



State of Idaho
Division of Occupational and Professional Licenses
Idaho Board of Morticians

BRAD LITTLE
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Board Meeting Minutes of 07/31/2025

Board	Brian T. McBride - Chair	Division	Allegra Earl, Executive Officer
Members	James R. Sommer	Staff:	Greg Loos, General Counsel
Present:	Charles Grunig		Lizzie Kukla, Licensing Unit Supervisor
			Maria Saldana, Licensing Specialist
			Christian Runnalls, Board Support Specialist

The meeting was called to order at 2:03 PM by Brian McBride.

Approval of Minutes

A motion was made and seconded to approve the 04/10/2025 minutes. The motion carried unanimously.

DIVISION BUSINESS

Open Meeting Law Training: Mr. Loos gave a presentation on the Open Meeting Law.

Public Member Training: Mr. Loos presented training to the Board on the role and importance of public members appointed to regulatory boards.

Financial Update: Ms. Earl presented the Board's financial report for the fourth quarter of FY2025, which indicated that the Board had a cash balance of (\$95,939.01) as of June 30, 2025.

BOARD BUSINESS

Board Elections: A motion was made and seconded to re-elect Mr. McBride as the Board Chair and Mr. Grunig as the Vice Chair. The motion carried unanimously

Morticians Statute Review: The Board reviewed the recommended changes to the statute that will be made for H0014:

54-1102(3) – Definitions: Delete as the term only shows up once in the statute.

54-1102(6) – Definitions: Replace “cremains” with “human remains after cremation.”

54-1102(7) – Definitions: Delete as obsolete.

54-1102 – Definitions: Add definition of Division as “Division means the division of occupational and professional licenses.”

54-1102(12)(20)(23) – Definitions: Strike “yearly” as outdated.

54-1104(1) – Exemptions from Provisions of Chapter: Delete “jobber” as outdated, replace with “retailers.”

54-1104(3) – Exemptions from Provisions of Chapter: Strike unnecessary reference to Idaho Code.

54-1105(1) – Board of Morticians: Strike “of occupational and professional licenses,” “in the manner hereinafter set forth,” and “of morticians” as unnecessary. Change “five years” to “two years” to standardize board member requirements across DOPL.

54-1105(3) – Board of Morticians: Strike language about board member term expiration, successors, and vacancies as unnecessary. Change the board member term from three to five years. Strike “of morticians” as unnecessary.

54-1105(4) – Board of Morticians: Strike language requiring a vice chairman and language stating that board action requires a majority vote from all board members as unnecessary. Add language that only requires a majority of currently appointed board members for a quorum. Strike language about meeting notices as unnecessary.

54-1105(5) – Board of Morticians: strike “of morticians” as unnecessary and change 59-509 (m) to 59-509 (p) to make the code current.

54-1106 – Powers and Duties of Board: Strike “state” and “of morticians” as unnecessary.

54-1106(1) – Powers and Duties of Board: Delete as unnecessary.

54-1106(2) – Powers and Duties of Board: Delete as obsolete.

54-1106(4) – Powers and Duties of Board: Delete as obsolete. Replace with new section (4) “to determine and pass upon the qualifications and enforcement of the provisions of this act.”

54-1106(5) – Powers and Duties of Board: Add subsection (5) “To prescribe rules for the implementation and enforcement of the provisions of this act.”

54-1106(6) – Powers and Duties of Board: Delete as unnecessary.

54-1107 – Powers and Duties of Division Administrator: Delete as unnecessary.

54-1108 – Examination of Applicants for Licensure: Delete as unnecessary.

54-1109(1) – Requirements for Mortician License – Requirements for Funeral Director License: Change the minimum age from twenty-one to eighteen.

54-1109(2)(d) – Requirements for Mortician License – Requirements for Funeral Director License: Strike language after first sentence as unnecessary. Change “prepared and conducted” to “approved” as the Board does not administer examinations.

