

**KANSAS STATE BOARD OF MORTUARY ARTS  
700 SW JACKSON, SUITE #904  
TOPEKA, KANSAS 66603-3733  
Wednesday-Thursday, October 12-13, 2011**

---

**FORMAT OF MINUTES:**

On each motion there appear the names of two board members in a parenthesis. The first named made the motion, and the second named made the second. Ayes and Nays will be recorded at a voter's request.

---

**Wednesday, October 12, 2011:**

- I. The Investigative Committee (IC) of the board met to discuss and make recommendations to the Board on open complaints. Those in attendance included: Charles R. Smith, Overland Park, Consumer; Barry W. Bedene, Arma, Licensee; the Board's Litigation/Prosecuting Assistant Attorney General Steve Phillips; and Executive Secretary Mack Smith. Recommendations and Actions from this committee meeting are contained within these minutes.
- 

**Thursday, October 13, 2011:**

- II. The regularly scheduled meeting of the Kansas State Board of Mortuary Arts (KSBMA) was called to order by President Charles Smith.

**Roll call** by Executive Secretary Mack Smith found the following board members in attendance: President Charles R. Smith, Overland Park, Consumer; Vice President Fred G. Holroyd, Topeka, Licensee; Board Member Barry W. Bedene, Arma, Licensee; and newly appointed Board Member Steven G. "Steve" Melby, Mankato, Licensee. The board's Executive Secretary Mack Smith was in attendance.

President Smith read the Oath of Office to Mr. Melby—who was welcomed by everyone in attendance. The board also thanked former board member Bill Young, for his six (6) years of service on the board and investigative committee. Mr. Young served from August 29, 2005 until August 30, 2011. He served two (2) one (1) year terms as vice president (2008-2009) and one (1) year as board President (2010.)

The consumer board member position vacated by the resignation of Diane Minear (due to a conflict of interest with her new position at the Office of the Kansas Attorney General) remains unfilled at this time.

President Smith appointed Mr. Bedene to the investigative committee and Mr. Melby to the hearing committee.

The board noted this meeting's tentative agenda that is displayed on the agency's website at: <http://www.kansas.gov/ksbma/> under the heading of *Agency Information and Tentative Board Agenda*.

---

(Bedene-Holroyd) To approve a **final agenda** for this meeting. Carried.

(Bedene-Holroyd) To adopt the **July 14, 2011 regularly scheduled board meeting minutes** as submitted. Carried. These minutes will be signed by President Smith and Executive Secretary Mack Smith, then displayed on the board's website.

The board reviewed results of the written **funeral directors' examination** administered on **July 14, 2011** noting that **100% (ten of ten applicants)** were **successful**.

The board decided to eat lunch at the Kansan Grill.

The board reviewed results of the written **assistant funeral directors' examination** administered in **August, September and October 2011** noting that **87.5% (seven of eight applicants)** were successful. Since the law requiring examination for assistant funeral directors was enacted in 2008, **81.4% (70 of 86 applicants)** have successfully passed the examination.

The board reviewed the '**List of Licensure Applicants**' scheduled to interview with the board at this meeting, noting the following applicants scheduled to meet with the board include five (5) embalmer-funeral director applicants, one (1) embalmer applicant and four (4) funeral director applicants for a total of ten (10) applicants. Nine (9) applicants are scheduled to be administered the written funeral directors' examination in conjunction with this meeting.

---

- III. The board **reviewed individual applications** for embalmer and funeral director licensure along with the executive secretary's summations of the applicant's apprentice and supervising licensee progress reports. Applicants for licensure will be interviewed later in this meeting. Funeral director applicants will be administered the written funeral directors' examination by Funeral Home/Crematory Inspector Francis Mills at 1:30 p.m. this afternoon in the Florentine Room of the Jayhawk Tower.

All quarterly progress reports of embalmer/funeral director apprentices and supervising licensees were summarized by the executive secretary with copies of the individual reports available for board review.

