



## Minutes of the Louisiana State Board of Embalmers and Funeral Directors

On Wednesday, November 20, 2024, the Louisiana State Board of Embalmers and Funeral Directors (“LSBEFD”) conducted a regularly scheduled in-person meeting at the board office located at The Executive Towers 3500 N. Causeway Boulevard Suite 1232 Metairie, Louisiana 70002 in accordance with La. R.S. 37:831, *et seq* and other applicable law.

### 1. Roll Call / Opening Remarks / Pledge of Allegiance

President Luneau called the meeting to order at 10:01 AM.

#### Board Members Present

Terry Luneau – President  
Rev. Shelton Dixon – Vice-President  
Stephen Boudreaux – Treasurer  
Willie Davis, Jr.  
Maurice Southall  
Rev. Rodney McFarland, Sr.  
Juan Joseph  
Louis Charbonnet, III\*

\*Arrived after roll call.

*Seven Board Members were present at the time of roll call, Board Member Louis Charbonnet, III arrived later during the meeting. A quorum was present.*

#### Board Members Absent

Gregory McKneely – Secretary

#### Others Present

Kim W. Michel - Executive Director,  
R. DeMale Bowden, Jr. - Inspector, Heidi Penouilh - Executive Assistant,  
Carrie L. Jones – General Counsel, and  
Chanel R. Debose - Prosecuting Attorney.

Opening remarks were given by President Luneau stating the mission statement and the purpose of the LSBEFD.

Rev. S.C. Dixon led the invocation.

Board President Terry Luneau led the Pledge of Allegiance.

### Public Comments

President Luneau asked if there were any public comments.

*There was no one present at the meeting and no public comment cards were submitted.*

*No public comments were submitted online via Microsoft TEAMS by virtual participants.*

### 2. Executive Director's Report

Ms. Michel presented the Executive Director's Report to the Board. Discussion ensued.

## License & Registry

### Funeral Establishments

3012	Frioux - David Funeral Home	New Iberia	Lance David	E-2725
3013		Erath		
3014		Jeanerette		
3015		Loreauville		
3016		Abbeville		
3017		Lafayette		
3018	Shreveport Funeral Home & Cremation Tribute Center	Vivian	Brandon Patterson	E-2623

### Crematory Authority

### Embalmer and Funeral Director License - new issue

E-3018	Andrea Ducote
E-3019	Heidi Trahan

### Funeral Director License - new issue

U-1884	Jordan Brinson
U-1885	Hannah Fruge

### Retort Operator License - new issue

499	Luke Williams
500	Savannah Wilson
501	Carla Jeselink
502	Kristina Lout
503	Brooklyn Levy
504	Meredithe Green
505	Laura Joseph

506	Mary Cross
507	Prestin Pleasant
508	Helen Osterhold

### **Internships Registered**

0922	EFD	LaNisha Jackson	Hamilton Platinum Funeral Services	Baton Rouge
0923	EFD	Joyce Billiot	Lawson & Rollins Funeral Home	Gonzales
0924	E	Joseph Goodlow, Jr.	LA Muhleisen Funeral Home	Kenner ( U-1874)
0925	EFD	Meredith Green	LA Muhleisen Funeral Home	Kenner
0926	EFD	Jamie Scarbrough	Church Funeral Services	St. Amant
0927	FD	Tracy Tingstrom	Lake Lawn Metairie	New Orleans
0928	FD	Andrea Kimble	Washington & Smith Funeral Home	Shreveport
0929	FD	Brian Walls	Good Samaritan Funeral Home	Shreveport
0930	EFD	Marion Morgan	Kinchen Funeral Home	Lafayette
0931	EFD	Conner Smith	Martin & Castille Funeral Home	Lafayette

### **Temporary License / Reciprocal**

538	Misty Rendon	11/30/2024	exp	Kilatricks Rose-Neath Funeral Home	Shreveport
539	Hunter Golson	12/6/2024	exp	Chauvin Funeral Home	Houma
540	Charlene Washington	12/25/2024	exp	Jones Funeral Home	Houma
541	Christen West	03/04/2025	exp	B.J. Ginn Funeral Home	Amite
542	Amber Polozola	04/08/2025	exp	Ourso Funeral Home	Gonzales

*Board Member Stephen Boudreaux made a motion, which was seconded by Board Member Rev. S.C. Dixon to accept the Executive Director's report. The motion passed unanimously.*

### **3. Inspector's Report**

R. DeMale Bowden, Jr., Inspector, presented the Inspector's Report to the Board. Discussion ensued.

Board Members & Executive Director Michel:

My inspector's report for this November meeting is as follows:

### **INSPECTIONS**

Inspections have been in the districts of B and C and date from October 10, 2024, to November 15, 2024. **54** inspections have been done during this period, which consisted of inspecting **47** funeral establishments and **7** crematories, while **ONE** new funeral establishment has been licensed/opened and **ONE** ownership change with **SIX** funeral establishment inspection have been performed.

**Issues cited during those inspections during the dates previously mentioned are as follows:**

## FUNERAL ESTABLISHMENTS

- **The current 2024 funeral establishment license is not being posted in the funeral establishment.**
- A casket priced on the selection room floor **WAS NOT** on the casket price list.
- Preparation Room
- The conditions of the preparation room at the time of the inspection had to be addressed.
- The ventilation fan was not working properly at the time of the inspection.

Embalming Log The embalming log is in another room other than the embalming room.

