

**Massachusetts Board of Registration in Embalming and Funeral Directing  
Public Session Minutes  
Meeting of 2/16/16**

Held at  
1000 Washington Street, Boston, MA, 02118  
At 10:00 a.m.  
Room 1D

**Board Members Present:**

Patrick Driscoll  
Thomas O'Donnell  
Paul Phaneuf  
Peter Stefan (arrived at 11:15 a.m.)

**Board Members Absent:**

Carolyn Lindsay

**Staff Members Present:**

Michael Hawley, Executive Director  
Shara Benedetti, Associate Executive Director  
Charles Kilb, Board Counsel  
Christopher Carroll, Chief Investigator

**Others Present:**

Jonathan Heimberg	Paul Freeman
Jasmine Tanguay	Frederick Wobrock
Leonard Norton	Mark Cedarfield
Roger Grondin	Timothy Horan
Michael Ahearn	Christine Hatfield
Barry Governan	Michael Sowyrda
William Jackson	Barbara Kazmierczak
Mark Chapman	Burnham Peterson
Christopher Luciano	

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**Call to Order**

Mr. O'Donnell called the meeting to order at 10:01 a.m. Board staff reviewed building evacuation procedures and noted the location of restrooms.

**Investigative Session Case, Investigative Conferences, Settlement Offers: Closed session pursuant to M.G.L. c. 112, § 65C**

Mr. O'Donnell moved to suspend the open meeting and enter into investigative conference closed session pursuant to M.G.L. c. 112, § 65C, seconded by Mr. Phaneuf. The motion passed unanimously.

Upon returning to open session, the Board reported the following:

The Board was updated regarding the status of pending investigations. The Board took the following actions:

Docket No. SA-EM-16-012: Complaints to be opened.

Docket No. SA-FE-16-152: Complaint to be opened.

Docket No. FE-16-017: Referred to prosecutions.

Docket No. EM-16-007: Referred to prosecutions.

Docket No. EM-16-013: No action taken at this time. Tabled for review at the next board meeting.

Mr. Phaneuf moved to re-open the open meeting, seconded by Mr. Driscoll.  
**Motion passed unanimously.**

At 12:00 p.m. Mr. Driscoll moved to adjourn for lunch, seconded by Mr. Phaneuf.  
**Motion passed unanimously.** Mr. O'Donnell announced that the meeting would resume at 1:05 p.m.

### **Review of Minutes**

The Board reviewed the minutes of the meeting held on January 19, 2016.

Mr. Driscoll moved to accept the minutes of meeting held on January 19, 2016, seconded by Mr. Phaneuf.

**Motion passed unanimously.**

### **Schedule Next Board Meeting**

After discussion, the Board decided to hold one meeting during the month of March. The Board will revisit the issue of whether or not to schedule meetings once per month in the future at a later date. The Board scheduled the next board meeting for March 15, 2016. The meeting previously scheduled for March 1, 2016 is cancelled.

### **Correspondence**

- Letter from the International Conference of Funeral Service Examining Boards, dated January 25, 2016 along with a model application for funeral service.

The Board reviewed the model application and appreciated the correspondence. No response necessary.

- Letter dated January 29, 2016 from the International Conference of Funeral Service Examining Boards in regards to elections for the board of directors.

The Board reviewed the letter, and appreciated the correspondence. No response necessary.

#### **Report from Executive Director Michael Hawley**

Mr. Hawley provided the Board with an update on the progress of the new E-licensing system. Mr. Hawley indicated that data conversion has begun and he is hopeful that testing scenarios will begin in March of 2016. Mr. Hawley explained that the new system will account for relationships that are not currently accounted for in the present system. Once the new system is in place, funeral apprentice and funeral assistant applications will no longer be submitted through PCS. Mr. Hawley hopes that the system will be in place by late August of 2016. Mr. Hawley also reported that he has contacted PCS in regards to the exam questions previously reviewed by the Board. Finally, Mr. Hawley reported that the Massachusetts Funeral Director Association has invited staff members of the Board to speak at a membership meeting in June.

#### **Report from Legal Counsel, Charles Kilb**

Mr. Kilb reported that his is still waiting on final review of the proposed regulations.

#### **Report from Christopher Carroll, Chief Investigator**

Mr. Carroll had nothing to report. No formal action taken.

#### **Transition from a Type 3 to Type 6- Review and vote on application**

The Board met with the following applicant:

- Roger Grondin

Mr. Phaneuf moved to accept the above applicant, seconded by Mr. Driscoll

**Motion passed unanimously.**

#### **Apprentices – Review and vote on applications**

The Board met with the following funeral apprentice applicant:

- Rachel Spencer

Mr. Phaneuf moved to accept the above applicant, seconded by Mr. Driscoll.

