

TENNESSEE BOARD OF FUNERAL DIRECTORS AND EMBALMERS

MINUTES OF BOARD MEETING

July 13, 2010

President Dennis Hamilton called the meeting to order at 10:00 A.M. in the Second Floor Conference Room of the Andrew Johnson Tower, Nashville, Tennessee.

Board members present were Dennis Hamilton, President; Eugene Williams, Vice President; Paula Bridges, Wayne Hinkle, Jill Horner, Clark McKinney and Tony Hysmith.

Staff members present were Robert Gribble, Executive Director, Adrian Chick, Assistant General Counsel, and Jimmy Gossett, Administrative Assistant.

ADOPTION OF AGENDA:

A motion was made by Tony Hysmith to approve the agenda as printed.

Seconded by Eugene Williams

Adopted by voice vote

APPROVAL OF MINUTES:

A motion was made by Tony Hysmith to approve the minutes of the March 9, 2010 Board Meeting with the correction on Page 3, second paragraph, end of third line. Words to be changed from "none took place until after the cremation permit was" to "each took place prior to the cremation permit being".

Seconded by Clark McKinney

Adopted by voice vote

A motion was made by Clark McKinney to approve the minutes of the April 13, 2010 Board Meeting.

Seconded by Eugene Williams

Adopted by voice vote

LEGAL REPORT:

ADRIAN CHICK, ASSISTANT GENERAL COUNSEL

Counselor Chick notified the Board of cases regarding Formal Hearings:

Respondent	Docket Number	Status	Next Deadline
High Point Funeral Chapel	12.21-106795A	Present Agreed Order to the Board / Set Date for Hearing	07/13/2010
Alfred Thomas Tacker & Bartlett Funeral Home	12.21-105387A	Set for trial by the Board on 09/14/2010 Deposition of Witness (Memphis) Order denying Respondent's Motion for Summary Judgment entered on June 26, 2010	07/26/2010
Cole & Garrett (White House)	12.21-105576J	Set for trial by an Administrative Law Judge sitting alone on 07/29/2010	07/29/2010
Cole & Garrett (Hendersonville)	12.21-103729A	Set for trial by an Administrative Law Judge sitting alone on 07/29/2010	07/29/2010
Mount Olivet Funeral Home & Cemetery	12.21-105610J	Set for trial by an Administrative Law Judge sitting along on 07/29/2010	07/29/2010
Alexa Suzanne Forkum	12.21-107315A	Set for trial by the Board on 09/14/2010	09/14/2010
Alfred Thomas Tacker & Bartlett Funeral Home	12.21-107373	Set for trial by the Board on 09/14/2010 State's Responses to Motions to Dismiss filed 07/07/2010	09/14/2010

Docket No. 12.21-107315A – Alexa Suzanne Forkum

A motion was made by Clark McKinney to allow this case to be heard by an Administrative Law Judge sitting alone.

Seconded by Wayne Hinkle

Adopted by voice vote

Docket No. 12.21-106795A – High Point Funeral Chapel

Mr. Hamilton recused himself regarding this complaint/docket number, and Mr. Williams presided over this part of the meeting.

An Agreed Order was presented by Assistant General Counsel Adrian Chick for the Board's consideration.

After discussion, a motion was made by Clark McKinney not to accept the Agreed Order and to set the hearing for trial before the Board on August 10, 2010 and August 11, 2010, if needed.

Seconded by Wayne Hinkle

Adopted by voice vote

1. Case No.: L10-FUN-RBS-2010000031

The complainant alleges that the Respondent establishment accepted payment for a pre-need funeral plan and took money from her father's nursing home account and charged her additional fees.

Response: Respondent states that the complainant is confused and that the nursing home sent money to the Respondent to add to his pre-need in an effort to "spend down". There is an unclaimed amount of \$765.00 that complainant has not filed for yet, and the Respondent has offered to assist complainant in filing the required forms.

Complaint History: None related.

Recommendation: Close.

A motion was made by Eugene Williams to accept Counsel's recommendation.

Seconded by Jill Horner

Adopted by voice vote

2. Case No.: L10-FUN-RBS-2010000611

The complainant is a hospice worker who provided care to the deceased at a nursing home. Upon death, the nursing home notified the Respondent funeral establishment who subsequently sent employees to the nursing home to remove the body. The complainant states that the Respondent picked up the body, but then returned it to the nursing home after learning the family had no money.

