

**MINUTES**

**UTAH  
FUNERAL SERVICE LICENSING  
BOARD MEETING**

**May 15 2019  
Room 402 – 9:00 am  
Heber Wells Building  
Salt Lake City, UT 84111**

**CONVENED:** 9:00 a.m.

**ADJOURNED:** 10:50 a.m.

**Bureau Manager:**

Robyn Barkdull

**Board Secretary:**

Boyce Barnes

**Board Members Present:**

Tom Beard  
Brandon Burningham  
Travis Greenwood  
Kurt Soffe  
Jeannie Patton

**Board Members Absent**

Jeffrey Zealley (excused)  
Toby Lee

**DOPL Staff Present:**

Jenna Mayne  
Cory Snodgrass

**Guests:**

**ADMINISTRATIVE BUSINESS:**

Approval of Minutes for December 12, 2018  
Meeting and February 20, 2019

Brandon Burningham motioned to approve the minutes for December 12, 2018 and February 20, 2019; Kurt Soffe seconded the motion. The motion passed unanimously.

Compliance Report

No probationary updates.

Investigation Update

Cory Snodgrass updated the board on all current and ongoing investigations.

**OATH OF OFFICE**

Jeannie Patton was sworn in as a Funeral Service Board Member.

**DISCUSSION ITEMS:**

**Instructor CEU**

Robyn Barkdull reviewed the instructor CEU proposed changes which will allow those who teach approved funeral CE courses CE credit for their funeral service licenses.

The board discussed the proposed changes. Jeannie Patton motioned to adopt the proposed changes. Travis Greenwood seconded the motion. The motion was approved unanimously.

**Funeral Service Intern License Procedures**

The board discussed licensing procedures.

**PSI Exam Update**

Jenna Mayne reviewed the current PSI exam process. Ms. Mayne reviewed the content outline of the Funeral Service Director exam and what the process is for adjusting the weight of questions in specific areas. The board suggested changes to the number of questions that will be asked in each section of the exams for funeral service directors and preneed sales agents.

**Guaranteed Product R156-9-610**

The board discussed striking section R156-9-610. Kurt Soffe motioned to remove R156-9-610 in its entirety. Travis Greenwood seconded the motion. The motion passed unanimously.

**Contract Forms R156-9-607**

The board discussed striking the contract form section, R156-9-607(2)(3). Travis Greenwood motioned to strike R156-9-607(2)(3). Brandon Burningham seconded the motion. The motion passed unanimously.

**Model Internship**

The board discussed the model internship booklet and its value as a good resource. The board felt that it would be beneficial as a training topic for the UFDA or the SLCC.

**Preneed Discussion**

Tom Beard presented an overview of the preneed profession.

**NEXT MEETING:**

August 21, 2019

*Note: These minutes are not intended to be a verbatim transcript but are intended to record the significant features of the business conducted in this meeting. Discussed items are not necessarily shown in the chronological order they occurred.*

*Tom Beard*

8/21/19

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Signature and Date Approved

Tom Beard, Chairperson, Utah Funeral Service  
Licensing Board

*Robyn Barkdull 8/21/19*

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Signature and Date Approved

Robyn Barkdull, Bureau Manager, Division of  
Occupational & Professional Licensing

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