The date the embalming procedure took place is missing on lines for certain cases.

The time the embalming procedure took place- began & ended is missing on lines for certain cases.

The embalmer's license number is not recorded on lines for certain cases.

It's my request that - **EMBALMERS, PLEASE MAKE SURE YOU ARE COMPLETELY FILLING OUT THE EMBALMING LOG AFTER EVERY EMBALMING.**

## CREMATORY AUTHORITIES

- NO DEFICIENCIES

## INSPECTOR OBSERVATIONS/COMMENTS

As the 2025 renewal season has started, funeral establishments and crematory authorities are advised to make sure you have your accurate year's establishment license posted in your funeral establishment and/or crematory authority. Chapter 11 Funeral Establishments Section 1107 Inspections A says, "*each funeral establishment shall be subject to inspection.*" If attempts are made to inspect a funeral establishment or crematory authority and they are unsuccessful, the board will be notified of these unsuccessful inspection attempts. The board may then take further action, which could include scheduling additional inspection attempts or investigating the reasons for the failure of the inspection.

Funeral establishments, please pay close attention to P&E requests (pick-up/embalming) from out-of-state/out-of-the-country firms that you have never worked with before. Firms should ensure they are dealing with a licensed establishment or a legal next of kin regarding ship-out matters. We have been notified that there are individuals making calls saying they represent a licensed establishment and/or is licensed in another state/country requesting services and upon verification, they are not licensed in the state they claim to be a licensed in. If these individuals or establishments are not verified properly, it could lead to individuals coming into the state conducting services here without a licensee present and the illegal transport of human remains out of the state of Louisiana into other states and countries which border us without them having the proper documentation.

## BOARD CAR

At the time of the completion of this report, the total mileage on the car was **59,395** miles.

This concludes my inspector's report.

In service,

*R. DeMale Bowden, Jr.* – Inspector

License#: E-2656 Retort Operator#: 431 Certified Funeral Service Practitioner Certified Cremation Services Provider

During his report, Mr. Bowden also explained the Mexico Consular Visa Requirements reference to the transfer of remains of Mexican Nationals that pass away in the state of. Board Member Rev. S. C. Dixon asked Inspector Bowden if the violations cited in his report are repeat violations at the same firms. Inspector Bowden responded no and explained the process of what happens when an establishment has had one violation and what happens when that same firm has a 2<sup>nd</sup> or 3<sup>rd</sup> subsequent offense/violation that is the same.

\*\*\*Board Member Louis Charbonnet, III arrived at the board meeting during this report.

*Board Member Maurice Southall made a motion, which was seconded by Board Member Willie Davis, Jr. to accept the inspector's report. The motion passed unanimously.*

## 4. Minutes – INCOMPLETE

*Ms. Michel reported that the September & October meeting minutes are incomplete at the time of this meeting as they are being reviewed by General Counsel Jones*

5. **Financial Report** – FY 24.25

Ms. Michel presented the Financial Report. Discussion ensued.

*Board Member Juan Joseph made a motion, which was seconded by Board Member Rev. S.C. Dixon to accept the financial report. The motion passed unanimously.*

6. **Complaint Review Report**

Prosecuting Attorney Chanel Dubose presented the Complaint Review Committee's Report to the Board.

The meeting went into a recess at 10:18 AM for two minutes and came back to order at 10:20 AM, with Vice President Board Member Rev. S.C. Dixon, presiding and Ms. Debose continued presenting the Complaint Review Committee Report. Discussion ensued and including upcoming board meeting and hearing dates.

*Board Member Maurice Southall made a motion, which was seconded by Board Member Juan Joseph to accept the Complaint Review Committee's report. The motion passed unanimously.*

President Board Member Terry Luneau returned to the meeting and resumed his role as presiding officer.

7. **Executive Session** - for discussion of the following:

Board/staff matters and/or hearing deliberation and/or legal consultation and/or meeting-office/business.

*Board Member Rev. Rodney McFarland, Sr. made a motion, which was seconded by Board Member Rev. S.C. Dixon to go into executive session. The motion passed unanimously. Executive Session began at 10:27 AM.*

*1. Litigation*

*a. Marybeth Harrington v LSBEFD - Nicholaus Oshea Barber-Cypress Funeral Services, CDC Orleans Parish, State of Louisiana, Docket # 20124-00124*

*b. Gary Lewis, New Orleans Funeral and Cremation Service v LSBEFD, CDC Orleans Parish, State of Louisiana, Docket # 2024-06195*

*c. Gary Lewis, New Orleans Funeral and Cremation Service v LSBEFD, CDC Orleans Parish, State of Louisiana, Docket # 2024-06196*

*The board came out of executive session at 11:20 AM. A motion was made by Board Member Rev. Rodney McFarland, Sr. and seconded by Board Member Rev. S. C. Dixon to return to open meeting with a roll call to verify which board members were present. All board members were present, except Board Member Gregory McKneely who was absent.*

8. Conclusion

Final statements and closing remarks were given by President Luneau, announcing the next LSBEFD meeting's tentative date is set for Wednesday, December 11, 2024, and the Laws & Rules Committee meeting's tentative date is set for Tuesday, December 10, 2024.

*Board Member Stephen Boudreaux made a motion, which was seconded by Board Member Rev. Rev. Rodney McFarland, Sr. to end the meeting. The motion passed unanimously. The meeting adjourned at 12:15 PM*