Response: Respondent states that the body was returned because the Respondent was not notified that the death resulted from a contagious disease. Respondent states that the body was not even unloaded for this reason, that the funeral home is only a few miles from the nursing home, and that the entire process only took about ten (10) minutes.

Complaint History: None related.

Recommendation: Dismiss.

A motion was made by Clark McKinney to accept Counsel's recommendation.

Seconded by Wayne Hinkle

Adopted by voice vote

3. Case No.: L10-FUN-RBS-2010001181

The complainant alleges misrepresentation and deceptive business practices by Respondent establishment concerning the funeral of her daughter. Complainant states that the Respondent had her sign unnecessary insurance assignment forms and failed to provide her a copy of a receipt for documents sent to the insurance company by the Respondent.

Response: Respondent states that services were provided based upon complainant's representation that complainant was listed as beneficiary of an insurance policy. The insurance assignment form was requested for the insurance processing company first, and then the Respondent requested forms to send to the insurance company directly. Ultimately, the complainant was not the beneficiary of the policy which appears to be the cause for delay.

Complaint History: None related.

Recommendation: Dismiss.

A motion was made by Wayne Hinkle to accept Counsel's recommendation.

Seconded by Paula Bridges

Adopted by voice vote

4. Case No.: L10-FUN-RBS-2010001251

The Respondent's establishment license expired October 31, 2009 and was not renewed until November 9, 2009. The establishment performed one funeral during the period of expiration.

Response: Respondent apologizes for the oversight.

Complaint History: None related.

Recommendation: Consent Order assessing civil penalty of \$250 and authorization for hearing.

A motion was made by Jill Horner to accept Counsel's recommendation.

Seconded by Tony Hysmith

Adopted by voice vote

5. Case No.: L10-FUN-RBS-2010002881

An inspection on January 6, 2010 revealed the following violations:

- TCA 62-5-107 - Two cremation files did not contain the required authorization form; and
- Rule 0660-06-.02 - Several caskets in the selection room are not listed on the casket price list or the price is not listed correctly on the casket price list.

Response: Respondent's manager states that he could not be present on the day of inspection due to a medical appointment and that the field representative was given the wrong price list. The manager further states that certain cremation files were locked in his private file cabinet for security and has forwarded copies of the information with his response.

Complaint History: None related.

Recommendation: Consent Order assessing civil penalty of \$250 and authorization for hearing.

A motion was made by Paula Bridges to increase civil penalty to \$500 and authorization for hearing.

Seconded by Wayne Hinkle

Adopted by voice vote

6. Case No.: L10-FUN-RBS-2010002901

An inspection on January 12, 2010 revealed the following:

- TCA 62-5-317 - Brochure contains inaccurate information regarding manager;
- Rule 0660-06-.02 - General Price List does not list charge for "other preparation of body";

- Rule 0660-06-.02 - General Price List does not list charge for "use of facilities and staff for funeral ceremony" and "use of facilities and staff for memorial service" separately;
- Rule 0660-06-.02 - Casket Price List does not list a casket that is offered in the casket selection room;
- Rule 0660-06-.02 - Description of funeral goods missing on one contract; and
- Rule 0660-06-.02 - Reason for embalming not provided where required on a contract.

Response: The Respondent has corrected the price list discrepancies and submitted revised price lists, and the brochures with incorrect information have been discarded.

Complaint History: None.

Recommendation: Close with Letter of Warning.

A motion was made by Wayne Hinkle to accept Counsel's recommendation. After discussion, Mr. Hinkle withdrew his motion.

Jill Horner then made a motion that was seconded by Tony Hysmith to issue a Consent Order assessing civil penalty of \$250 and authorization for hearing.

Adopted by voice vote

7. Case No.: L10-FUN-RBS-2010002911

An inspection on January 14, 2010 revealed the following violations:

- TCA 62-5-107 - A copy of the latest inspection report for the crematory used was not available at the time of inspection (same violation found during 2007 inspection and 2009 inspection);
- Rule 0660-06-.02 - On the General Price List, the low end range for caskets is not accurate compared to the prices on the Casket Price List (same violation found during previous inspection);
- Rule 0660-06-.02 - On the General Price List, a price range for immediate burials is not accurate;
- Rule 0660-06-.02 - On the General Price List, the price range for direct cremations is not accurate;
- Rule 0660-06-.02 - A casket offered in the casket selection room is not listed on the Casket Price List (same violation found during previous inspection); and
- Rule 0660-06-.02 - The required caption for the Outer Burial Container Price List is not present.

