

**Massachusetts Board of Registration in Embalming and Funeral Directing
Minutes**

Meeting of 7/21/15

Held at

1000 Washington Street, Boston, MA, 02118

At 10:00 a.m.

Room 1D

Board Members Present:

Dahria Williams-Fernandes

Peter Stefan

Thomas O'Donnell

Paul Phaneuf

Staff Members Present:

Michael Hawley, Executive Director

Colleen Cavanaugh, Associate Executive Director

Rachael Pauze, Board Counsel

Robert Williams, Investigator

Yadi Rivera, Board Staff

Kevin Scanlon, Chief Legal Counsel

Christopher Carroll, Chief of Investigations

Robert Fortes, Deputy Director

Others Present:

Wayne Mitchell

Elizabeth Marshall

Victor Buonfiglio

Frank McClun

Makayla Johnson

Michael Perez

Stephen Rosman

Marc Gaudreau

Alan Marchand

Robert Miller

John McNamee

Frederick Dolan

David McDonald Jr

Richard Linds

Joe Ruggerio

John Dunderdale

Victor Buonfiglio Jr

Peter Zaksheshi

Roger Grondin

Rebecca Ridley

Cory Kideckel

Matt Roan

Rebecca Ciecko

Bruce Schlossberg

Caroline Sullivan

Chris Chetsas

W J Baker

David McDonald

Adam Littlefield

Call to Order

Ms. Williams-Fernandes called the open meeting to order at 2:31 p.m.

Board staff reviewed building evacuation procedures and noted the location of restrooms.

During Investigative Conference the Board took the following actions:

EM-16-005 – referred to prosecutions

EM-16-004 – referred to prosecutions

FE-15-007 – referred to prosecutions

EM-15-014 – Mr. Phaneuf recused himself and left the room, referred to prosecutions

EM-15-021 – Mr. Stefan recused himself and left the room, referred to prosecutions

Minutes

Mr. O'Donnell moved to accept the public minutes as amended from the June 16, 2015 meetings, Mr. Stefan seconded.

Motion passed unanimously.

Report from Executive Director Michael Hawley

Mr. Hawley reported to the Board that as of today we have not received 309 pre-need reports out of 541. The board staff is recording the following information: that the funeral name matches our records, that the name of the type 3 listed matches our records for original owner, that the establishment number and record number match our system, that addresses match, the location that the preneed records are kept, that the trust and insurance companies are valid, the account numbers that are listed (last four digits), and that the form is complete, signed and dated.

Regarding the reports from local boards of health pursuant to the annual reporting requirement under M.G.L. c. 114 § 49. Mr. Hawley reported that as of 7/20/15 we have received 116 responses leaving approximately 219 cities and towns unaccounted for.

Mr. Hawley reported that he along with DLP staff (Chris Carroll, Rob Fortes, Rachael Pauze, and Colleen Cavanaugh) met with members of the Boston Public Health Commission including two individuals from their investigative unit. The meeting covered the Board's inspection process, tools for ensuring that funeral directors hold both the Board registration and local license, and working together going forward.

Report from Legal Counsel, Rachael Pauze

Ms. Pauze had nothing further to report.

Application review, vote, and swearing-ins:

Type 3 Applicants - Review and vote on applications

The Board met with John Dunderdale IV of Marshall Funeral Home

Mr. O'Donnell moved to accept the above referenced applicants. Mr. Phaneuf seconded.

Motion passed unanimously.

Type 6s - Review and vote on applications, swearing-ins

The Board met with Wayne Mitchell of Consigli-Ruggerio Funeral Home, Rebecca Ciecko of Beers and Story Funeral Home, Caroline Sullivan of Robert J Miller Funeral Home.

Mr. O'Donnell moved to accept the above referenced applicants. Mr. Phaneuf seconded.

Motion passed unanimously.

The applicants were sworn in by the Board.

Transition from Type 3 to Type 6

The Board met with Matthew Roan of Cuffe-McGinn Funeral Home.

Mr. Phaneuf moved to accept the above referenced applicants. Mr. Stefan seconded.

Motion passed unanimously.

Type 6 – Reinstatement Applicant – Review and vote on application

The Board met with John McNamee of Cataudella Funeral Home.

