

**Massachusetts Board of Registration in Embalming and Funeral Directing
Public Session Minutes
Meeting of 8/16/16**

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

Board Members Present:

Carolyn Lindsay
Thomas O'Donnell
Paul Phaneuf
Peter Stefan

Staff Members Present:

Shara Benedetti, Associate Executive Director
Charles Kilb, Board Counsel
Christopher Carroll, Chief Investigator
Robert Williams, Investigator

Others Present:

Andrew O'Connor	Samuel Lomme
Jeremy Poshkus	Margaret Rockwood
Ryan O'Hanlon	Alexis Rose
Seth Hobson	Michael Roberts
Anthony LaRose	Alexander Acher
Ryan Hassett	Michael J. Smith, Jr.
Fred Dello Russo, Jr.	Matthew J. Smith
Aaron Mizen	Eric MacCuish
Christen Bergeson	Brian Ellis
Amy Silva Rigtrup	Robert Rosano
Jeffrey Davis	John Plewa
William Souza	Richard Ross
Katie Manahan	Daniel Doucette
Bonnie Materas	
Elaine Sansoucy	
Nicholas Thomo	

Call to Order

Mr. O'Donnell called the meeting to order at 10:02 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

Ms. Lindsay 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:

FE-16-026: Send to prosecutions.

FE-16-027: Dismissed without prejudice.

EM-16-019: Tabled for September meeting.

SA-FE-16-023: Dismissed with advisory letter.

SA-FE-16-024: Close staff assignment, open complaint and send to prosecutions.

EM-16-013 and EM-16-014: The Board's settlement offer remains the same.

Quasi-Judicial Session: Final Decisions and Orders [Closed Session Pursuant to M.G.L. c. 30A, § 18]

At 10:52 a.m. Mr. Phaneuf moved, seconded by Mr. Stefan, to exit the investigative session and enter the Quasi-Judicial Session pursuant to M.G.L. c. 30A, § 18 for the purpose of making final decisions and orders.

Motion passed unanimously.

At 11:01 a.m. Mr. Phaneuf moved, seconded by Ms. Lindsay to exit the Quasi-Judicial session and re-enter the public session. **Motion passed unanimously.**

After returning to open session, the Board reported the following for the record:

A final decision was issued in the matter of Howard Allen, Docket No. FE-16-010.

Review of Minutes

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

Mr. Phaneuf moved, seconded by Mr. Stefan, to accept the minutes of the meeting held on July 19th, 2016.

Motion passed unanimously.

Schedule Next Board Meeting

After discussion, the Board decided to hold one meeting during the month of September. The Board scheduled the next board meeting for September 20th, 2016. The meeting previously scheduled for September 6th, 2016 is cancelled.

Pre-Need Reports

The Board reviewed updated reports provided by Board staff of all funeral establishments who have not submitted their pre-need reports or have submitted the report late. The Office of Investigations is still following up with the funeral establishments.

Report from Associate Executive Director Shara Benedetti

Ms. Benedetti reported that Board staff is still testing the converted data and has identified issues that will be corrected by E-Licensing staff. Mr. Benedetti expects the new system to be implemented on August 29th, 2016.

Report from Legal Counsel, Charles Kilb

Mr. Kilb indicated that the Executive Office of Administration and Finance has approved the Board's proposed regulations. The public hearing will be held at the Board's monthly meeting on September 20th, 2016 at 1:00 p.m.

Report from Christopher Carroll, Chief Investigator

Mr. Carroll had nothing to report during the public session. No formal action taken.

At 11:36 a.m. the Board adjourned for lunch. Mr. O'Donnell announced that the Board would return in approximately one hour.

Lunch Break

At 1:05 p.m. the public session resumed.

