

**Massachusetts Board of Registration in Embalming and Funeral Directing  
Public Session Minutes  
Meeting of 5/21/19**

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

**Board Members Present:**

Patrick Driscoll  
Paul Phaneuf  
David Brezniak  
Richard Gormley

**Staff Members Present:**

Michael Hawley, Executive Director  
Thomas F. Burke, Assoc. Executive Director  
Bruce Hopper, Chief Board Counsel  
Robert Williams, Investigator

**Board Members Absent:**

Janet Leombruno

**Members of the Public Present:**

Reid McHoul  
Mercedes Valdez  
Shawn Hardin  
Kathleen Doran Boyle  
Henry C. Boyle  
Gregory B. Gallagher  
Matthew R. Pichi  
Kenneth Casper  
Meghan Gwozdz  
Frank A. Smith  
Andrew J. Correia  
Alfred F. Almeda, Jr.  
Tina Glover  
Bobo LaRocco

Russell F. Peck, Jr.  
Muhammad Ramzan  
Nawal Ahmed  
Howlader Rahmay  
Emily Pontbriant  
Victor Buonfiglio  
Hannon Javid  
William Saunders  
Khalid Naseem  
Victor Watson  
Katie Bairos  
Imam Asif Hirrano  
Fatima Idris  
Habeebunnisa Ahmed

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**Call to Order**

Mr. Phaneuf called the meeting to order at 10:14 a.m. Board staff reviewed building evacuation procedures and noted the location of restrooms.

**Review of Minutes**

The Board reviewed staff prepared public session minutes of the meeting held on April 16, 2019.

**Mr. Driscoll moved to accept staff prepared public session minutes of the meeting held on April 16, 2019. Mr. Gormley seconded the motion. Motion passed unanimously.**

**Report from Executive Director Michael Hawley**

Mr. Hawley deferred his report to the discussion on Pre-need Reports.

**Report from Chief Legal Counsel, Bruce Hopper**

No report.

**Application Review:**

**Type 6 – Review and vote on applications**

- Emily Collazo Pontbriant
- Matthew Pichi
- William Saunders
- Gregory Gallagher
- Meghan Gwozdz
- Andrew Correia

**Mr. Driscoll moved to approve the above candidates for licensure. Mr. Brezniak seconded. The motion passed unanimously by those members present.**

The above candidates were sworn in.

**Type 3**

- Richard L. Schaufenbil Jr

Mr. Driscoll reported that Mr. Schaufenbil was unable to attend the meeting due to a family emergency. Mr. Schaufenbil will be invited to the June, 2019 Board meeting.

**Funeral Establishments and Type 3 – Review and vote on applications:**

- **Bishop Funeral Home**
- **Victor Watson – Type 3 Funeral Director**

The Board reviewed the Bishop Funeral Home Establishment Certificate application in conjunction with Mr. Watson's Type 3 Funeral Director application. Mr. Williams stated that upon inspection the funeral establishment is in compliance and ready to be approved. After brief discussion, Mr. Brezniak moved to approve both the Type 3 and Establishment Certificate application for Bishop Funeral Home and Mr. Driscoll seconded. The motion passed unanimously.

- **Worcester Islamic Center Funeral Home**
- **Mohammed Hussain – Type 3 Funeral Director**

The Board reviewed the Worcester Islamic Center Funeral Home Establishment Certificate application in conjunction with Dr. Hussain's Type 3 Funeral Director application. Due to professional reasons, Dr. Hussain was unable to attend the Board meeting. Mr. Williams noted that upon his inspection the funeral establishment is in compliance. Mr. Burke reported that the application paperwork is in order. After discussion, the Board offered conditional approval to Dr. Hussain's Type 3 Funeral Director application. The Board requested, and Mr. Hardin agreed, that Dr. Hussain attend the June, 18, 2019 Board meeting to complete the review of his application for funeral registration. The Board also approved the Worcester Islamic Center Funeral Establishment. Mr. Brezniak moved to approve the Type 3 application on the condition that Dr. Hussain meet with the Board and the Establishment Certificate application. Mr. Driscoll seconded. The motion passed unanimously.

- **Mortimer N. Peck Funeral Chapels – Weymouth**

The Board reviewed the Mortimer N. Peck Funeral Chapels (Weymouth) Funeral Home Establishment Certificate application. The application was in order and the establishment was duly inspected by Mr. Williams. Mr. Gormley moved to approve the Establishment Certificate application and Mr. Brezniak seconded. The motion passed unanimously.

- **Taunton Memorial Funeral Home**

The Board reviewed the Taunton Memorial Funeral Establishment Certificate application. Mr. Williams noted that the funeral establishment expects to be in compliance within the next few months. In discussion with the Board, Mr. Mark Cedarfield stated that he anticipates the establishment will be in compliance after the completion of a second disability entrance ramp. The Board approved a conditional licensure agreement for the Taunton Memorial Funeral Establishment with full approval contingent upon completion of the compliance by August 1, 2019. Mr. Driscoll moved to approve the Establishment Certificate application and Mr. Gormley seconded. The motion passed unanimously.

### **Discussion:**

- **Boston Cremation Funeral Establishment – Conditional Licensure Extension Request**

Mr. Victor Buonfiglio, Type 3 Funeral Director, met with the Board to request an extension to the conditional licensure agreement for Boston Cremation Funeral Establishment. Mr. Buonfiglio explained that he requires additional time to complete construction for compliance. After brief discussion, the Board approved Mr. Buonfiglio's request for the extension of conditional agreement until October 15, 2019. The Board instructed Mr.

