STATE OF WASHINGTON

DEPARTMENT OF LICENSING

FUNERAL & CEMETERY BOARD
MEETING MINUTES
SPECIAL BOARD MEETING

DATE: August 2, 2016

TIME: 9:00 am

LOCATION: LOTT Clean Water Alliance
500 Adams Street NE
Olympia WA

BOARD MEMBERS PRESENT: Jim Letson, Cemetery Member & Chair
Cameron Smock, Cemetery Member & Vice Chair
Ronald Messenger, Cemetery Member
Pete Cameron, Funeral/Embalmer Member
Richard Little, Funeral/Embalmer Member
Angela Ward, Public Member

STAFF PRESENT: Lorin Doyle, Administrator
Rick Storvick, Assistant Administrator
Jenni Lingle, Administrative Assistant
Elizabeth Thompson-Lagerberg, AAG
July Simpson, AAG

OTHERS PRESENT: Members of the public and other staff

1. Call to Order 9:00AM

1.1. Introductions
Board members, staff, and guests introduced themselves.

1.2. Order of Agenda
Mr. Messenger made a MOTION to accept the agenda as amended. Mr. Smock seconded the MOTION and it passed.

1.3. Approval of minutes: May 3, 2016
Mr. Smock made a MOTION to approve the minutes as presented. Mr. Messenger seconded the MOTION and it passed.

1.4. Review Communications – Ms. Doyle informed the board of Todd Shifflet's resignation and the new board member vacancy.

2. Public Comment Opportunity
No comments.

3. New Business
Ms. Doyle started a discussion about the challenges for funeral directors to file death certificates within 3 days, as required by Department of Health laws.

Action Item: Staff will provide the board with statistics and information about death certificate filings.

4. Old Business
Review Master Action Items List
The master action items list was reviewed and updated.

5. Complaint Cases for Review*
5.1. Case Manager Recommendations
5.1.1. 2016-01-2605-00FDE (Messenger)
The complaint alleged the funeral establishment failed to keep records and failed to respond to written inquiry for records. The case manager found no violation of law or rule and recommended closure. Mr. Smock made a MOTION to accept the recommendation. Mr. Cameron seconded the MOTION and it passed. Mr. Messenger abstained.

6. Legal Issues for Deliberation*
6.1. Orders To Be Presented –
6.1.1. 2014-03-2602-01FDE (Letson)
Agreed Order – Kitty Scott

The respondent was charged with unlicensed activity.

The agreed order imposed the following sanctions:

- The respondent shall permanently cease and desist from practicing or offering to practice professional services for others in the State of Washington as a Funeral Director.
- The respondent is assessed a $2,000 fine to be submitted to the Department within 30 days of the date the agreed order is served by the board.

Mr. Cameron made a MOTION to accept the agreed order. Mr. Messenger seconded the MOTION and it passed. Mr. Letson abstained.

6.1.2 2014-03-2602-03FDE (Letson)
Agreed Order – Joseph L. Parker, Funeral Director

The respondent engaged in unprofessional conduct by engaging in unlicensed practice, aiding and abetting unlicensed practice, and accepting commission from a cemetery for directing business to that cemetery.

The agreed order imposed the following sanctions:

- The respondent's funeral director license is hereby suspended for one year. The suspension will be stayed contingent on compliance with the following:
  - Respondent does not violate any further laws or rules governing funeral practice for a period of one year following the date the agreed order is served by the board.

The respondent is assessed a $2,000 fine to be submitted to the Department within 12 months of the date of the agreed order.
Mr. Messenger made a MOTION to accept the agreed order. Mr. Cameron seconded the MOTION and it passed. Mr. Letson abstained.

6.1.3 2014-09-2603-00FDE (Wilson)
Default Order – Stephen J. Wilson, Funeral Home Director

The respondent violated provisions of Chapters 18.235 Revised Code of Washington (RCW).

The default order imposed the following sanctions:

- The respondent is assessed a fine of $2,500.00 to be submitted to the Department within 30 days of the date the order
- The respondent's Funeral Director Intern license is revoked for a period of 5 years.

Mr. Messenger made a MOTION to accept the agreed order. Mr. Letson seconded the MOTION and it passed.

7. Disciplinary & Investigation Items

7.1. Closed Session Deliberation Report (only necessary if closed session is held)
No business.

7.2. Disciplinary Cases Report
Packet item; no action.

8. Assistant Attorney General's Report - None

9. Committee/Task Force Reports

9.1. Cemetery Committee
The committee will meet after the board meeting. No new activity to report.

9.2. Guidelines for Funeral Establishments, Cemeteries & Licensees
Ms. Doyle reported with Todd Shifflett resigning, the need of a third member on the committee. Mr. Little volunteered to take the position on the committee.

10. Board Staff Report

10.1. Program Operations
Ms. Doyle explained the board's financial reports.

10.2. Department of Licensing
Ms. Doyle introduced Troy Lincoln as the new Compliance In-take Coordinator, and announced the hiring of the new Board Support Supervisor Yvonne Brumfield.

10.3. Other Items
No business.

11. Other Business

11.1. Action Items From This Meeting
Action items were reviewed and will be added to the master action items list.

11.2. Agenda Items For Next Meeting
No agenda items from this meeting were identified.

11.3. Any Other Business
No business.

12. Adjournment **9:49 AM**

Submitted by: Rick Storvick, Asst. Administrator — Date: 11-1-16

Approved by: Jim Letson, Board Chair — Date: 11/1/2016