Correspondence and updated information from an apprentice embalmer-funeral director and supervising licensee in which concerns were previously expressed by the board were reviewed and discussed with no additional action taken at this time.

Copies of related correspondence from the July meeting were reviewed. (Holroyd-Bedene) Directed Mr. Smith that Board policy for all future apprentice applicants choosing to serve funeral director apprenticeships at funeral homes primarily providing embalming services will be required to serve apprenticeship time at a funeral home where funeral arrangements are made and services are offered and to be supervised by a funeral director at that facility. Carried. Apprentices serving embalming and funeral directing apprenticeships will be required to register with two different licensees: one a licensed embalmer and the other a licensed Kansas funeral director. This decision is based on prior apprenticeships reviewed by the board where it appeared as though more time working with funeral directing tasks would have benefitted the apprentice in preparing for licensure.

---

**IV. Legal Discussion: Individual Complaints/Investigations are listed numerically. The board did not necessarily take action in the order listed below:**

**Complaints and legal concerns:**

The board reviewed correspondence involving complaints resulting from actions taken and recommendations made at the meeting of July 14, 2011.

(Holroyd-Bedene) To approve the list of updated **Board Actions** as displayed on the KSBMA web site. Carried. The list was updated based on actions taken at the July meeting.

**Information on open complaints:**

The Board's Investigative Committee, which is composed of Board Members Bedene and C. Smith with legal assistance provided by Assistant Attorney General (litigation) Steve Phillips and administrative assistance by Executive Secretary Smith, met Wednesday, October 12, 2011 at 3:00 p.m. to discuss and make recommendations on open complaints. Investigative Committee recommendations are included with the following individual complaints.

**#11-04**—No additional action necessary at this time. The complaint involves unprofessional conduct with overcharging of cash advance items, forging a signature and use of a casket and outer-container not selected by the family. The licensee agreed to the Consent Agreement to suspend his funeral directors' license for one year with the suspension stayed based on conditions that the licensee pay a \$500.00 fine, returns \$937.62 to the family and obtains ten (10) additional hours of continuing education approved by Executive Secretary Smith in the area of ethics within nine (9) months. The licensee has been publicly censured on the KSBMA web site and cannot commit any other violations of the laws and regulations in the practice of funeral directing during the stay of suspension. The fine and payment to the family as directed in the order have been made. The fine of \$500.00 and payment to the family of \$937.62 have been made. The ten (10) hours of approved continuing education must be completed by April 14, 2012—nine (9) months after the Order was approved by the Board.

**#11-06**—After reviewing correspondence: (Holroyd-Melby) To close the file. Carried. The licensee was notified that despite no violations that better attention to detail and better communication could have avoided the situation from occurring. The complaint involved unprofessional conduct relating to a billing situation.

**#11-16**—After reviewing correspondence: (Holroyd-Melby) To close the file. Carried. The licensee was notified that despite no violations that better attention to detail and better communication could have avoided the situation from occurring. The complaint involved failure to file death certificates in a timely fashion.

**#11-18**—After reviewing correspondence: (Holroyd-Melby) To close the file. Carried. The complainant was notified of no possible violations as the family was not solicited at-need, and they made the change of funeral homes independently. The complaint involved at-need solicitation.

**#11-19**—(Bedene-Smith) To adopt the recommendations of the Investigative Committee to close the file. Carried. The complaint involves uninvited/at-need solicitation at a nursing facility by a licensee. The complaint was withdrawn by the complainant.

**#11-20 & #11-21**—(Bedene-Smith) To adopt the recommendations of the Investigative Committee to close the files. Carried. The complaint involved the possibility of unlicensed embalming.

