

**MASSACHUSETTETS BOARD REGISTRATION IN EMBALMING AND  
FUNERAL DIRECTING**

**PUBLIC SESSION MINUTES**

Tuesday, September 8, 2015 10:00 a.m.

1000 Washington Street, Boston

Conference Room 1D

**Board Members Present:**

Dahria Williams-Fernandes

Paul Phaneuf

Peter Stefan

Thomas O'Donnell

Carolyn Lindsay

**Public Members Present:**

**Staff Members Present:**

Colleen Cavanaugh, Assoc. Exec. Director

Rachael Pauze, Board Counsel

Margaret Nolan

Jack Barry

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Meeting Called to order at 10:13 a.m.

**Evacuation Procedure:**

Ms. Cavanaugh discussed safety procedures in the event of emergency.

**Discussion:**

- Minutes

**A motion was made by Mr. Stefan, seconded by Mr. Phaneuf, and it was:**

**Voted unanimously to accept the minutes of the July 14, 2015 meeting.**

**A motion was made by Ms. Lindsay, seconded by Mr. Phaneuf, and it was:**

**Voted unanimously to accept the minutes of the August 4, 2015 meeting.**

- Apprentice licenses older than six years

The board discussed what the requirements will be for individuals who want to keep their apprentice license. The board determined that if an individual was currently enrolled in school (mortuary science) they could petition the board to keep the apprentice license.

Each petition would be dealt with on a case to case basis. If the individual is not currently enrolled in school (mortuary science) the individual would need to submit an application for a funeral assistant license. If the individual is approved to keep the apprentice license he/she would have to enter into a conditional licensure agreement/

**A motion was made by Mr. Phaneuf, seconded by Ms. Lindsay, and it was:**

**Voted unanimously to accept the above motion.**

Jack Barry petitioned the board to keep his apprentice license.

**A motion was made by Mr. Phaneuf, seconded by Mr. O'Donnell, and it was:**

**Following a roll call vote, with Ms. Williams Fernandes abstaining, Voted by majority to allow Mr. Barry to enter into a conditional licensure agreement for his apprentice license.**

- Review of Board's Regulations pursuant to Executive Order 562

The Board discussed the Board's regulations at 239 CMR 3.00 – 5.00 and considered changes that would make them more consistent with Executive Order 562. The discussion covered 239 CMR 3.00 through 239 CMR 5.00. In particular, the discussion focused around the following areas:

The Board went back and edited section 3.07 (1).

#### **MATTERS NOT REASONABLY ANTICIPATED BY THE CHAIR**

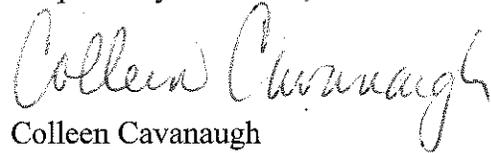
The Board has requested follow up for the following items:

- Check with Robert Fortes on the status of a meeting with the Medical Examiners office
- Confer with Robert Fortes on facilitating a meeting with Registry of Motor Vehicles regarding hearse plates
- Try to obtain a copy of the Massachusetts exam so the board can review for regulation compliance.

**3:32 p.m. Adjournment**

Mr. O'Donnell moved to adjourn the meeting. Motion seconded by Ms. Lindsay.  
Motion passed unanimously

Respectfully submitted,



Colleen Cavanaugh  
Associate Executive Director

List of Documents used at the meeting:

Agenda for the September 8, 2015 meeting  
Copy of the Board's Draft Regulations