



Douglas A. Ducey  
Governor

## ARIZONA STATE BOARD OF FUNERAL DIRECTORS AND EMBALMERS

Judith Stapley Executive Director  
www.funeralboard.az.gov

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**Continuing Education Advisory Committee** Donna Backhaus, Chairperson – Jack Peterson, Board Liaison – Shawn Murphy, Committee Member, Andrew Perea-Hernandez, Committee Member - Brent Bouche, Committee Member – Nathan Caviness, Committee Member

### CONTINUING EDUCATION AGENDA

**TUESDAY, APRIL 30, 2019, • 11:30 A.M. • FIRST FLOOR CONFERENCE ROOM “B”  
1740 W. ADAMS STREET • PHOENIX, AZ 85007**

**THIS AGENDA MAY BE AMENDED 24 HOURS PRIOR TO THE SCHEDULED MEETING.**

Pursuant to A.R.S. § 38-431.02 notice is given to the members of the Arizona State Board of Funeral Directors and Embalmers (“Funeral Board”) and to the general public that the Funeral Board’s Committee and Continuing Education will hold a meeting open to the public, as indicated on the agenda. The Committee Chairperson reserves the right to change the order of the items listed on the Agenda unless a matter is scheduled for a specific time. Committee members may be present by telephonic conference call. Any action taken by the committee is subject to review and ratification by the Funeral Board.

Pursuant to A.R.S. § 38-431.03(A)(3), the Board may vote to hold an executive session for legal advice for any matter on the agenda. Pursuant to A.R.S. § 38-431.03(A)(2), the Board may vote to go into executive session for review of any information made confidential by law. The executive session will not be open to the public.

In accordance with Title II of the Americans with Disabilities Act (“ADA”), the Funeral Board does not discriminate on the basis of disability in admission to its public meetings. If a disabled person needs any type of accommodation, please notify the Funeral Board’s Executive Director, Judith Stapley, to make their needs known at (602) 542-3095. Requests should be made as early as possible to allow time to arrange the accommodation.

#### **1. CALL TO ORDER**

- A. Roll call of committee members.
- B. Acknowledgement of presence of legal counsel and board staff.

#### **2. DECLARATION OF CONFLICTS OF INTEREST**

#### **3. REVIEW, CONSIDERATION, AND POSSIBLE ACTION REGARDING APPROVAL OF THE COMMITTEE MEETING MINUTES.**

The Board may vote to go into Executive Session pursuant to A.R.S. § 32-431.03(A)(2) (to discuss confidential information) or A.R.S. § 38-431.03(A)(3) (to receive legal advice).

- A. Committee Minutes of February 5, 2019

**4. CALL TO THE PUBLIC**

Public input is encouraged. Those wishing to address the Board do not need to request permission in advance; however, the Board may limit those persons speaking during this time to a reasonable number on any public comment matter. In addition, each person wishing to address the Board will be given five

(5) minutes to do so. Pursuant to A.R.S. § 38-431.02(H), the Board can only take action on matters listed on the agenda. Action on public comment matters that are not listed on the agenda will be limited to directing staff to study the matter or to schedule the matter for further review at a later date.

**5. REVIEW, CONSIDERATION, AND POSSIBLE ACTION REGARDING**

The Board may vote to go into Executive Session pursuant to A.R.S. § 32-431.03(A)(2) (to discuss confidential information) or A.R.S. § 38-431.03(A)(3) (to receive legal advice).

A. Committee Chairman’s Report

- 1. Applications from Master List Approved Providers

**6. REVIEW, CONSIDERATION, AND POSSIBLE ACTION REGARDING**

The Board may vote to go into Executive Session pursuant to A.R.S. § 32-431.03(A)(2) (to discuss confidential information) or A.R.S. § 38-431.03(A)(3) (to receive legal advice).

A. Graystone Associates Inc.

- 1. Quick Start- 7 hours; Category C
- 2. Interpersonal Skills- 7 hours; Category C
- 3. Telephone Skills- 7 hours; Category C
- 4. Funeral Director Skills: Module One- 7 hours; Category C
- 5. Funeral Director Skills: Module Two- 7 hours; Category C

**7. REVIEW, CONSIDERATION, AND POSSIBLE ACTION REGARDING**

The Board may vote to go into Executive Session pursuant to A.R.S. § 32-431.03(A)(2) (to discuss confidential information) or A.R.S. § 38-431.03(A)(3) (to receive legal advice).

- A. Funeral Service Academy- Booklet mailed out with 8 hours of continuing education

**8. REVIEW, CONSIDERATION, AND POSSIBLE ACTION REGARDING**

The Board may vote to go into Executive Session pursuant to A.R.S. § 32-431.03(A)(2) (to discuss confidential information) or A.R.S. § 38-431.03(A)(3) (to receive legal advice).

- A. Discussion of future Continuing Education Advisory Committee meetings.

**9. DISCUSSION AND POSSIBLE ACTION ITEMS FOR FUTURE MEETINGS**

**10. REVIEW OF SCHEDULED COMMITTEE MEETINGS**

Subject to appropriate notice, the board reserves the right to change meeting dates.

**2019 CONTINUED EDUCATION COMMITTEE MEETING SCHEDULE**

JUNE 18, 2019      AUGUST 20, 2019      OCTOBER 15, 2019      DECEMBER 17, 2019

**11. ADJOURNMENT**