



Douglas A. Ducey
Governor

**ARIZONA STATE BOARD OF
FUNERAL DIRECTORS AND EMBALMERS**

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MINUTES

Committee Meeting on Continuing Education

Board Meeting Held On:

**Tuesday, December 18, 2018 • 11:00 a.m. • 1st Floor Conference Room “C”
1740 West Adams Street • Phoenix, AZ 85007**

1. CALL TO ORDER: Donna Backhaus- Committee Chairman, called the meeting to order at 11:02a.m.

MEMBERS PRESENT:

Donna Backhaus, Committee Chairman
Jack Peterson, Funeral Board Liason
Shawn Murphy, Committee Member
Brent Bouche, Committee Member
Nathan Caviness, Committee Member

ABSENT:

Andrew Perea-Hernandez, Committee Member

STAFF PRESENT:

Judith Stapley, Executive Director
Yazmin Bustamante, Administrative Assistant

ATTORNEY GENERAL’S OFFICE:

Thomas Raine, Assistant Attorney General

2. MINUTES

Donna Backhaus- Committee Chairman, presented the minutes of the August 21, 2018, Continuing Education (CE) Committee Meeting. A motion to approve the minutes was made by Nathan Caviness- Committee Member and seconded by Brent Bouche- Committee Member. No discussion. Motion passed unanimously (5-0).

3. CALL TO THE PUBLIC:

No members of the public were present to speak.

**4. REVIEW, CONSIDERATION, AND POSSIBLE ACTION REGARDING COMMITTEE
APPROVAL OF THE FOLLOWING CONTINUING EDUCATION COURSES.**

Donna Backhaus- Committee Chairman, reported Master List Approved courses submitted.

5. REVIEW, CONSIDERATION, AND POSSIBLE ACTION REGARDING COMMITTEE APPROVAL OF THE FOLLOWING CONTINUING EDUCATION COURSES.

- A. **Dodge Company-** Following review and consideration, Jack Peterson- Board Liaison moved to have Dodge Company be a Master List provider. This motion was seconded by Nathan Caviness- Committee Member. No further discussion. Motion passed unanimously (5-0).
- B. **Funeral Service Academy-** Following review and consideration, Nathan Caviness- Committee Member, moved to have Funeral Service Academy be a Master List provider. This motion was seconded by Jack Peterson- Board Liaison. No further discussion. Motion passed unanimously (5-0).
- C. **MJK Marketing-** Following review and consideration, Nathan Caviness- Committee Member moved have MJK Marketing be a Master List provider. This motion was seconded by Jack Peterson- Board Liaison. No further discussion. Motion passed unanimously (5-0).
- D. **Funeral CE-** Following review and consideration, Jack Peterson- Board Liaison moved to have Funeral CE be a Master List provider. This motion was seconded by Nathan Caviness- Committee Member. No further discussion. Motion passed unanimously (5-0).
- E. **Elite CME-** Following review and consideration of Elite CME being previously Master List approved, Nathan Caviness- Committee Member, moved that Elite CME continue to be Master List approved with the stipulation for the provider to increase the interactivity of the course content. This motion was seconded by Brent Bouche- Committee Member. No further discussion. Motion passed unanimously (5-0).
- F. **Kates-Boylston Publications-** Following review and consideration, Nathan Caviness- Committee Member, moved to continue to have Kates-Boylston Publications be a Master List provider. This motion was seconded by Jack Peterson- Board Liaison. No further discussion. Motion passed unanimously (5-0).
- G. **The Conference-** A motion was made by Brent Bouche- Committee Member, to approve the Annual Meeting of The Conference held February 27-28, 2019, as a face to face, 12.5 hours of continuing education. This motion was seconded by Jack Peterson- Board Liaison. No further discussion. Motion passed unanimously (5-0).

6. ADDITIONAL AGENDA ITEMS

- A. Committee will present to the Funeral Board for approval a Master List of Continuing Education Providers. Additional providers will be reviewed for Master List consideration at the next scheduled meeting.
- B. Continue to review a working Maser List of Approved Organizations.
- C. Committee will present to the Funeral Board a request that Cremationists take an approved cremation course every 5 years, as a requirement of continuing education.

7. FUTURE AGENDA ITEMS

- A. Continue review of Category “E”- Online/Home Study courses.

8. 2019 CONTINUING EDUCATION COMMITTEE MEETING SCHEDULE

February 5, 2019, 10:00 a.m.

9. ADJOURNMENT

Nathan Caviness-Committee Member, moved to adjourn at 12:30pm. This motion was seconded by Brent Bouche- Committee member, and carried 5-0.

Judith Stapley
Executive Director

APPROVED BY:

Donna Backhaus, Committee Chairman

Jack Peterson, Funeral Board Liaison

Brent Bouche, Committee Member

Nathan Caviness, Committee Member

Andrew Perea-Hernandez, Committee Member

Shawn Murphy, Committee Member