**#11-22**—No action necessary at this time. Investigative Committee (IC) Action: IC Member Bedene to contact the casket company to see about obtaining information relating to the missing casket/certificate/ \$2,100. If that phone call does not offer a satisfactory response: (Bedene-Smith) To issue a Summary Order of revocation of the individual's funeral director license and a fine of \$1,000. Carried. The Investigative Committee authorizes C. Smith to withdraw the Order in the event that issues relating to the casket/\$2,100 (and interest since August 2006) are resolved. M. Smith will draft a cover letter to be sent with the Order explaining that the failure of the individual to provide satisfactory information relating to the missing casket/casket certificate/\$2,100 will result in all documentation being provided to the Cherokee County District Attorney and the Consumer Protection Division of the Office of the Kansas Attorney General. The complaint involves missing prefinanced funeral agreement funds.

**#11-24**—(Bedene-Smith) To adopt the recommendations of the Investigative Committee to close the file. Carried. The complaint involved unprofessional conduct relating to the transfer of prefinanced funeral agreements.

**#11-31**—No action necessary at this time.

**#11-32**—(Bedene-Smith) To adopt the recommendations of the Investigative Committee to notify both parties of no violations. Carried. The complaint involves unprofessional conduct relating to at-need funeral arrangements.

**#11-33**—(Bedene-Smith) To adopt the recommendations of the Investigative Committee to notify both parties that based on information provided of no

violations. Carried. The complaint involved failure to provide a refund of a revocable prefinanced funeral agreement to a consumer in a timely fashion. A refund of \$20,197.10 was provided to the consumer.

**#11-34**–(Bedene-Smith) To adopt the recommendations of the Investigative Committee and close the file. Carried. The complaint involves findings in a 2010 audit of prefinanced funeral agreements by the Kansas Secretary of State's Office.

**#11-35**–No action necessary at this time.

**#11-36**–(Bedene-Smith) To adopt the recommendations of the Investigative Committee and close the file. Carried. The complaint involves findings in an audit of prefinanced funeral agreements on October 13, 2010 by the Kansas Secretary of State's Office.

**#11-37**–(Bedene-Smith) To adopt the recommendations of the Investigative Committee and close the file. Carried. The complaint involves findings in an audit of prefinanced funeral agreements on July 26, 2011 by the Kansas Secretary of State's Office.

**#11-38**–(Bedene-Smith) To adopt the recommendations of the Investigative Committee to notify both parties that based on information provided of no violations. Carried. While no violations exist, the assistant funeral director will be advised that better attention to detail and better communication would have avoided this situation from occurring with a copy of that letter provided to the supervising funeral director. The complaint involves the failure to adhere to the wishes of the legal next of kin—resulting in unprofessional conduct.

**#11-39**–No action necessary at this time.

**#11-40**–(Bedene-Smith) To adopt the recommendations of the Investigative Committee and close the file. Carried. The complaint involves failure to file corporate paperwork with the Kansas Secretary of State, forfeiting the funeral home's corporate status. The INC. will need to be dropped from the 'doing business as' (dba) name of the funeral home.

**#11-41**–(Bedene-Smith) To adopt the recommendations of the Investigative Committee and close the file. Carried. The complaint involves failure to file corporate paperwork with the Kansas Secretary of State, forfeiting the funeral home's corporate status.

**#11-42**–No action necessary at this time.

---

## **V. Update on the Licensure of Crematory Operators**

The board reviewed copies of the memorandum and application. The memorandum and applications were placed on the KSBMA website and distributed to all Kansas crematories on Wednesday, September 21, 2011. As

of Wednesday, October 12, 2011, seventy (70) crematory operator applications have been filed with the KSBMA. Initial licensure bills are being generated and will be mailed out shortly. As of December 1, 2011, all cremations in the State of Kansas must be performed by licensed crematory operators.