54-1109(3) – Requirements for Mortician License – Requirements for Funeral Director License: Strike “practice as a funeral director and” as unnecessary.

54-1109(3)(d) – Requirements for Mortician License – Requirements for Funeral Director License: Strike the second sentence as unnecessary.

54-1109(4) – Requirements for Mortician License – Requirements for Funeral Director License: Strike “without examination” as unnecessary.

54-1109(4)(c) – Requirements for Mortician License – Requirements for Funeral Director License: Delete as unnecessary.

54-1109(5) – Requirements for Mortician License – Requirements for Funeral Director License: Strike language requiring jurisprudence test as obsolete.

54-1112 – Requirements for Resident Trainee License: Strike “practice as a resident trainee and” as unnecessary.

54-1112(1) – Requirements for Resident Trainee License: Strike the age requirement as unnecessary.

54-1112(2) – Requirements for Resident Trainee License: Strike “or received a withheld judgment or a suspended sentence” as unnecessary.

54-1113 – Application for Licensure – Form and Contents – Certified Copies of Documents Showing Qualifications: Change “upon such forms” to “in such form.” Strike each occurrence of “of morticians” and the final sentence regarding applications as unnecessary.

54-1115 – License Fees: Delete as unnecessary and redundant of Division functions.

54-1115A – Biennial Renewal – Reinstatement: Strike “Biennial Renewal” from title and strike all language except for reinstatement fee language.

54-1116(p) – Denial, Suspension, or Revocation of Licenses – Grounds – Probation: Replace “board or the board’s agent” with “division.”

54-1117 – Written Complaint – Procedure for Suspension or Revocation of License: Delete as redundant of cited Idaho Code § 54-1116 and chapter 52, title 67, Idaho Code.

54-1118 – Sending Body to an Establishment without Inquiry Prohibited – Exceptions – Anatomical Gifts – Authority Regarding Disposition: Strike “anatomical gifts” from title as unnecessary.

54-1121 – Accounting Procedure – Income and Expenses: Delete as unnecessary.

54-1132(1) – Certificate of Authority – Requirements – Display of Certificate: Strike “effective July 1, 2021” as unnecessary.

54-1132(2) – Certificate of Authority – Requirements – Display of Certificate: Strike “a certificate of authority for privately owned cemeteries shall be issued by the Idaho board of cemeteries” as obsolete.

54-1132(3)(c) – Certificate of Authority – Requirements – Display of Certificate: Strike “to show compliance with section 54-1116, Idaho Code” as unnecessary.

54-1136(1) – Solicitation – Limitations: Strike “the right of a certified seller to lawfully advertise shall not be restrained, nor shall general advertising be prohibited” as unnecessary.

Delegated Authority: Ms. Earl reviewed the delegated authority the Board has granted to Division staff and individual Board members.

A motion was made and seconded to affirm the delegated authority items numbered one through nine as presented. The motion carried unanimously.

Dual Licensure: Mr. McBride stated some states are combining a mortician's license and a funeral director license into one license. The Board briefly discussed possibly combining the licenses to match the surrounding states. The Board decided to take no action due to there being no issues with the current system of separate licenses for morticians and funeral directors.

Operation of a Retort: Mr. Grunig brought up unlicensed staff at a mortuary handling a retort and whether that was allowed under the rules. Mr. Loos clarified that only a licensee can handle a retort because it is still interacting with the deceased. He further clarified that a licensed trainee can handle the retort, but no unlicensed staff can, even under the supervision of a mortician.

Conference Attendance Requests: A motion was made and seconded to send one Board member and one staff member to the February 24-26 International Conference of Funeral Service Examining Boards if a grant is approved. The motion carried unanimously.

Conference Updates and Reports: Mr. McBride gave a summary of the 2025 International Conference of Funeral Service Examining Boards, stating it was an informative and positive experience that he recommends the Board participate in every year.

Licensing Report: Ms. Kukla presented the licensing report.

Adjourn

There being no further business, the meeting was adjourned at 3:28 PM.