**Motion passed unanimously.**

**Funeral Assistants, First Time - Review and vote on applications**

The Board met with the following applicant:

- William Jackson

Mr. Phaneuf moved to accept the above applicant, seconded by Mr. Driscoll.

**Motion passed unanimously.**

**Funeral Assistants (Transition from Apprentice)**

The Board met with the following Funeral Assistant Applicants:

- John Flynn
- Leonard Norton
- Burnham Peterson

Mr. Phaneuf moved to accept the above applicants, seconded by Mr. Driscoll.

**Motion passed unanimously.**

**Establishment Certificate Applications**

The Board reviewed the following establishment applications:

- Worcester Funeral, Inc.
- South Coast Chapel Mortuary
- Schlossberg-Solomon Memorial Chapel

Mr. Phaneuf moved to accept the above establishment applications, seconded by Mr. Driscoll.

**Motion passed unanimously.**

**Wall Certificates**

- Richard T. Saunders Funeral Home, Inc.
- J.B. Cole & Sons d/b/a Chapman Cole & Gleason
- Russell & Pica Funeral Home
- Cataudella Funeral Home
- Whittier-Porter Funeral Home

- O'Keefe-Wade Funeral Home

**All wall certificates were signed.**

### **CEU Provider Applications**

#### **Order of the Golden Rule**

- 2016 Young Professional Event
- Unhackable: Procedure for Protecting You & Your Client Families' Info
- How Body Presentation Can Make or Break the Casket
- How Have the Talk of Lifetime Will Increase ROI: A Case Study
- The WHY of Meaningful Funerals: Helping Families Make Transformations
- 2016 Annual Conference & Supplier Showcase

#### **NFDA**

- Marketing Cremation for Profitability
- Certified Preplanning Consultant (CPC) Program
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- Leading the Conversation: Connecting with Seniors in Arrangement Conferences
- Community & Family Engagement: Filling the Void
- Roundtable Discussions
- Seeing is Believing: Facial Reconstruction Techniques & Transforming the Decomposed
- Win/Win Thinking in a Win/Lose Market
- Peaks, Pitfalls, and Parades, oh My!

#### **ICCFA**

- 2016 ICCFA Annual Convention & Exposition

#### **The Conference**

- 112th Annual Meeting

#### **Selected Independent**

- 2016 Spring Management Summit

#### **American Academy McAllister Institute of Funeral Service**

- Reading the Compass of Today's Consumers and the Changing Funeral Service Market
- Charting the Course to your Online Success: The Complete Funeral Home Guide to Search Engine Optimization
- Sailing the Seas of the Social Media World: The Complete Funeral Home Guide to Facebook, Pinterest and Other Popular Networks
- Mapping Out Your Cremation Strategy: Tips, Tricks & Solutions for Ultimate Success

- OSHA Annual Compliance Guidance for Funeral Homes
- Walking Through a Minefield Barefoot: Ethical Dilemmas in Family Dysfunction
- Breaking Bad: Attitudes and Ethics in Funeral Service
- How Knowledge of Death and Dying Will Help Us Become Better Funeral Directors
- Capturing the Cremation Shopper
- Making Sure your Funeral Home is Complying with the FTC Rule
- Common Missteps Made by Funeral Homes and Small Businesses
- The Intersection of Law and Ethics in the Funeral Industry

Mr. Driscoll moved to accept the above CEU provider applications, seconded by Mr. Phaneuf.

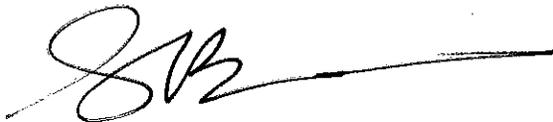
**Motion passed unanimously.**

**2:23 p.m. Adjournment**

Mr. O'Donnell moved to adjourn the meeting. Mr. Stefan seconded.

**Motion passed unanimously.**

Respectfully submitted,



Shara Benedetti  
Associate Executive Director

### List of Documents used at the meeting

Agenda for meeting held on February 16, 2016;

Minutes from meeting held on January 19, 2016;

#### Correspondence:

- Letter from the International Conference of Funeral Service Examining Boards, dated January 25, 2016 along with a model application for funeral service.
- Letter dated January 29, 2016 from the International Conference of Funeral Service Examining Boards in regards to elections for the board of directors.

#### Applications:

Type 3 transition to Type 6

- Roger Grondin
- Eugene McCarthy
- John McCarthy

Apprentices

- Rachel Spencer

Funeral Assistants (1<sup>st</sup> time)

- Michael McCormack
- Timothy McNamara
- Brian Taylor
- William Jackson

Funeral Assistants (transition from Apprentice)

- John Flynn
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#### Establishment Applications:

- Worcester Funeral, Inc.
- South Coast Chapel Mortuary
- Scholssberg-Solomon Memorial Chapel

### Wall Certificates:

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