---

**VI. Board Business:**

- 1) (Bedene-Melby) To approve the **quarterly lists of continuing education (CE.)** Carried. One list contains on-site programs, while the other contains correspondence/home study programs. Both of these lists of approved continuing education programs are regularly updated and are available on the board's web site on the internet and mailed quarterly to requesting licensees not having internet access.
- 2) (Melby-Holroyd) To approve the list of **lapsed licenses** as amended. Carried. The list is a part of these minutes and contains the names of individuals whose license renewals are past due for longer than six months, who have requested that their licenses be dropped, who have died or in the case of assistant funeral directors who are no longer employed at a funeral home under the supervision of a funeral director. The list reviewed by the Board included seven (7) assistant funeral director licenses, eleven (11) funeral director licenses, and nine (9) embalmer licenses. This information is provided for a number of reasons, including use by the Office of Vital Statistics (OVS) for purposes of licensure verification used on death certificates.
- 3) The board reviewed the list of **automatically suspended licenses**. This list contains the names of individuals who have not paid their license renewal fees by the appropriate due date and have not requested that their licenses be dropped. Once a license is six months in arrears, it is then automatically placed on the lapsed license list for purposes of being dropped. This list included four (4) embalmer licenses and six (6) funeral director renewals due through September 30, 2011.
- 4) (Bedene-Holroyd) To approve the **FY 2012 first quarter** (July 1-September 30, 2011) **Report** for KSBMA Funeral Home-Crematory Inspector Francis F. Mills. Carried. A total of 186 inspections were conducted during the quarter with eight violations noted. A total of 7,819 miles was traveled involving 58 counties.
- 5) Reviewed the **current roster of apprentice embalmers and funeral directors**. A total of 35 apprentices are currently registered with the board at this time, including: twenty (20) embalmer-funeral directors, four (4) embalmers and eleven (11) funeral directors.
- 6) Discussion of **news articles** relating to the funeral profession that has been provided to board members and legal counsel for their review.
- 7) A reminder of the 2012 Board meeting dates: January 11, April 11, July 11 and October 10, 2012.
- 8) The board **signed travel vouchers and licenses**.
- 9) Press releases from the KSBMA election of officers at the July meeting were distributed.
- 10) An updated Historical Roster of Board Appointments was distributed.
- 11) Copies of the updated (as of September 16, 2011) KSBMA rule books

were distributed.

---

**VII. Executive Secretary's Report:**

- 1) **Budget Update--**
  - a) **FY 2011** (July 1, 2010 through June 30, 2011): The approved budgeted amount was \$272,940. The actual amount spent was \$261,223, leaving \$11,717 in savings to be carried over in the agency's fee fund.
  - b) **FY 2012** (July 1, 2011 through June 30, 2012): The approved budget is \$273,660—an increase of \$720 from FY 2011's approved expenditure. This represents an increase of less than one (1.0) percent (0.237%) from FY 2011. Expenditures and revenue through the first three (3) months of FY 2012 are in line with annual projections. Changes in personnel may result in changes with the budget.
  - c) The approved KSBMA **FY 2013** budget is currently \$282,648—an increase of \$8,988, an increase of 3.18% from FY 2012.
- 2) Updated information regarding the **International Conference of Funeral Service Examining Boards (ICFSEB)**.
  - a) A copy of the Summer 2011 edition of the Conference Report newsletter was distributed and discussed.
- 3) Updated information on the **Council on Licensure, Enforcement and Regulation (CLEAR)** was discussed.
  - a) Mr. Smith will not attend the CLEAR Mid-Year Meeting in January 2012 but hopes to be able to attend the annual meeting scheduled for September 6-8, 2012.
- 4) Updated information regarding the **Federation of Associations of Regulatory Boards (FARB.)**
  - a) Schedule permitting, Executive Secretary Smith will represent the KSBMA at 2012 FARB Forum January 27-29, 2012.
- 5) Updated information on the **Kansas Funeral Directors and Embalmers Association (KFDA.)**
  - a) Executive Secretary Smith provided a one-hour program on new KSBMA laws as well as presenting a board update during the business portion of the six (6) upcoming 2011 KFDA Fall District Meetings. Inspector Mills attended three of the district meetings. Mr. Smith provided a written report of all presentations.
  - b) Schedule permitting, Executive Secretary Smith will represent the KSBMA at the 2012 KFDA Embalming Seminar.
- 6) Information relating to the **board's Web Site**:  
<http://www.kansas.gov/ksbma/>
  - a) There were more than 26,326 successful requests on the web site in September 2011.
  - b) The Kan-Pay (credit card) license renewal is in the processing of being updated by Kansas.Gov.
  - c) Work on the new agency web site with Kansas.Gov has been limited due to time restrictions by both parties.
- 7) The board discussed information pertaining to the **National Funeral Directors Association (NFDA)**.
  - a) The 2011 NFDA/CANA International Convention & Expo is scheduled for October 23-26, 2011.
- 8) Updated information from the **Federal Trade Commission (FTC)** regarding the **Funeral Rule** was discussed.