Application Review:

Type-3- Review and vote on applications

- Andrew O'Connor
- Jeremy Poshkus

Mr. Phaneuf moved to accept the above applicants, seconded by Ms. Lindsay. All in favor. **Motion passed unanimously.**

Type-6 – Review and vote on applications

The Board met with the following Type-6 applicants:

- Alexander Acher
- Christen Bergeson
- Aaron Mizen

Mr. Phaneuf moved to accept the above applicants, seconded by Ms. Lindsay. All in favor. **Motion passed unanimously.**

Apprentices – Review and vote on applications

The Board met with the following Funeral Apprentice applicants:

- Ryan Hassett
- Katie Manahan
- Kelsey McCulloch
- John Plewa
- Margaret Rockwood
- Alexis Rose
- Matthew Smith

Mr. Phaneuf moved to accept the above applicants, seconded by Ms. Lindsay. All in favor. **Motion passed unanimously.**

Funeral Assistants, First Time - Review and vote on applications

The Board met with the following Funeral Assistant applicants:

- Seth Hobson
- Bertrand LaRose
- William Livingston, Sr
- Samuel Lomme
- Robert Rosano
- William Sousa
- Nicholas Thomo

Mr. Phaneuf moved to accept the above applicants, seconded by Ms. Lindsay. All in favor. **Motion passed unanimously.**

Funeral Assistants (Transition from Apprentice)- Review and vote on applications

- Daniel Doucette
- Brian Ellis

Mr. Phaneuf moved to accept the above applicants, seconded by Ms. Lindsay. All in favor. **Motion passed unanimously.**

Wall Certificates

- Dockray & Thomas Funeral Home
- Robert J. Miller- Charlton Funeral Home
- Tewksbury Funeral Home

All wall certificates were signed

CEU Provider Applications

The Dodge Company

- 2017 Technical Seminar-Hawaii
- 2016 Dodge Wreaths Across America Project

Funeral Service Academy

- Safety within Funeral Homes
- Funeral Home Safety Overview
- Complying with the Federal Trade Commission Funeral Rule
- OSHA Compliance Guidance for Funeral Homes

ICCFA

- 2016 Fall Management Conference

Preferred Funeral Directors International

- 2016 PFDI Annual Convention

Waring-Sullivan Funeral Homes

- Wise Management of Grief Seminar Challenging the Paradigm: New Understandings of Grief and Sudden Traumatic Loss

Ms. Lindsay, moved, seconded by Mr. Phaneuf, to accept the above CEU provider applications. All in favor. **Motion passed unanimously.**

Mark S. Donovan Whitman Burial Vault Co.

- Whitman Burial Vault Co./Wilbert Seminar

Ms. Lindsay moved, seconded by Mr. Phaneuf to not approve the above application until the applicant provides and evaluation form and a certificate of participation. All in favor. **Motion passed unanimously.**

KAVOD, Independent Jewish Funeral Chapels

- KAVOD Fall Meeting

Ms. Lindsay moved, seconded by Mr. Phaneuf to not approve the above application until the applicant provides and evaluation form. All in favor. **Motion passed unanimously.**

1:39 p.m. Adjournment

Ms. Lindsay 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 August 16th, 2016

Minutes from meeting held on July 19th, 2016

Pre-Need report submission logs

Applications

Type 3

- Andrew O'Connor
- Jeremy Poshkus

Type 6

- Alexander Acher
- Christen Bergeson
- Aaron Mizen

Apprentices

- Ryan Hassett
- Katie Manahan
- Kelsey McCulloch
- John Plewa
- Margaret Rockwood
- Alexis Rose
- Matthew Smith

Funeral Assistants (1st time)

- Seth Hobson
- Bertrand LaRose
- William Livingston, Sr.
- Samuel Lomme
- Kevin L. Martin
- Robert Rosano
- William Sousa
- Neal Swartz
- Nicholas Thomo

Funeral Assistants (Transition from Apprentice)

- Daniel Doucette
- Brian Ellis

Wall Certificates:

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- Robert J. Miller- Charlton Funeral Home
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