolds, Board Executive
Barb Huey, Bureau Chief
Karla Hoover, Licensure Specialist
Barb Christiansen, Administrative Assistant
Pam Griebel, AAG

PUBLIC PRESENT:
Wade Harriman

Review Agenda:

Approval of Minutes:
A motion was made by Mitchell to approve the minutes of December 8, 2011. A second was received from Teahen. All ayes, opposed none, motion carried.

Public Comment: None

Reports:
Chairperson: Paul Johnson appointed Barb Teahen as the board's point of contact for issues involving preceptors and interns. This is Paul's last board meeting, he stated he has been very impressed with the board members and funeral directors and has a new respect for the work that funeral directors accomplish. Paul thanked bureau staff members for their help and commitment to the protection of the people of Iowa. Susan presented Paul with a certificate of appreciation for his years of service on the board.

Board Executive: None

Bureau Chief: Barb Huey discussed the bill HF 2369 on burial transit permits before the legislature. The bill initiated by the counties, removes county recorders and gives the state registrar authorization to issue permits. Mortuary Science is one of the first professions to be tested in the AMANDA system. Barb also thanked Paul for his service.

AAG: Pam Griebel thanked Paul for his service on the board. It is a tribute to Paul that as a public member he rose to the chairperson position and mentioned he could serve the board in other capacities such as the rules review committee.

Griebel reminded members about responding to e-mails to the full board. E-mail is a public record and if all members are on an e-mail trail, replying to "all" would be functionally equivalent to a meeting. When responding, board members should only reply to Susan Reynolds.

U.S. Patriot Services Company in California is marketing veteran's caskets that are being warehoused in a facility in Missouri. Iowa law prohibits warehousing of preneed funeral merchandise. The company does not hold a preneed seller's license. The Securities & Regulated Industries Bureau with the Iowa Insurance Division is current investigating this issue.

There will be implications to the board if the current version of HF 2257 passes. The bill will require all state boards to conduct meetings in accordance with Roberts Rules of Order. The bill also removes the board's ability to consider deferred judgment or the underlying facts when reviewing applications for licensure or renewal.

Applications for Waiver:

- Petition for Waiver of 645—101.5(1) (a) (b) Internship, submitted by Wade Harriman. A motion was made by Mitchell to approve the waiver with additional case reports and adding a two-year limit on completion of internship. A second was received from Hawn. All ayes, opposed none, motion carried.

Internship and Preceptorship:
Cody Crall - Crall requested an extension of his internship until March 9, 2012. Internship has been completed; licensed will be issued.

Lee Marean – Marean working under a dual preceptorship with the Iowa Donor Network and a funeral home. Teahen stated Marean is not receiving experience at the funeral home. The preceptors will talk with each other to schedule time at both locations. Marean has six months left in his internship.

Issue with Case Report #16 submitted by intern #003139. Preceptor submitted an explanation and the response was adequate.

Intern #003147 is now licensed.

Administrative Rules:
Mitchell reported on the Rules Committee held on March 7th. Barb Teahen was appointed to develop the guidelines for preceptors and interns. Rules for record retention were reviewed. Griebel suggested sending the rules to the board's stakeholders, Iowa Funeral Directors Association and Vital Statistics for pre-notice before they are formally noticed by the board. A motion was made by Mitchell to request pre-notice by the stakeholders on record retention rules for funeral homes. A second was received by Hawn. All ayes, opposed none, motion carried.

New Business:
Continuing Education Providers – Continuing education provider All Star Professional Training advertises they are state approved to provide continuing education for funeral directors. Board executive sent a letter to the providers stating none of the professional

licensing boards approve continuing education providers and requested the company to change the advertising on their web site. Board executive has not heard back from the company.

Veterans Funeral Care – Board executive received an inquiry about the provider. Veterans Funeral Care is listed in the yellow pages, under "funeral pre-arrangement planning", and affiliated with Brookes and Cremation Society of Iowa. Their web site indicates they facilitate military honors for veterans. In communication with Brooks Funeral Home, they reported that they do not own Veterans Funeral Care; but offered to change how it is listed in the phone book. Board members feel the advertising is misleading because any funeral home can provide veterans funeral care. Griebel recommends getting back to Brookes to inform them that they need to stop advertising as a third party funeral home establishment. Veterans Funeral Care either needs to be issued an establishment license or Brooks should add a DBA on to their license.

A motion was made by Hawn to go into closed session at 11:55 a.m. to discuss complaints according to Iowa Code Chapter 21.5(1) (a) & (d). A second was received from Johnson.

Roll call was taken.
Johnson – aye
Mitchell – aye
Hawn- aye
Teahen – aye
Ervin – aye
Motion Carried.

Board returned to open session at 12:07 p.m.

A motion was made by Hawn to close complaint #11-015. A second was received from Teahen. 4 ayes, opposed none, 1 abstained (Mitchell) motion carried.

A motion was made by Hawn to close the following complaints #11-017, #11-020, #12-001, #12-003, and #12-004. A second was received from Mitchell. All ayes, opposed none, motion carried.

A motion was made to adjourn the meeting 12:08 p.m. by Mitchell. A second was received from Teahen. All ayes, opposed none, motion carried.