- 9) Updated information from the **American Board of Funeral Service Education (ABFSE)** was discussed.
- 10) Updated information from the **Cremation Society of North America (CANA)** was discussed.
  - a) Effective October 17, 2011, CANA hired Ms. Barbara Kemmis as their new executive director. Kansas licensee Rick Wiseman continues to serve on the CANA Board of Directors.
  - b) The 2011 NFDA/CANA International Convention & Expo is scheduled for October 23-26, 2011.
- 11) Updated information from the **Funeral Ethics Association (FEA)** was discussed.
- 12) Updated information from the **Funeral Consumer Alliance (FCA)** was discussed.
- 13) Updated information from the **Funeral Consumer's Alliance of Greater Kansas City** was discussed.
- 14) Updated information from the **Funeral Ethics Organization (FEO)** was discussed.
- 15) Updated information from the **American Society of Embalmers (ASE)** was discussed.
  - a) ASE's 7<sup>th</sup> Annual Meeting and Conference is scheduled for October 21, 2011.
- 16) Updated information from the **Kansas Department of Health and Environment (KDHE), Office of Vital Statistics (OVS)** was discussed.
- 17) Updated information from the **Kansas City Kansas Community College (KCKCC) Mortuary Science Program**.
  - a) Minutes from the July 7, 2011 Advisory Board Committee Meeting were distributed. Executive Secretary Smith is a member of that committee.
- 18) Updated information from the **Kansas Mass Fatality Planning Task Force** was discussed.
- 19) **Kansas Open Meetings Act (KOMA)/Kansas Open Records Act (KORA) Regional Training**—Exec. Sec. Smith represented the Board at the July 19, 2011 meeting held at Memorial Hall in Topeka. Attorney General Derek Schmidt and KSBMA Attorney Lisa Mendoza participated in presentations along with members from the Kansas Sunshine Coalition.
- 20) KSBMA Office Manager/Administrative Specialist Mary Kirkham is retiring effective October 27, 2011. Executive Secretary Smith has hired Leslie Garwood for the position. She will begin on October 26, 2011 and will be able to work with Ms. Kirkham for two days. Ms. Kirkham intends to register with an employee agency under contract with the State of Kansas, so she could be hired through the company to provide temporary services to the KSBMA as determined by Executive Secretary Smith. The board thanked Ms. Kirkham for her eleven (11) years of service.

---

**VIII.** The board met with *Applicants for Licensure*:

**Funeral Director Applicant: Mr. James W. Wilson**

(Bedene-Holroyd) To grant a funeral director license upon payment of an initial license fee of \$247.00 and passing of the written funeral directors' examination, which will be administered later today. Carried. Mr. Wilson completed his funeral directing apprenticeship on September 15, 2011 at Porter Funeral Home in Kansas City, Kansas. Once issued, the renewal date for the funeral director license would be November 31, 2013. Mr. Wilson earned an Associate in Applied Science Degree in Mortuary Science at Kansas City Kansas Community

