



Minutes of the Louisiana State Board of Embalmers and Funeral Directors

The August meeting of the Louisiana State Board of Embalmers and Funeral Directors was held on Wednesday August 14, 2024, at the board office located at The Executive Towers 3500 N. Causeway Boulevard Suite 1232 Metairie, Louisiana 70002.

Board President Terry Luneau presiding, and the minutes in conjunction with the agenda are as follows:

President Luneau called the meeting to order at 10:00 AM. Opening remarks were given by President Luneau giving the mission and the purpose of the Louisiana State Board of Embalmers & Funeral Directors. The invocation was done by Board Member Rev. S. C. Dixon.

The Pledge of Allegiance was said in unison.

Roll Call

Terry Luneau – President	Gregory McKneely – Secretary
Rev. Shelton Dixon – Vice-President	Stephen Boudreaux – Treasurer
Juan Joseph Willie Davis, Jr.	Maurice Southall
Rev. Rodney McFarland, Sr.	Juan Joseph

There was a quorum present.

Also present was Kim W. Michel, Executive Director, R. DeMale Bowden, Jr., Inspector, Heidi Penouilh, Executive Assistant, Chanel R. Debose, Prosecuting Attorney. Board Member Louis Charbonnet was not present at today's meeting.

Public Comments

President Luneau asked if there were any public comments. Executive Director Kim Michel acknowledged receipt of an e-mail and asked if the individual was present online who submitted the e-mail online and they were not present; therefore, there was no one present at the meeting or online via TEAMS to give public comments.

Resolutions

Resolutions were read by Inspector Bowden acknowledging the death of the following licensees:

- a. Kenneth Blair, E-2319/ Manager of Kilpatrick's Rose-neath Funeral Home -Marksville
- b. Bessie Lovett, U-1191/ Co-owner of Alex Lovette Funeral Service- Jeanerette
- c. Burl Hathorn, E-1039/ Embalmer/Funeral Director of Hixson Funeral Home - Alexandria
- d. Daniel Melancon, E-1628/ Owner of Melancon Funeral Hom - Bunkie
- e. Joseph Mulhearn, E, 1547/ Co-owner of Mulhearn Funeral Home - Monroe

f. Conrad Savoie, E-1552/ Embalmer/Funeral Director of Matthews & Son Funeral Home - Jennings

g. Marie Williams, U-1180/ General Manager of Heavenly Gates Funeral Home - Shreveport

A motion was made by Board Maurice Southall and seconded by Board Member Rev. S. C. Dixon and unanimously passed to accept the reading of the resolutions.

Contract review for Prosecuting Attorney, Chanel R. Debose

The contract for the prosecuting attorney Chanel R. Debose was presented by Executive Director Michel. *A motion was made by Board Rev. Rodney McFarland, Sr. and seconded by Board Member Rev. S. C. Dixon and unanimously passed to accept the contract for Prosecuting Attorney, Chanel R. Debose*

Evans Ussin – personal appearance to request reinstatement of license

Mr. Evans Ussin appeared before the board and asked to be reconsidered for the reinstatement of his funeral director’s license. He stated that he loved the profession, and he has missed serving families. Board Member Rev. Rodney McFarland, Sr. asked Mr. Ussin if he has made any attempt to work towards paying his fine and Mr. Ussin stated that he had not but would get information on the amount that he owes before the end of the meeting today.

Casket Display - LA R.S. 37:842, 3 a. v. / Title 46 - 1107. B. 1.

Discussion was held about LA R.S. 37:842, 3 a. v. / Title 46 - 1107. B. 1. by Executive Director Michel. She informed the board that both she and Inspector Bowden have received calls and emails reference to funeral establishments wanting to stand up caskets along the wall in areas in the funeral home and some even displaying these caskets as such in the funeral establishment’s garage areas. This issue was tabled until Sept 18, 2024, meeting of the board to get guidance from general counsel.