Response: Respondent states that it has corrected its price list and posted a copy of the crematory inspection report.

Complaint History: Two related (as noted above).

Recommendation: Consent Order assessing civil penalty of \$3,500 and authorization for hearing.

A motion was made by Clark McKinney to accept Counsel's recommendation.

Seconded by Eugene Williams

Adopted by voice vote

8. Case No.: L09-FUN-RBS-2009027131

This complaint was opened by staff regarding the amount of funds credited to a decedent on account of a pre-need insurance policy. It appeared that the Respondent apprentice had misrepresented the total funds received by the establishment. The matter has subsequently been resolved and all funds accounted for.

Response: Respondent provided a copy of paperwork showing refund to the family.

Complaint History: None.

Recommendation: Close with Letter of Warning.

A motion was made by Eugene Williams to accept Counsel's recommendation.

Seconded by Paula Bridges

Adopted by voice vote

9. Case No.: L10-FUN-RBS-2010002921

The license of Respondent's manager expired October 31, 2009 and was not renewed until December 29, 2009. Ten (10) funerals were performed during the period that the license was invalid.

Response: Respondent states that it misunderstood the requirements regarding renewal and thought it could operate so long as the license was renewed within 60 days.

Complaint History: None related.

Recommendation: Consent Order assessing civil penalty of \$1000 and authorization for hearing.

A motion was made by Tony Hysmith to accept Counsel's recommendation.

Seconded by Eugene Williams

Adopted by voice vote

10. Case No.: L10-FUN-RBS-2010003261

Staff received information from Respondent's former employer suggesting that cremations were performed by an unlicensed person.

Response: Respondent denies the allegations.

Complaint History: None related.

Recommendation: Close with Letter of Warning regarding the requirement for licensure.

A motion was made by Wayne Hinkle to accept Counsel's recommendation.

Seconded by Paula Bridges

Adopted by voice vote

11. Case No.: L10-FUN-RBS-2010003331

This complaint was filed by a competitor establishment alleging that the Respondent violated advertising guidelines by failing to state in an ad that a particular person is not licensed. This "squabble" appears to have been settled, and the Complainant requests that the complaint be withdrawn.

Complaint History: None related.

Recommendation: It appearing that there is no merit to the complaint, Legal recommends that the complaint be dismissed.

A motion was made by Eugene Williams to accept Counsel's recommendation.

Seconded by Clark McKinney

Adopted by voice vote

12. Case No.: L10-FUN-RBS-201000671

This complaint was opened by a Burial Services auditor because it appeared that certain pre-need records were not maintained by the Respondent funeral director.

Response: Respondent's business has been sold and the Respondent is now retired. Respondent states that all pre-need records are boxed up and present, although Respondent admits they might not be organized very well.

Complaint History: No complaints (over 60 years in the funeral profession).

Recommendation: Close.

A motion was made by Clark McKinney to accept Counsel's recommendation.

Seconded by Eugene Williams

Adopted by voice vote

13. Case No.: L10-FUN-RBS-2010006981

This complaint results from an inspection of the Respondent establishment on October 6, 2009. It is alleged that on February 6, 2008, the body of "L. F." was transported to Respondent establishment for cremation in an oak rental casket with an insert. The body was removed from the insert, placed into a cardboard cremation container, and then cremated. The insert was then placed back into the oak rental casket. On August 4, 2009 the body of "P. O." was placed in the same insert in the same oak rental casket. The body of "P. O." was taken to Respondent establishment for cremation, where it was removed from the insert, placed into a cardboard container, and cremated. The used insert was again placed back into the oak rental casket. A funeral director informed the inspector that he was not aware that inserts cannot be reused, and the insert was immediately destroyed thereafter. A follow up inspection confirmed that the Respondent is no longer reusing inserts and the inspector believes this was an isolated incident. The crematory facility opened for business on January 12, 2009 and has used the oak rental casket on a very limited basis.

Response: The Respondent states this was a one-time incident that will not happen again.

Complaint History: None.

Recommendation: Consent Order assessing civil penalty of \$1000 for violation of TCA 62-5-317(b)(8) and authorization for hearing.