**Embalmer-Funeral Director Applicant: Mr. Paul E. Wasinger**

(Bedene-Melby) To grant an embalmer license upon completion of apprenticeship, payment of an initial license fee of \$182.00 and to grant a funeral director license upon completion of apprenticeship, payment of an initial license fee of \$247.00 and passing of the written funeral directors' examination, which will be administered later today. Carried. With continuous employment, Mr. Wasinger is scheduled to complete his apprenticeships on October 28, 2011 at Day Funeral Home and Crematory in Wellington, Kansas. Once issued, the renewal date for the licenses would be November 30, 2013. Mr. Wasinger attended Barton County Community College in Great Bend, Kansas and earned an Associate in Applied Science Degree in Mortuary Science at Kansas City Kansas Community College in Kansas City, Kansas.

---

**Embalmer-Funeral Director Applicant: Ms. Liliana Garcia**

(Melby-Holroyd) To grant an embalmer license upon completion of apprenticeship, payment of an initial license fee of \$63.00 and to grant a funeral director license upon completion of apprenticeship, payment of an initial license fee of \$18.00 and passing of the written funeral directors' examination, which will be administered later today. Carried. With continuous employment, Ms. Garcia is scheduled to complete her apprenticeships on November 17, 2011 at Cochran Mortuary in Wichita, Kansas. Once issued, the renewal date for her licenses would be July 31, 2012. Ms. Garcia attended Dodge City Community College in Dodge City, Kansas and earned a Bachelor of Science Degree in Funeral Service at the University of Central Oklahoma in Edmond, Oklahoma.

---

**Embalmer-Funeral Director Applicant: Mr. Adam W. Lancaster**

(Bedene-Melby) To grant an embalmer license upon payment of an initial license fee of \$105.00 and to grant a funeral director license upon payment of an initial license fee of \$30.00 and passing of the written funeral directors' examination, which will be administered later today. Carried. Mr. Lancaster completed his apprenticeships on October 4, 2011 at Cheney Witt Chapel in Fort Scott, Kansas. Two quarters of his apprenticeships were served at Konantz-Cheney Funeral Home in Fort Scott, Kansas. Once issued, the renewal date for the licenses would be December 31, 2012. Mr. Lancaster attended Pittsburg State University in Pittsburg, Kansas, earned an Associate of Science Degree at Fort Scott Community College in Fort Scott, Kansas, and earned an Associate in Applied Science Degree in Mortuary Science at Kansas City Kansas Community College in Kansas City, Kansas.

---

**Embalmer-Funeral Director Applicant: Mr. Don M. McCoy, Jr.**

(Bedene-Holroyd) To grant an embalmer license upon completion of apprenticeship and payment of an initial license fee of \$105.00 and to grant a funeral director license upon completion of apprenticeship, payment of an initial license fee of \$30.00 and passing of the written funeral directors' examination, which will be administered later today. Carried. With continuous employment, Mr. McCoy is scheduled to complete his apprenticeships on November 23, 2011 at Fitzgerald Funeral Home in Ness City, Kansas. Once issued, the renewal

date for the licenses would be January 31, 2013. Mr. McCoy earned an Associate in Arts Degree in Elementary Education at Johnson County Community College in Overland Park, Kansas, attended the University of Kansas in Lawrence, Kansas and earned an Associate in Applied Science Degree in Mortuary Science at Kansas City Kansas Community College in Kansas City, Kansas.

---

**Funeral Director Applicant: Ms. Tara N. Leone**

(Holroyd-Melby) To grant a funeral director license upon payment of an initial license fee of \$30.00 and passing of the written funeral directors' examination, which will be administered later today. Carried. Ms. Leone completed her funeral directors' apprenticeships on July 28, 2011 at Newcomer Funeral Home in Lakewood, Colorado. Once issued, the renewal date for the license would be December 31, 2012. Ms. Leone earned a Bachelor of Arts Degree in Political Science at Metropolitan State College of Denver in Denver, Colorado.