Mr. O'Donnell made a motion to accept this application once reinstatement requirements are met, including the completion of continuing education credits and payment of required fees. Mr. Stefan seconded.

Motion passed unanimously.

Apprentices - Review and vote on applications

The Board met with Makayla A Johnson of Davis Funeral Home, David M McDoanld Jr of McDonald Finegan Funeral Home, Victor P Buonfiglio of Boston Cremation.

Mr. O'Donnell moved to accept the above referenced applicants. Mr. Stephan seconded.

Motion passed unanimously.

The application for Cory Kideckel of Stanetsky Memorial chapel was tabled.

Funeral Assistants – Review and vote on applications

The Board met with Alan Marchand of Beers and Story Funeral Home, Frank A McClure of Tylunas Funeral Home, Stephen R Rosman of Stanetsky Memorial Chapel, William J Baker Jr of Dolan Funeral Home

Mr. O'Donnell moved to accept the above referenced applicants. Mr. Phaneuf seconded.

Motion passed unanimously.

Funeral Establishments:

Ruggiero-Mazzarella Memorial Home, Inc

Board Counsel briefed the Board on the establishment certificate application. The establishment still needs to submit the ADA Compliance Form, stock certificates, certificate of liability insurance, and a revised proposed pre-need notification letter that complies with Board regulations. An inspection by the investigator must be completed. Once the board staff receives these documents and its reviewed by counsel, the application process may continue.

Mr. Stefan moved to delegate to Board staff to accept this funeral establishment application once the required forms are submitted and to have the applicant re-appear if an ADA compliance plan is necessary. Mr. O'Donnell seconded.

Motion passed unanimously.

Anthony Memorial – Frank A Welsh & Sons Funeral Home

Board Counsel briefed the Board on the establishment certificate application. The establishment still needs to submit stock certificates. An inspection by the investigator must be completed. Once the board staff receives these documents and its reviewed by counsel, the application process may continue.

Mr. O'Donnell moved to delegate to Board staff to accept this funeral establishment application once the required forms are submitted. Mr. haneuf seconded.

Motion passed unanimously.

E & J Memorial Services, Inc. DBA Perez Funeral & Cremation Services

Board Counsel briefed the Board on the establishment certificate application. The establishment still needs to submit stock certificates. An inspection by the investigator must be completed. The Board discussed with the applicant the ADA compliance updates that remain outstanding. Once the board staff receives stock certificates and its reviewed by counsel, a conditional license outlining the following terms may be issued: the applicant will have six months to complete accessibility updates, the applicant will have 30 days to submit contractor and architectural plans showing the scope of work to be completed, the applicant will have 90 days to submit a written update regarding the status of the accessibility work completed and outstanding, and the Board investigator will inspect the funeral home initially and once the accessibility work is complete.

Mr. Phaneuf moved to approve the above referenced applicant to operate under a conditional license as outlined by the Board. Mr. Stefan seconded.

Motion passed unanimously.

The board met with Michael Perez of Perez Funeral & Cremation Services.

Mr. Phaneuf moved to approve the above referenced applicant. Mr. Stefan seconded.

Motion passed unanimously.

Wall certificates were signed for:

- Wilbraham Funeral Home FE 61
- Edgar J Racicot, Inc FE 852
- Roche Funeral Home FE 96
- Davis Funeral Home & Cremation Inc FE 13730
- Davis Funeral Home & Cremation Inc FE 13731

CEU Provider Applications:

NFDA

- Certified Preplanning Consultant (CPC) Program
- NFDA Certified Preplanning Consultant (CPC) Seminar (Already approved)
- NFDA Certified Crematory Operator (CCO) Seminar
- Specialized Techniques for Embalming and Restoration Cases
- U.S. Department of Veterans Affairs Update: New Memorial Benefits & Programs for Families
- Infectious Disease Protection: Complying with the OSHA Bloodborne Pathogens Standard
- Reinventing and Invigorating Your Funeral Business from the Ground Up
- Inbound Marketing: The Future of Funeral Home Marketing
- Parasite vs. Plunderer: Family Business Succession Planning
- Effective Social Media for Your Funeral Home on a Shoestring Budget
- What They Didn't Cover in Mortuary School: Advanced Grief Concepts for Professionals
- Let's Get the Courageous Conversations Started
- Increasing the Value of the Ceremony through an At-Need/Preneed System Approach
- The Final Touch: How Not to Mess Up a Good Embalming & How to Overcome a Bad One
- Taking Your Funeral Home to the Next State of Business Growth & Profitability
- New Perspectives and Strategies to Add Value to Cremation Arrangements
- Keys to Effectively Resolve Family Complaints – and Avoid Costly Lawsuits
- Is Your Underwear Too Tight? Learn the letting Go Formula