A motion was made by Wayne Hinkle to accept Counsel's recommendation.

Seconded by Jill Horner

Adopted by voice vote

14. Case No.: L10-FUN-RBS-2010009781

15. Case No.: L10-FUN-RBS-2010009881

An inspection was conducted of the Respondent establishment on February 2, 2010 which resulted in a Notice of Violation for the following:

- TCA 62-5-316 - Funeral director license of establishment's manager expired December 31, 2009. Fourteen (14) funerals were conducted during the time his license was expired; and
- Rule 0660-06-.02 - The range of prices for caskets on the General Price List is not accurate.

Response: Respondents do not believe that they received the renewal forms.

Complaint History: None related.

Recommendation: Consent Order assessing civil penalty of \$1,400 to establishment and authorization for hearing. Letter of Warning to funeral director/manager.

A motion was made by Tony Hysmith to accept Counsel's recommendation.

Seconded by Clark McKinney

Adopted by voice vote

16. Case No.: L10-FUN-RBS-2010009901

An inspection on February 4, 2010 resulted in a Notice of Violation for the following:

- TCA 62-5-107 - A copy of the latest inspection form for the crematory used was not available for inspection;
- TCA 62-5-306 - An employee's funeral director and embalmer licenses were not available for inspection;
- Rule 0660-06-.02 - Price range on General Price List for cremations is not accurate; and
- Rule 0660-06-.02 - Reason for embalming is not listed where required on a Statement of Goods and Services Selected.

Response: The latest inspection report and licenses have been posted, and all price lists have been corrected.

Complaint History: None.

Recommendation: Consent Order assessing civil penalty of \$250 and authorization for hearing.

A motion was made by Eugene Williams to accept Counsel's recommendation.

Seconded by Jill Horner

Adopted by voice vote

17. Case No.: L10-FUN-RBS-2010010191

The Respondent funeral director has been charged with aggravated statutory rape and providing alcohol to a minor.

Response: Respondent admits he has been charged.

Complaint History: None.

Recommendation: Table for six months or until criminal disposition, whichever is first.

A motion was made by Clark McKinney to accept Counsel's recommendation.

Seconded by Eugene Williams

Adopted by voice vote

18. Case No.: L10-FUN-RBS-2010013101

This complaint alleges that the Respondent establishment advertised a price for cremation without including an itemized listing of each and every item, procedure or service.

Response: Respondent states that the ad was not reviewed prior to publication due to a serious illness in the family.

Complaint History: None related.

Recommendation: Close with Letter of Warning.

A motion was made by Eugene Williams to accept Counsel's recommendation.

Seconded by Wayne Hinkle

Adopted by voice vote

19. Case No.: L10-FUN-RBS-2010013881

The complainant alleges unprofessional conduct on the part of the establishment because a grave liner was paid for but not present. The casket had to be removed from the grave and loaded back into the hearse while the grave liner was installed.

Response: Respondent apologizes for the error.

Complaint History: None related.

Recommendation: Consent order assessing civil penalty of \$1000 for unprofessional conduct and authorization for hearing.

A motion was made by Clark McKinney to accept Counsel's recommendation.

Seconded by Wayne Hinkle

Adopted by voice vote

20. Case No.: L07-FUN-RBS-2007083441

21. Case No.: L07-FUN-RBS-2007083461

22. Case No.: L07-FUN-RBS-2007083471

The Respondent crematory failed to identify the cremated remains of three bodies causing each to initially be released to the wrong family. The field representative found an unlicensed person conducting cremations.

Response: All three misidentifications have been corrected and remains are with proper family. Respondent will ensure in the future that all cremations are performed under the direction and supervision of a license funeral director.

Complaint History: None.

Recommendation: Consent Order assessing civil penalty of \$4,000 plus Respondent will pay for follow up inspection to verify proper procedures are being followed and authorization for hearing. Letters of Warning to two individual respondents.

A motion was made by Paula Bridges to accept Counsel's recommendation.

Seconded by Eugene Williams

Adopted by voice vote

23. Case No.: L10-FUN-RBS-2010001331

An inspection on December 21, 2009 revealed the following violations:

- TCA 62-5-316 - Respondent's establishment license expired October 31, 2009 and had not been renewed at time of inspection. The Department of Health records indicate one funeral conducted during the period of expiration;
- TCA 62-5-107 - A copy of the latest inspection report for the crematory used was not available at the time of inspection. (This same violation was found during a February 5, 2009 inspection and a Consent Order of \$350 was paid);
- Rule 0660-06-.02 - Immediate burial and direct cremation price ranges are incorrect; and
- Rule 0660-06-.02 - Price for direct cremation with cardboard container is not correct.