Executive Director’s report

License & Registry Update

8/7/2024

Funeral Establishments - new issue

Mortuary Center of Southwest Louisiana	3007	Jennings	Chastity Paddio E-2670
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Establishment Ownership/Location/Name Change

Crematory Establishment - new / Ownership Change

Closed Funeral Establishments

Embalmer and Funeral Director License - new issue

Courtney Ensminger	E-3004	Taini Foulon	E-3010
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Victoria Jones	E- 3005	Zoey Lindsey	E-3011
Maddison Ducote	E- 3006	Anthony Preyan	E-3012
Jerry L. Canale	E- 3007	Patrell McKenzie	E-3013
Tyler Adams	E- 3008 E- 3009	Courtney Charvet	E-3014

Funeral Director License - new issue

Bryant K. Wright, Sr.	U- 1853	John Joseph Miller	U-1861
Alexander Elie	U- 1854	Tracy N. Jones	U-1862
Krisner Sumbler	U- 1855	Bryce C. Thompson	U-1863
Luke Williams	U- 1856	Shawnika Joseph	U-1864
Garrett F. Tranchina	U- 1857	Andrew Brewster	U-1865
Jenirose B. McCormick	U- 1858	Bryten J. Johnson	U-1866
Elizabeth C. Schoen	U- 1859	Brooklyn P. Venable	U-1867
Genesis S. Allen	U- 1860	Marvin L. Brady	U-1868
		Melody Chambers-Cage	U-1869

Retort Operator License - new issue

Megan Gama Pinder	490	Steven Kinsley	494
Robin Wheeling	491	Kevin G. Prince	495
Golden F. Davis, IV	492	Jacob R. Viator	496
Larry J. Hawkins, Sr.	493	Christopher Mattocks	497

Internships Registered

Jenoy Fisher	0868	E/FD	Southern F.H., Winnfield
Donnie Lewis-Page	0869	FD	Semien-Lewis Mortuary, Jennings
Melissa Byrd	0870	FD	Jacob Schoen & Son F.H., New Orleans
Sara Dugas	0871	E/FD	Garden of Memories, Metairie
Corey Harris	0872	FD	Thibodaux F.H., Thibodaux
Debra Chance	0873	FD	Heavenly Gates F.H., Shreveport
Sylvester Eldridge, Jr.	0874	FD	Progressive F.H., Alexandria

Laya Bruton	0875	FD	Tharp F.H., Metairie
Patricia Costa	0876	E/FD	Samart F.H., Gray
Ellen Frye	0877	FD	Greenoaks F.H., Baton Rouge
Stephanie Deville	0878	FD	Ardoin's F.H., Ville Platte
Avery Mulford	0879	E/FD	LakeLawn Metairie
Mary Sandifer	0880	FD	Baker Funeral Home, Baker
Vivian Desaro-Mathieu	0881	E/FD	Falgout F.H., Raceland
Kaelyn Guerin	0882	FD	Winnfield F.H., Alexandria
Mallerie Laird	0883	E/FD	Warren Meadows F.H., Many Farrar F.H. Farmerville & Owens Memorial, Ruston
Christopher Worth	0884	E/FD	
Timmy Lane	0885	FD	** ON HOLD **
Carlton Vice	0886	E/FD	Lake Lawn F.H., New Orleans
Christie White	0887	E/FD	Lake Lawn F.H., New Orleans
Lauren Appel	0888	E/FD	Lake Lawn F.H., New Orleans
Stacey Costello	0889	E/FD	Hill Crest F.H., Haughton
Ronda Davis-Bradford	0890	FD	Smith F.H., Monroe
Blake Gilbert	0891	FD	Johnson F.H., Lake Charles
Jacob Tall	0892	E/FD	Matthews F.H., Jennings
Wilfred Fields	0893	FD	Fields F.H., New Iberia
Michelle Bradley	0894	FD	Fields F.H., New Iberia
Cherie Powell	0895	FD	Rush F.H., Oakdale
Brandon Johnson	0896	E/FD	Smith F.H., Monroe
Madeline Medine	0897	E/FD	Resthaven Garden of Memories, Baton Rouge
Samantha Allen	0898	E/FD	Resthaven Garden of Memories, Baton Rouge
Lillian Blanchard	0899	E/FD	Resthaven Garden of Memories, Baton Rouge
Alise Ellison	0900	E/FD	Resthaven Garden of Memories, Baton Rouge

A motion was made by Board Willie Davis, Jr. and seconded by Board Member Maurice Southall and unanimously passed to accept the executive director's report.

Inspector's report

August 9, 2024

Board Members & Executive Director Michel:

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

INSPECTIONS

Inspections currently have been in the districts of A, B, and C and date from June 10, 2024, to August 9, 2024. **75** inspections have been done this period, which consisted of **71** funeral establishments and **4** crematories. **One** funeral establishment has been licensed/re-opened since our last meeting and **One** new funeral establishment has been opened.

