



**STATE OF WASHINGTON
DEPARTMENT OF LICENSING
FUNERAL & CEMETERY BOARD
MEETING AGENDA
SPECIAL BOARD MEETING**

DATE: February 10, 2023

TIME: 9:30 AM

LOCATION: Video Conference (TEAMS)

BOARD MEMBERS PRESENT: Richard Little, Funeral/Embalmer Member & Chair
David Ittner, Cemetery Member & Vice Chair
Pete Cameron, Funeral/Embalmer Member
Cameron Smock, Cemetery Member
Constance LeSourd, Cemetery Member
Dante Gutierrez-Zamora, Funeral/Embalmer Member
Angela Ward, Public Member

Staff members present: Sydney Muhle, Program Specialist
Sandy Baur, Program Specialist
Susan Nieves, Program Specialist
Pamela Griesse, Inspector

1. Call to Order

2. Roll Call

Program Specialist Susan Nieves conducted roll call. All Board Members present.

3. Approval of Agenda

MOTION: Board Member Pete Cameron made a **MOTION** to approve the agenda as presented. Board Member Cameron Smock **SECONDED** the motion, and it was **APPROVED**.

4. New Business

**4.1. International Conference of Funeral Service Examining Boards (ICFSEB)
Voting for Delegate**

Chair Richard Little asked for nominations for ICFSEB delegate from the Board. Board Member Dante Gutierrez-Zamora nominated Chair Little and Board Member Pete Cameron for the delegates. Board Member Cameron Smock second the nomination.

MOTION: Board Member Gutierrez-Zamora made a **MOTION** to approve the delegates for the ICFSEB to be Chair Little with Board Member Cameron as the alternate. Board Member Smock **SECONDED** the motion, and it was **APPROVED**.

4.2. Board Training

Board Training will cover Open Public Meetings Act, Parliamentary Procedures, Ethics in Public Service, and Public Disclosure.

Program Specialist Sydney Muhle gave a presentation for annual board training.

Questions from Parliamentary Procedures

Board Member Cameron asked if there is a heading under the new agenda format for closed-door sessions. Ms. Muhle said yes there is and when there is a closed-door session the agenda will list it as an executive session.

Question from Ethics in Public Service

Board Member Smock ask if his firm is involved with a case before the Board, should he be disclosing that in a meeting? Ms. Muhle said yes, you would inform the Chair of the conflict immediately, you would recuse yourself and not participate in the discussion. That is to let the public know of the conflict and you are not participating.

Board Member Cameron had a follow up question. His understanding was to recuse himself with cases when involved or has personal knowledge but not disclose the reason for recusal because the cases are to remain anonymous. Ms. Muhle will double check with Attorney General Elizabeth Lagerberg for clarification with RCW and WAC rules.

Questions from Public Disclosure

Board Member Smock ask how long should emails be retained? Ms. Muhle said six months is standard retention, but also noted that if it is a communication with a state employee and a state email, the state server will have them.

4.3. Establishment of Board Goals for 2023

The Board will discuss and may establish priorities and goals for 2023.

Ms. Muhle presented a Power Point to begin a discussion for board goals.

Board Member Smock said licensing requirements is a very important goal to make progress on this year.

Ms. Muhle brought up the Licensing Future Committee. Board Member Smock said with a lot of retirees leaving the profession, how are we going to staff our funeral homes? He suggests looking at different rolls, an example would be looking at hybrid rolls.

Ms. Muhle asked the Board about allowances for pet cemeteries and if that is something the Board would like to look into. She also offered other areas to look, maybe to examine the WAC or RCW. Board Member Smock is unsure if there has been a complete audit with the RCW and WAC and if they are in alignment with how things have evolved.

Vice Chair Dave Ittner spoke in regard to the pet cemetery and said the Board should take a look at the processes for legislation regarding pet cemeteries and get in front of this item. He would at least like to see the Board to have discussions on the topic of pet cemeteries that could lead to legislative changes, clarification or policy.

5. Public Comment Opportunity

None.

6. Adjournment

MOTION: Board Member Smock made a **MOTION** to adjourn meeting and Vice Chair Ittner **SECONDED** the motion, and it was **APPROVED**.

Next Meeting
February 23, 2023
9:00 AM

Submitted by: Seba J. Allen-Ba 02-23-2023
Date

Approved by: [Signature] 02-23-2023
Date