

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

Meeting of 8/18/15

Held at

1000 Washington Street, Boston, MA, 02118

At 10:00 a.m.

Room 1B

Board Members Present:

Peter Stefan
Thomas O'Donnell
Paul Phaneuf
Carolyn Lindsay

Staff Members Present:

Michael Hawley, Executive Director
Colleen Cavanaugh, Associate Executive Director
Rachael Pauze, Board Counsel
Robert Williams, Investigator
Christopher Carroll, Chief of Investigations

Others Present:

Ralph Stirlacci	Chrsitne Tazzini
Rick Saunders	Patrick Saunders
Brian Richter	Janae Tooley
Kevin Doherty	Jennifer Gonzalez
Cory Kideckel	Mercedes Valdez
Kathy Ginley	Ashley Sullivan
Robert Sullivan	Douglas Young
Timothy Kozikowski	Joseph Kozikowski
Meaghan McDonald	William McDonald Jr
Kathleen Boyle	W Brian Richter
Henry Boyle	

Call to Order

Mr. O'Donnell called the open meeting to order at 10:03 a.m.

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

During Investigative Conference the Board took the following actions:

SA-FE-16-004- close staff assignment, open complaint, forward to prosecutions
SA-FE-16-005- close staff assignment, open complaint, forward to prosecutions
SA-FE-16-006- close staff assignment, open complaint, forward to prosecutions
SA-FE-16-007- close staff assignment, open complaint, forward to prosecutions
SA-FE-16-008- close staff assignment, open complaint, forward to prosecutions
SA-FE-16-009- close staff assignment, open complaint, forward to prosecutions
SA-FE-16-010- close staff assignment, open complaint, forward to prosecutions
SA-EM-16-005- close staff assignment, open complaint, forward to prosecutions
SA-EM-16-007- close staff assignment, open complaint, forward to prosecutions
SA-EM-16-008- close staff assignment, open complaint, forward to prosecutions
SA-EM-16-006- dismissed
SA-FE-15-004- dismissed
EM-16-002-tabled
FE-16-001-tabled
EM-16-007-tabled

Closed – Executive Session pursuant to M.G.L c. 30A, § 21(a)(1)

A motion was made by Ms. Lindsay, seconded by Mr. Phaneuf, to go into executive session pursuant M.G.L. c. 30A, § 21(a)(1) for the purpose of discussing an applicant's character versus professional competence. A roll call vote was taken:

Members in favor: Mr. Stefan, aye, Mr. Phaneuf, aye, Mr. O'Donnell, aye, Ms. Lindsay, aye.

Members opposed: none

The chair announced that the Board would enter in executive session for the purpose of discussing character rather than competence of an applicant and that he expected the open meeting to resume at 11:42am.

The Board resumed open session.

Ms. Lindsay moved to allow Mr. Keefe to continue with the licensure process. Mr. Phaneuf seconded.

Motion passed unanimously.

Minutes

Mr. Phaneuf moved to accept the public minutes of the July 21, 2015 meeting. Ms. Lindsay seconded.

Motion passed unanimously.

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

The Board met with Patrick Saunders of Saunders Dwyer Home for Funerals, Meaghan McDonald of William T McDonald Inc.

Mr. Phaneuf moved to accept the above referenced applicants. Ms. Lindsay seconded.

Motion passed unanimously.

The applicants were sworn in by the Board.

Apprentices - Review and vote on applications

The Board met with Janae Tooley of Floyd A Williams Funeral Home, Mercedes Valez of Sperry & McHoul Funeral Home, Jennifer Gonzalez of Floyd A Williams Funeral Home, Timothy Kozikowski of Kozikowski Funeral Home, Cory Kideckel of Boston Harborside Home of of JS Waterman.

Mr. Phaneuf moved to accept the above referenced applicants. Ms. Lindsay.

Motion passed unanimously.

Funeral Assistants – Review and vote on applications

The Board met with Amanda Sullivan of Sullivan Funeral Home, Douglas Young of MacKinnon Funeral Home, Ralph Stirlacci of Tazzini Funeral Home, W Brian Richter of Acton Funeral Home, Kathleen Ginley of Ginley Funeral Home, Kevin Doherty of Doherty Funeral Service.

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

Motion passed unanimously.

Report from Executive Director Michael Hawley

Mr. Hawley reported to the Board that on the renewals for apprentice who have had his/her license for more than 6 years would not be receiving a renewal. On Monday a letter was mailed to all these individuals stating they could apply for a Funeral Assistant or if applicable a Funeral Directors license. Mr. Hawley stated that he would forward a copy of this letter to all the board members.

Compliance Plan Updates

Ms. Cavanaugh reported that Hafey Funeral Home submitted their ADA compliance certificate. They have met their requirements.

E & J Memorial Services Inc. dba Perez Cremation and Funeral Services submitted a list of the work that needs to be completed per the board's request. The board wants him to submit a time frame from the architect or contractor for when the work would be completed.

Report from Legal Counsel, Rachael Pauze

Ms. Pauze had nothing further to report.

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

Board counsel will draft a policy regarding delegation of authority for CORI matters for the next meeting.

The Right of Disposition was also brought. This will be discussed further in the regulation meeting.

CEU Provider Applications:

International Order of the Golden Rule

- 2015 Fall Forum: Dominate Technology

International Cemetery, Cremation & Funeral Association

- 2015 Fall Management Conference

NFDA

- NFDA Home Study Book – Powerful Practices of Really Great Mentors

MKJ Marketing

- Preferred Funeral Directors International Fall 2015 Convention

Apex Continuing Education Solutions

- After Suicide: How To Support Survivors of the Loss
- Pre-Need Planning: What Every Funeral Director Should Know
- Are You Stressed? Signs and Solutions

Scott Ginsberg, Lou Tobla, Jr.

- Casket Educational Seminar for Funeral Directors

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

Motion passed unanimously.

The Board delegates to board staff to obtain clarification from MKJ Marketing regarding who can attend and if they are approved in others states. If the board staff is satisfied that the answers correspond to our regulations, then the course may be approved.

**Ms. Lindsay moved to adjourn the meeting. Mr. Phaneuf seconded.
Motion passed unanimously**

2:24 p.m. Adjournment

Respectfully submitted,



Colleen Cavanaugh
Associate Executive Director

List of Documents used at the meeting:

Agenda for the August 18, 2015 meeting

Applications

Type 6s

- Daniel B. Jeffrey
- Patrick T. Saunders
- Meaghan K. McDonald

Apprentices

- Janae M. Tooley
- Mercedes M. Valdez
- Jennifer Gonzalez

- Timothy J. Kozikowski
- Cory Kideckel

Funeral Assistants

- Amanda C. Sullivan
- Douglas A. Young
- James F. Scott
- Ralph A. Stirlacci
- W. Brian Richter
- Kathleen M. Ginley
- Kevin P. Doherty

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