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

FUNERAL ESTABLISHMENTS

- The selection room has LESS THAN six adult caskets of a variety of style and quality during the inspection.
- Preparation Room No ventilation at the time of the inspection.
- No hot water in the embalming room.
- No mask or face shield to protect the eyes and face.
- Embalming Log The embalmer's signature and license number is not written on lines with the Intern's initials.
- The embalming log is incomplete & not up to date.
- The embalming log is kept in the front office and not in the preparation room area.
- The date of embalming is not listed in the proper area.
- The time the embalming ended is not listed in the proper area.
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CREMATORY AUTHORITIES - NO ISSUES

TWO Inspection findings have been turned over to Executive Director Michel for further investigation.

INSPECTOR OBSERVATIONS

- 2024 funeral establishment licenses can be printed from your manager's CERTEMY account, or by contacting the office to obtain a copy to print for your establishment. Some funeral establishments inspected still have their 2023 establishment licenses posted in their establishments.
- A better interpretation of LA R.S. 37:842, F, 3, (v), and Title 46 Chapter 11 Section 1107 Inspections B., 1., which says, ***A DISPLAY AREA FOR DISPLAYING MERCHADNISE WHICH SHALL CONSIST OF BUT NOT BE LIMTIED TO A MINIMUM OF SIX ADULT CASKETS OF A VARIETY OF STYLES AND QUALITY*** – should be discussed by the board as some funeral home managers have called inquiring and wishing to change the setup of their display rooms/selection room in their funeral establishments.

An observation to EMBALMERS Please make sure the required areas on the embalming log are completed at the end of EACH embalming procedure.

If you do not have hot water in your embalming room, please check your hot water heaters or let your funeral establishment managers or owners know so that this issue can be corrected.

BOARD CAR

At the time of the completion of this report, the total mileage on the car was **53,358** 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

A motion was made by Board Stephen Boudreaux and seconded by Board Member Rev. Rodeny McFarland, Sr. and unanimously passed to accept the inspector's report.

Minutes – June 4 and 5, 2024– previously emailed.

The minutes from June 4, 2024, and June 5, 2024 meetings were emailed to the board prior to the meeting for review. *A motion was made by Board Rev. Rodney McFarland, Sr. and seconded by Board Member Rev. S. C. Dixon and unanimously passed to approve the minutes of the meeting with any necessary corrections.*

Financial report – FY 24.25

The financial report was presented to the board.

Investments - Non-Operating	-
	\$
Bank Plus	159,427.99
	\$
Liberty Bank	54,241.79
	\$
Liberty Bank	61,238.38
	\$
Total Non-Operating	274,904.16
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Operational Funds	
	\$
Chase - MM	86,347.61
	\$
Chase check account	26,104.41
	\$
Total Operating	112,452.02

October - December = operating funds received are renewals = establishments, embalmers & funeral directors
 March - May = operating funds received are renewals = crematories & retort operators

Chase MM and Chase checking account are operating accounts.
 Fees received during October through December and February through March are for operations.

Investment accounts are non-operating
 Bank Plus and the two Liberty banks hold reserved funds placed in CDs. Interest from these accounts accumulate to the balance of these accounts.

The budget projection does not incorporate the funds reserved in the CDs.

The board does not receive any funding from the State of LA through appropriations, taxes, allocations, grants, etc.

The board operates completely by income received from license fees and registrations.

LA STATE BOARD OF EMBALMERS & FUNERAL DIRECTORS
Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L
 July 2024 - June 2025

	Total	
	Actual	Budget
Income		
3010 Fun Estab Annual Renewal		289,000.00
3020 Fun Estab New Certificates		6,000.00
3030 Ownership, Location, Name Chang		5,000.00
3040 Crematory Authority License		1,500.00
3045 Crematory Auth Annual Renewal		20,000.00
3050 Retort Operator License		6,000.00
3055 Retort Operator Annual Renewal		10,000.00
3060 Embalmer Annual Renewal		68,000.00
3070 Funeral Director Annual Renewal		39,000.00
3080 Emb/FunDir/ Temp License Fees		10,000.00
3100 Interest on Investments		1,000.00
3110 Fines		1,000.00
3120 Miscellaneous Income		3,000.00
3140 Duplicate Certificate Fee		1,000.00
3150 Internship Fee		3,000.00
3160 Temporary License fee		500.00
3170 F.D.License Reinstatemt		1,000.00
3180 Emb. License Reinstatement		1,000.00
	\$	\$
Total Income	0.00	466,000.00
	\$	\$
Gross Profit	0.00	466,000.00
Expenses		
3120		
4000 Compensation -		
4010 Per Diem		3,000.00
4020 Salaries Other		0.00
4040 Salaries		0.00
	\$	\$
Total 4000 Compensation -	0.00	3,000.00
4020 Compensation -		
Salaries - Office		188,000.00
	\$	\$
Total 4020 Compensation -	0.00	188,000.00
4050 Employee Benefits -		
4051 Employers Contrib Retire System		65,000.00
4054 Employment Security Tax		50.00
4060 Group Insurance -		
4061 GIP-Active employees		30,000.00
4064 GIP - Joe Lee Pea		350.00
4065 GIP - Stella L. Neal		250.00
4067 GIP - Dawn P. Scardino		8,000.00
4068 GIP - Millard J. Daigle		6,000.00

