

**STATE OF MAINE**  
**BOARD OF FUNERAL SERVICE**

*Minutes of January 12, 2016 Board Meeting*

**Members Present:** Glenn Henderson, Chair; Brian Mays, Bethel Shields, Chad Poitras, John Brennan, Robert Barnes and James Fernald.

**Others Present:** Torrey Gray, Board Administrator; Katie Johnson, AAG; and Angela Gordon, Board Clerk.

**Members Absent:**

**CALL TO ORDER**

Glenn Henderson, Chair, called the meeting to order at 9:00 a.m.

**OLD BUSINESS**

**A. APPROVAL OF MINUTES**

In a motion by Chad Poitras, and seconded by Bethel Shields, the minutes from the September 8, 2015 meeting were approved as written.

**Vote: 7 in favor**

**NEW BUSINESS**

**A. COMPLAINT PRESENTATION(S)**

**2015-FUN-11729**

A complaint was filed against a licensed practitioner alleging unprofessional conduct.

After review and discussion, a motion was made by Bethel Shields and seconded by John Brennan to dismiss the complaint.

**Vote: 6 in favor (1 recused – Glenn Henderson)**

**B. APPLICATION REVIEW**

**Debra Freeman**

Ms. Freeman filed a renewal application for licensure as a practitioner of funeral service and answered “yes” to the question “Has any jurisdiction taken disciplinary action against any professional license you or hold or have held, or denied your application for licensure” and disclosed a Consent Agreement with the Cosmetology Program dated March 25, 2015 for failure to disclose disciplinary action with the Board of Funeral Service.

After review and discussion, a motion was made by Robert Barnes and seconded by Brian Mays to approve the renewal for licensure.

**Vote: 7 in favor**

## **OTHER BUSINESS**

### **A. CHAIR'S REPORT**

Glenn Henderson reminded board members that Ex parte communications are prohibited. He reminded board members to refer inquiries to board staff.

### **B. ADMINISTRATOR'S REPORT**

Ms. Gray welcomed the new AAG, Katie Johnson. Ms. Gray distributed licensee totals to Board members. Ms. Gray also reported that licenses will now be sent by email.

Board member James Fernald wanted to know how member were notified of State Closures. Ms. Gray informed the member that State Closures are listed on the State of Maine website.

Board member Robert Barnes informed the board that he would be attending The Funeral Conference this year.

## **ADJOURN**

There being no further business, in a motion by Robert Barnes and seconded by Bethel Shields, the Board voted unanimously to adjourn at 9:24 a.m.

The next Board meeting is scheduled for March 8, 2016.