- The Funeral Director's Guide to Relevant Funerals
- The Seven Intergrated Components of HR Strategies
- The Funeral Experience of the Future ... Today!
- How to Obtain Community Support for a New Crematory In Your Market
- The Role of the Embalmer in Support of Organ & Tissue Donation
- Take Over My Funeral Home Makeover!
- Massive Trauma Reconstructive Surgery & Airbrushing Techniques
- Get Switched On! The Incredible Power of Attitude and Activity (Opening Session)
- Building Superior Customer Relationships through Online Marketing
- Creating Loyalty & Lifelong Memories through Creative Customer Engagement
- Different Farewells: Meeting the Needs of a Diverse Society
- At the Intersection of Profit and Service: The Funeral Home in 2016
- Making Cremation Profitable (Already Approved)
- Another Day, Another Black Dress
- Preventing Professional Burnout – Increasing Staff Satisfaction and Performance
- Using Technology to Work Smarter and Expand Family Satisfaction
- Embalming Remains with Conditions Caused by Medical Science and Drug Intervention
- Understanding the Veteran and the Needs of the Grieving Military Family
- Conversation Café: Embalming Risk Management for Every Funeral Home
- Conversation Café: Hospice and Funeral Home Collaboration: Opportunities and Challenges
- Proven HR Systems for Avoiding Employment Law Liability
- Cremation Liability Issues for Crematories and Funeral Homes Using Third-party Crematories
- Funeral Directors Are Poor Business People: Perception, Reality or Opportunity to Disrupt the Paradigm?
- Making the Most of Free Search Engine Marketing for Your Funeral Business
- Have the Talk of a Lifetime: Updates and 2016 National Launch
- How the Best Get Better! (General Session)
- Leading Life of Legacy: Reverse Engineering Your Life (Special Engagement)
- 2015 NFDA International Convention EXPO

NFDA

- 1 Day CPC Seminar – August 6, 2015 8:00 a.m.- 4:30 p.m.

NFDA

- NFDA Home Study – Reach More Families with NFDA Consumer Survey Results

Selected Independent Funeral Homes

- 2015 Annual Meeting

Funeral CE.com

- When Disaster Strikes: Mass Fatalities and Community Impact

Maine Funeral Directors Association

- Tear Down the Sign. How to keep your Funeral Home Relevant in 2015
- Building a Relationship with Hospice
- How to Soar with Eagles when you Hire Turkeys

**Mr. O'Donnell moved to accept the above continuing education courses.
Mr. Phaneuf seconded.**

Motion passed unanimously.

Open session for topics not reasonably anticipated 48 hours in advance of meeting:

The board discussed the continuing education process and having one association responsible for vetting them.

Mr. O'Donnell moved to adjourn the meeting. Mr. Phaneuf seconded.
Motion passed unanimously

5:45 p.m. Adjournment

Respectfully submitted,



Colleen Cavanaugh
Associate Executive Director

List of Documents used at the meeting:

Agenda for the July 21, 2015 meeting

Applications

Type 3's

- John J. Dunderdale, IV
- Michael Perez

Type 6s

- Wayne T. Mitchell
- Rebecca A. Ciecko
- Matthew J. Roan
- Caroline R. Sullivan

Reinstatement Type 6

- John J. McNamee

Apprentices

- Makayla A. Johnson
- Cory M. Kideckel
- David M. McDonald
Jr.
- Victor P. Buonfiglio
- Mercedes M. Valdez

Funeral Assistants

- Alan M. Marchand
- Frank A. McClure
- Stephen R. Rosman
- Douglas A. Young
- William J. Baker Jr.

Funeral Establishments

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