	\$	\$
Total 4060 Group Insurance -	0.00	44,600.00
Total 4050 Employee Benefits -	0.00	109,650.00
4100 Travel -		
4110 Mileage Reimbursement		6,000.00
4130 Inspectors Travel Expense		5,500.00
4570 Board members meeting exp		2,500.00
Total 4100 Travel -	0.00	14,000.00
4200 Professional Fees		
4210 Legal Fees		85,000.00
4220 Accounting fees		
4230 Audit		6,500.00
4240 Computer Consultant		10,000.00
Total 4200 Professional Fees	0.00	101,500.00
4300 Other Purchased Services -		
4310 Insurance		18,000.00
4340 Dues and Subscriptions		250.00
4360 Telephone & Telegraph		3,000.00
4390 Hearing Expense		100.00
Total 4300 Other Purchased Services -	0.00	21,350.00
4400 Rents -		
4410 Rent-Office & Parking		32,400.00
4420 Equipment Lease		4,500.00
Total 4400 Rents -	0.00	36,900.00
4500 Supplies & Maintenance -		1,500.00
4510 Stationery, Supplies & Office		22,000.00
4511 Postage		3,000.00
4520 Xerox & Maint Office Equipment		0.00
4580 Miscellaneous Expense		200.00
Total 4500 Supplies & Maintenance -	0.00	26,700.00
Payroll Expenses		
Taxes		
Total Payroll Expenses	0.00	0.00
Total Expenses	0.00	501,100.00
Net Operating Income	0.00	35,100.00
Net Income	0.00	35,100.00

A motion was made by Board Maurice Southall and seconded by Board Member Juan Joseph and unanimously passed to accept the financial report.

Complaint Review report

Prosecuting Attorney Chanel Dubose presented to the board the report from the complaint review committee, and it is as follows:

The executive director has received twelve new complaints since the last meeting. One complaint is still being processed. It is the recommendation to the board from the complaint review committee to accept the following reference to the complaints they have reviewed:

- *Complaint # 0021- the complainant withdrew their complaint.*
- ***Complaint # 0027- the complaint review committee is requesting discovery.***
- *Complaint # 0028 - no apparent violations*
- *Complaint # 0029 - no apparent violations*
- ***Complaint # 0030 - violations were found and requests an informal hearing.***
- *Complaint # 0031 - no apparent violations*
- *Complaint # 0032 - no apparent violations*
- *Complaint # 0033 - believe this is a civil matter and the committee wishes to defer.*
- ***Complaint # 0034 - set for a rule to show cause.***
- *Complaint # 0035 - no apparent violations*
- ***Complaint # 0001 – found violations and recommends a formal hearing.***
- ***Complaint # 0002- set for a rule to show cause.***
- *Complaint # 0003 – no apparent violations*
- ***Complaint #0004 – set for a rule to show cause.***

A motion was made by Board Rev. Rodney McFarland, Sr. and seconded by Board Member Juan Joseph and unanimously passed to accept the report of the complaint review committee.

Executive Session - for discussion of the following:

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

A motion was made by Board Rev. Rodney McFarland, Sr. and seconded by Board Member Willie Davis, Jr., and unanimously passed to go into executive session. Executive Session began at 10:30 AM and ended at 11:41 AM. A motion was made by Board Rev. Rodney McFarland, Sr. and seconded by Board Member Willie Davis, Jr., and unanimously passed to come out of executive session.

Conclusion – final statements and/or closing remarks – Next meeting’s tentative date, September 18, 2024. Laws & Rules Committee meeting’s tentative date, September 17, 2024

A motion was made by Board Dixon and seconded by Board Member Davis and unanimously passed to end the meeting. The meeting ended at 11:45 AM.