---

**Funeral Director Applicant: Ms. Angelia J. Garcia**

(Holroyd-Bedene) To grant a funeral director license upon payment of an initial license fee of \$20.00 and passing of the written funeral directors' examination, which will be administered later today. Carried. Ms. Garcia completed her funeral directors' apprenticeship on September 29, 2011 at Newcomer Funeral Home in Lakewood, Colorado. Once issued, the renewal date for the license would be July 31, 2012. Ms. Garcia attended Southeast Community College in Lincoln, Nebraska, the University of Nebraska Kearney in Kearney, Nebraska and earned a Bachelor of Science Degree in Criminal Justice at the University of Nebraska Lincoln in Lincoln, Nebraska.

---

Board Member Melby left the meeting.

---

**Embalmer-Funeral Director Applicant: Ms. Brenda K. Carpenter**

(Bedene-Holroyd) To grant an embalmer license upon payment of an initial license fee of \$35.00 and to grant a funeral director license upon payment of an initial license fee of \$12.00 and passing of the written funeral directors' examination, which will be administered later today. Carried. Ms. Carpenter completed her apprenticeships on September 22, 2011 at Hutchins Funeral Home in Franklin, Nebraska. She served three quarters of her apprenticeships at Mergrue-Price Funeral Home in Superior, Nebraska. Once issued, the renewal date for the licenses would be March 31, 2012. Ms. Carpenter earned an Associate in Applied Science Degree in Mortuary Science at Arapahoe Community College in Littleton, Colorado.

---

Board Member Melby re-entered the meeting.

---

**Embalmer Applicant: Ms. Katybeth M. Whited**

(Bedene-Melby) To grant an embalmer license upon completion of apprenticeship and payment of an initial license fee of \$175.00. Carried. With continuous employment, Ms. Whited is scheduled to complete her embalming apprenticeship on November 3, 2011 at DW Newcomer Sons Overland Park Chapel in Overland Park, Kansas. Once issued, the renewal date for the license would be November 30, 2013. Ms. Whited attended Briar Cliff University in

Sioux City, Iowa and earned an Associate in Applied Science Degree in Mortuary Science at Kansas City Kansas Community College in Kansas City, Kansas.

---

**Funeral Director Applicant: Ms. Megan L. (Amos) Starek**

(Bedene-Holroyd) To grant a funeral director license upon completion of apprenticeship, payment of an initial license fee of \$6.00 and passing of the written funeral directors' examination, which will be administered later today. Carried. With continuous employment, Ms. Amos is scheduled to complete her funeral directors' apprenticeship on November 17, 2011 at Amos Family Funeral Home in Shawnee, Kansas. Once issued, the renewal date for the license would be January 31, 2012. Ms. Amos attended Johnson County Community College in Overland Park, Kansas, the University of Kansas in Lawrence, Kansas and Park University in Parkville, Missouri.

---

**IX. New/Old/Remaining Business/Adjournment**

(Bedene-Holroyd) To adjourn—subject to recall by the president, vice president or executive secretary. Carried. The date of the next regularly scheduled board meeting is Thursday, January 12, 2012.

---

At approximately 1:30 p.m. Executive Secretary Smith read instructions to the funeral directors' examinee applicants prior to the administration of the funeral directors' examination which was proctored by Inspector Francis Mills in the Florentine Room of the Jayhawk Tower. The results of that examination are a part of these minutes.

---

Respectfully submitted:

---

Charles R. Smith, President  
Thursday, January 12, 2012  
(Date)

---

Mack Smith, Executive Secretary  
Thursday, January 12, 2012  
(Date)

a:\10-13-2011 Board Minutes .wpd-Mary's October 13, 2011 Board Meeting Disk, c:\BoardMeetings\Mack\10-13-2011 Board Meeting\10-13-2011 Board Minutes .wpd-Laptop, J:\ & N:\Mack\Mack\10-13-2011 Board Meeting\10-13-2011 Board Minutes.wpd, & N:\Mary\Board Meetings\10-13-2011 Board Meeting\10-13-2011 Board Minutes.wpd