Response: The Respondent denies that it conducted any funerals between the date of expiration and the inspection, and also states that its license was active at the time of inspection.

Complaint History: One related complaint (failure to maintain a copy of the crematory's latest inspection report).

Recommendation: Consent Order assessing civil penalty of \$500 and authorization for hearing.

This complaint was originally presented at the April 13, 2010 Board Meeting at which time the board members tabled their decision until further information could be obtained.

With additional information being presented at this meeting, a motion was made by Eugene Williams to accept Counsel's recommendation.

Seconded by Wayne Hinkle

Adopted by voice vote

ADMINISTRATIVE MATTERS:
ROBERT B. GRIBBLE, EXECUTIVE DIRECTOR

LICENSEE REPORT:

**REPORT OF LICENSES ADMINISTRATIVELY APPROVED BY EXECUTIVE
DIRECTOR PURSUANT TO BOARD AUTHORITY FOR THE PERIOD OF
MARCH 9, 2010 – JULY 12, 2010**

Establishments

Austin & Bell Funeral Home Pleasant View, TN	New Establishment
Mid-South Funeral Care, LLC Clarksville, TN	New Establishment
Gray Funeral Home Gray, TN	Change of Ownership
Gardner Memorial Chapel, Inc. Nashville, TN	Changes of Ownership & Name
Memphis Funeral Home and Memorial Gardens Memphis, TN	Change of Name
Memphis Funeral Home and Memorial Gardens Bartlett, TN	Change of Name
Gardens of Memory Funeral Home-Cremation Services McMinnville, TN	Change of Name
Hux-Lipford Funeral Home Mountain City, TN	Change of Name
Johnson County Funeral Home Mountain City, TN	Change of Name
West-Murley Funeral Home Huntsville Chapel Huntsville, TN	Change of Name

Individuals

Janie Shaver McCullah Lenoir City, TN	Funeral Director
Dwight Leon Henderson Cleveland, TN	Funeral Director
Scott Alan Wilson Henderson, TN	Funeral Director

Adam Scott Beaty
Jamestown, TN Funeral Director/Embalmer

Michael Shane Hessey
Elkton, KY Funeral Director

Rodney Erric Williams
Memphis, TN Funeral Director/Embalmer
Reapplication

Andrew Kent Marcum
Knoxville, TN Funeral Director/Embalmer

Susie C. Mozolic
Tallahassee, FL Funeral Director
Reciprocity

Michael L. Yearby
Mount Pleasant, TN Funeral Director

Chris Alvin Smith
Sevierville, TN Funeral Director

McKinley Fred Johnson, III
Nashville, TN Funeral Director

Bobby Wayne Rose
Medina, TN Funeral Director

H. Robert Marshall
Bartlett, TN Funeral Director

Allen Lynn Marona, Jr.
Bryant, AL Funeral Director/Embalmer

Alec Howard Hardin
Portland, TN Funeral Director/Embalmer

Danny R. Kauffelt
Dunlap, TN Funeral Director/Embalmer

John Forrest Kreceman
Morristown, TN Funeral Director

David Mortimer Compton, Jr.
Maryville, TN Funeral Director/Embalmer

Farrah Olivia Newton
Webb, MS

Funeral Director/Embalmer

Donald Anthony Kiffmeyer
Columbia, TN

Funeral Director

K. Roy Pruitt
Hartford, TN

Funeral Director/Embalmer
Reciprocity

David Michael Allen
Pall Mall, TN

Funeral Director

James Franklin Surratt
Manchester, TN

Funeral Director/Embalmer

Bryan Paul McAdams
Maryville, TN

Funeral Director/Embalmer

Terry Wayne Bright
Dickson, TN

Funeral Director

Barry Wayne Flowers
Rutherford, TN

Funeral Director

Julia Ellen Hartman
Knoxville, TN

Funeral Director

CLOSED ESTABLISHMENT REPORT:

Two (2) establishments have reported closing since the last board meeting:

