MINUTES
Committee Meeting on Continuing Education

Board Meeting Held On:
Wednesday, December 5, 2019 • 11:30 a.m. • 1st Floor Conference Room “B”
1740 West Adams Street • Phoenix, AZ 85007

1. CALL TO ORDER: Donna Backhaus- Committee Chairman, called the meeting to order at 11:31 a.m.

MEMBERS PRESENT:
Donna Backhaus, Committee Chairman
Brent Bouche, Committee Member
Andrew Perea-Hernandez, Committee Member
Nathan Caviness, Committee Member
Jack Peterson, Funeral Board Liaison

ABSENT:
Shawn Murphy, Committee Member
Marc Harris, Assistant Attorney General

STAFF PRESENT:
Judith Stapley, Executive Director
Yazmin Bustamante, Administrative Assistant

ATTORNEY GENERAL’S OFFICE: Absent

2. DECLARATION OF CONFLICTS OF INTEREST

3. MINUTES

Committee Chairman Donna Backhaus, presented the minutes of the August 27, 2019, Continuing Education (CE) Advisory Committee Meeting. Board Liaison Jack Peterson moved to approve the minutes. Committee Member Nathan Caviness seconded this motion. No discussion. The motion passed unanimously 5-0.

4. CALL TO THE PUBLIC:

No members of the public were present to speak.
5. QUARTERLY REPORT OF MASTERLIST APPROVED CONTINUING EDUCATION COURSES.

Committee Chairman Donna Backhaus reported Master List Approved courses submitted.

A. CANA
   1. Art of Selling Cremation 3: A Preneed Summit- February 26, 2020 Las Vegas, NV- 5 hours
   2. CANA’s 2020 Cremation Symposium- February 26-28, 2020 Las Vegas, NV- 7 hours
   3. CANA’s Crematory Operations Certification Program- various dates- 8 hours
   4. Cremation & the Environment- online course- 2 hours
   5. Cremation Arrangement Conference Best Practices- online course- 2 hours
   6. CANA’s Online Crematory Operations Certification Program- online course- 8 hours
   7. Phone Shoppers: Your Best First Impression- online course- 1 hour

B. Funeral Service Academy
   1. Funeral Service Ethics- online course- 3 hours

C. Funeral CE
   1. Cremation Prearrangement Conference Best Practices- online course- 2 hours

D. ICCFA
   1. Crematory Operator and Cremation Arranger Certification Class- December 11 and 12, 2019- Live webcast- 14 hours
   2. DEAD Talks: Focus on Success 2020- January 15-17, 2020 Las Vegas, NV- 12.5 hours

E. NFDMA
   1. 2020 Leadership and Enrichment Summit- February 9-11, 2020 Atlanta, GA- 5 hours

F. NFDA
   1. Tips and Tricks for OSHA Compliance- November 14, 2019- 1 hour
   2. NFDA 2020 Cremation Conference- February 22-23, 2020 St. Pete Beach, FL- 8.5 hours
   3. NFDA Business Education Seminar- February 6, 2020 Napa Valley, CA- 5.5 hours
   4. NFDA Certified Preplanning Consultant (CPC) Program Correspondence Option- book- 15 hours
   5. Lessons Learned from Mystery Shoppers at Funeral Homes- February 13, 2020- live webcast- 1 hour
   6. NFDA Meet the Mentors Program- March 9-10, 2020 Atlanta, GA- 10.5 hours

G. Selected Independent Funeral Homes
   1. 2020 NxtGen Seminar- January 26-30, 2020 St. Kitts- 8.5 hours
6. REVIEW, CONSIDERATION, AND POSSIBLE ACTION REGARDING COMMITTEE APPROVAL OF THE FOLLOWING CONTINUING EDUCATION COURSES.

A. NXT Generation Mortuary Support
   1. Infant Loss Arranger Training- 2 hours; Category A, C
   2. Embalming the Infant Death- 2 hours; Category A, C
   3. Surreal Restoration; How to Prepare a Decomposed Body for Public Viewing- 2 hours; Category A, C

Following review and consideration, Committee Member Andrew Perea-Hernandez, moved to present to the Board the submitted courses for approval as category A and C. Committee Member Nathan Caviness seconded this motion. Motion passed unanimously 5-0.

B. Arizona Local Public Health Emergency Response Association (ALPHERA)
   1. ALPHERA Fatality Management Workshop- 15 hours; Category B, C

Following review and consideration, Committee Member Andrew Perea-Hernandez, moved to present to the Board the submitted course for approval as category B and C. Committee Member Brent Bouche seconded this motion. Motion passed unanimously 5-0.

C. The Conference
   1. 116th Annual Meeting of The Conference- 19 hours; Category B, C

Following review and consideration, Committee Member Andrew Perea-Hernandez, moved to recommend The Conference as a master list approved provider and present to the Board the submitted course for approval as category B and C. Committee Member Nathan Caviness seconded this motion. Motion passed unanimously 5-0.

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

D. Consideration to master list approve the Arizona Department of Health Services Bureau of Vital Records “D.A.V.E. System”.
   1. D.A.V.E System- Introduction to the Electronic Death Registration System- 2.5 hours; Category B, C

Following review and consideration, Committee Member Andrew Perea-Hernandez, moved to recommend the Arizona Department of Health Services Bureau of Vital Records as a master list approved provider and present to the Board the submitted course for approval as category B and C. Committee Member Brent Bouche seconded this motion. Motion passed unanimously 5-0.

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

A. CE Broker Proposal

Following review and consideration, Board Liaison Jack Peterson moved to direct Board staff to further investigate and research what states currently participate with the CE Broker and their overall
experience thus far before presenting to the Board. Committee Member Brent Bouche seconded this motion. Motion passed unanimously 5-0.

9. DISCUSSION AND POSSIBLE ACTION ITEMS FOR FUTURE MEETINGS

   A. Continue research and investigation on CE Broker
   B. Consideration to add a calendar of learning opportunities to the Boards website

10. 2020 CONTINUING EDUCATION COMMITTEE MEETING SCHEDULE

| April 8, 2020 | August 4, 2020 | December 1, 2020 |

11. ADJOURNMENT

   Board Liaison Jack Peterson moved to adjourn at 12:49 p.m. This motion was seconded by Committee Member Andrew Perea-Hernandez and carried 5-0.

Judith Stapley  
Executive Director