Williams to inspect and report back to the Board. Mr. Gormley moved to approve and Mr. Brezniak seconded. The motion passed unanimously.

- **Pre-need Reports**

Mr. Hawley reported that he composed a list of funeral establishments who failed to meet the required deadline for submitting funeral pre-need reports. Mr. Williams noted that he has received many of the delinquent reports through his efforts to follow up with the funeral establishments directly. He explained that some of the funeral homes submitted incorrect forms. He also reported that some establishments are now closed. The Board instructed Mr. Hawley to have funeral homes submit corrected forms. Mr. Hawley will report that he will provide the Board a composite number of missing pre-need reports

- **Hearses**

This discussion is ongoing. The Board Chair, Mr. Phaneuf, raised a concern that the Registry of Motor Vehicles may be providing commercial license plates for all hearse vehicles. After discussion, the Board directed Mr. Williams to investigate the matter and report back to the Board.

- **Cape Cod Community College**

The Board discussed the number of former Mt. Ida College students now completing coursework and degrees at Cape Cod Community College.

### **Continuing Education Provider Applications:**

#### **NFDA**

- Re-energizing State Association Membership
- Breakout by office
- The Headliners: Communications Coaching
- Re-energizing State Association Membership: Part 2: The Situation Room
- Leadership & Accountability When It Matters
- Techniques for Embalming & Reconstruction for Trauma including Organ and Tissue Cases
- Online Reviews: Getting Good Ones and fixing Bad Ones
- Lessons from the Web
- Facing the Judge; How Proper Paperwork can Save Your Firm
- Nurturing Families for Life
- Case Study: Opening a Greif Counseling Center
- Inside the Courthouse
- Reconstructive Techniques for Severe Trauma
- Funeral Financing and Payment Strategies for your Families
- Grieving Dads: to the Brink and Back
- Inside the Numbers

- Increasing online leads
- Is It Time to Buy a Funeral Home?
- Cemeteries: A Bold Response Part 2
- What the Public Won't Tell You...But the Hairdresser Will!
- FTC Funeral Rule: Reducing your Risk
- Post Procurement Embalming Best Practices
- Mortuary Mission; Dover's Silent History
- Lingering Liability: Inside the Cemetery
- Permission to Grieve
- What Consumers Expect of You Right Now
- Creating Memorable Experiences Inside Your Funeral Home
- From the Cot to the Chapel
- Be Here Now: Exploring Mindfulness and Meditation
- Personalization Through Storytelling and Event Planning
- Is it Sexual Harassment?
- Business Succession Planning
- Traveling the World: Funerals Past and Present
- Creating WE Relationships
- Hospice is Where the Heart Is
- Community Outreach and the Opioid Epidemic: How to Reverse an Overdose with Naloxone
- The Millennial Director
- Planning Your Exit Strategy
- Elevate Your Embalming Skills Now!
- Therapy from Man's Best Friend
- It not 'Just a Cremation'
- Defusing Conflict in the Arrangement Room: Strategies from Family Therapists
- The Youth and Funerals Initiative: Connecting with Your Community
- Active Shooter Preparedness Training
- 2019 NFDA international Convention EXPO

## **MFDA**

- 2019 Cremation Planning Strategies

## **Flanner Buchanan**

- Heightened Awareness: Addressing Potential Violence at a Funeral Home – Captain Shawn Tompkins

## **Funeral CE**

- OSHA Emergency Action Plans for Funeral Homes

## **Pennsylvania Funeral Directors Association**

- Putting Community in Outreach
- The 3 E's for Cremation Success; Employees, Expectations, Engagement
- Can You Actually Still Make Money in Funeral Service?
- If It's Not in Writing, It Didn't Happen: The Importance of Having Proper Paperwork
- Checklist for Success: Essentials for New Owners

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

- Educating the Families you Serve about the “WHY” of the Funeral

**Mr. Driscoll moved to approve and accept all of the above continuing education courses. The motion was seconded by Mr. Brezniak. The motion passed unanimously.**

### **Closed session, Investigative Conferences, Settlement Offers [Closed pursuant to M.G.L. c. 112, § 65C]**

At 1:08 p.m., Mr. Brezniak moved to suspend the open meeting and enter into closed session to conduct investigative conferences to discuss disciplinary cases pursuant to M.G.L. c. 112, § 65C. The motion was seconded by Mr. Driscoll. **The motion passed unanimously.**

During the closed session, the Board took the following actions:

#### **Investigative Conferences, Settlement Offers and Pre-need Reports**

- 2018-001210-IT-ENF – Forwarded to Prosecutions. Mr. Phaneuf recused himself took no part in the discussion of our deliberation on this matter.
- 2018-000874-IT-ENF – Forwarded to Prosecutions.
- 2018-000875-IT-ENF – Forwarded to Prosecutions.
- 2018-000253-IT-ENF – Dismissed.

The Board voted to issue complaints against funeral establishments that did not submit pre-need reports in a timely manner and send to prosecutions.

### **Adjournment**

**At 1:55 p.m. Mr. Brezniak moved to adjourn the meeting. Mr. Gormley seconded the motion. Motion passed unanimously.**

### **List of Documents used at the meeting:**

1. Agenda
2. Minutes from previous meeting(s) where applicable
3. Applications for personal registration
4. Establishment Licensure Applications
5. Continuing education provider applications

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michael Hawley". The signature is fluid and cursive, with a large initial "M" and a stylized "H".

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Michael Hawley  
Executive Director