- **Dixie Funeral Home, 112 Madison Street, Grand Junction, TN**
- **Burns-Short Funeral & Cremation Services, 2506 Franklin Pike, Nashville, TN**

DISCIPLINARY ACTION REPORT:

The Board has previously authorized each Consent Order and Civil Penalty. The Consent Orders have been signed and unless otherwise noted, the Civil Penalty has been paid by the Respondent. The Executive Director requests the Board's acceptance of the following Consent Orders:

Complaint No. 2009014411

Violation: Statement of Funeral Goods and Services Selected did not itemize the components of a package offering and multiple

aspects of the establishment's price lists did not comply with the Funeral Rule
Action: \$250 Civil Penalty

Complaint No. 2009024111

Violation: A copy of the latest inspection report of the crematory that the funeral home uses was not available for inspection and multiple aspects of the establishment's price lists did not comply with the Funeral Rule

Action: \$250 Civil Penalty

Complaint No. 2010001271

Violation: A cremation authorization form was not retained as required in some cremation files and the reason for embalming was required but not listed on multiple Statements of Funeral Goods and Services Selected

Action: \$250 Civil Penalty

Complaint No. 2009021491

Violation: Operating a funeral establishment with a delinquent license

Action: \$250 Civil Penalty

Complaint No. 2010001371

Violation: Charged customer for basic services of funeral director and staff in addition to a charge for direct cremation and multiple aspects of the establishment's price lists did not comply with the Funeral Rule

Action: \$750 Civil Penalty

Complaint No. 2008005231

Violation: The reason for embalming was required but not listed on multiple Statements of Funeral Goods and Services Selected and multiple aspects of the establishment's price lists did not comply with the Funeral Rule

Action: \$350 Civil Penalty

Complaint No. 2008024371

Violation: A copy of the latest inspection report of the crematory that the funeral home uses was not available for inspection, the reason for embalming was required but not listed on multiple Statements of Funeral Goods and Services Selected, the description of merchandise and services was not provided on several contracts and some caskets in the selection room were not listed on the Casket Price List

Action: \$250 Civil Penalty

Complaint No. 2009024071

Violation: Multiple aspects of the cremation authorization forms did not comply with the statute, Statements of Funeral Goods and Services Selected did not properly list all items and failure to affix a permanent identification device to a deceased human remains

Action: \$500 Civil Penalty

Complaint No. 2008024421

Violation: Some cremation authorization forms lacked the signature of a funeral director and multiple aspects of the establishment's price lists did not comply with the Funeral Rule

Action: \$350 Civil Penalty

Complaint No. 2009016031

Violation: Offering or engaging in either funeral directing, embalming or operation of a funeral establishment without having been duly licensed

Action: \$500 Civil Penalty

Complaint No. 2010001301

Violation: The current funeral director license of the manager and the current embalmer license were not available at the time of inspection, a cremation authorization form lacked the address and telephone number of the crematory and the signature of a funeral director, and a copy of the current license and latest inspection report of the crematory that the funeral home uses was not available for inspection

Action: \$350 Civil Penalty

Complaint No. 2009015431

Violation: The displayed prices of multiple caskets in the selection room were inconsistent with the prices listed on the Casket Price List

Action: \$250 Civil Penalty

Complaint No. 2010001391

Violation: A cremation authorization form lacked the telephone number of the crematory and the signature of a funeral director and multiple aspects of the establishment's price lists did not comply with the Funeral Rule

Action: \$250 Civil Penalty

Complaint No. 2010001631

Violation: A cardboard roller was lodged in a chute leading from the retort chamber to the ash pan and this blockage prevented a

significant amount of cremated remains from falling into the ash pan which caused the crematory facility not to remove the entire cremation residue that is practicably recoverable from the cremation chamber

Action: \$1000 Civil Penalty

OPEN COMPLAINT REPORT:

As of July 9, 2010, there were 128 open complaints.

PAST PRESIDENT'S LUNCHEON:

Dennis Hamilton suggested the board set a date for the past president's luncheon to recognize David Murphy. The luncheon was set for August 10, 2010 at 12:30 P.M.

ADJOURN:

A motion was made by Paula Bridges to adjourn.

Seconded by Wayne Hinkle

Adopted by voice vote

There being no further business, the meeting was adjourned by President Dennis Hamilton at 11:54 A.M.

Respectfully submitted,

Robert B. Gribble

Robert B. Gribble, CFSP
Executive Director