

**Massachusetts Board of Registration in Embalming and Funeral Directing
Public Session Minutes
Meeting of 6/18/19**

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
Janet Leombruno

Staff Members Present:

Michael Hawley, Executive Director
Thomas F. Burke, Assoc. Executive Director
Esther Laine, Deputy Director of Boards
Bruce Hopper, Chief Board Counsel
Robert Williams, Investigator
Nicole Chakraborty, Legal Intern
Colton Kaiser, Legal Intern

Members of the Public Present:

Mohammed A. Hussain
Shawn Hardin
Manolito Diaz
Richard Schaubenfil
Khalid Naseem
Muhammad Ramzan
Habeebunnisa Ahmed

Farrukh Shahzad
Emily Pontbrian
Victor Buonfiglio
Virginia Torti
Charlene Gimalski-Lambert
Katherine Lambert-Bairos
John Hinckley

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 May 21, 2019.

Mr. Gormley moved to accept staff prepared public session minutes of the meeting held on May 21, 2019. Mr. Brezniak seconded the motion. Motion passed unanimously.

Report from Executive Director Michael Hawley

Mr. Hawley reported to the Board that he has met with Mr. Williams to coordinate the final review of pre-need reports. The Board chair inquired whether license registration renewals will be available online and Mr. Hawley stated that both online and paper renewals will be

available in the fall. Mr. Hawley noted that Mr. Jethro Ashley is unable to attend due to infirmities and encouraged the Board to consider his application as part of the review.

Report from Chief Legal Counsel, Bruce Hopper

Mr. Hopper introduced the Board to Ms. Esther Laine, deputy director of Boards. He reported that the Division of Professional Licensure has a new commissioner, Ms. Diane Symonds; a new deputy commissioner, Mr. Ron Cogliano; and a new Chief Operating Officer, Mr. Sean Powers.

Board member, Mr. Patrick Driscoll, arrived at 10:32 a.m.

Application Review:

Type 6 – Review and vote on applications

- Manolito Diaz
- Katherine V. Lambert-Bairos
- John Jason Hinckley
- Jethro Ashley (Transition from Type 3 to Type 6)

The Board received notification from the sponsor of Mr. Ashley that Mr. Ashley could not attend due to infirmities. The Board included his application as part of the Type 6 review. Ms. Leombruno moved to approve the above candidates for licensure. Mr. Driscoll seconded. The motion passed unanimously.

Type 3

- Richard L. Schaubenfil Jr
- Mohammed Hussain

Ms. Leombruno moved to approve the above candidates for licensure. Mr. Brezniak seconded. The motion passed unanimously by the Board members present.

Ms. Leombruno departed the Board meeting at 10:52 a.m.

Discussion:

- **Hearses**

Mr. Williams reported that he emailed Phyllis Burke of the Registry of Motor Vehicles to request a complete list of all hearse license plates as well as commercial plates in the Commonwealth of Massachusetts. The Board noted that it is seeking clarification regarding who may register hearse plates in the Commonwealth.

Continuing Education Provider Applications:

NFDA

- Embalming and Restorative Arts Seminar – Nashville, TN

ICCFA

- 2019 ICCFA University

New Jersey Funeral Service

- Building a Highly Engaged Workforce
- Be the Ethical Difference: Sexual Harassment in the Funeral Home
- The Ultimate After Party
- Overcoming Difficult Embalming Challenges
- Honoring Those Who Served: Military Funeral Protocols and Procedures
- Funerals Build More Resilient Kids: The Importance of the Youth & Funerals Initiative
- Embalming Basics
- Reputation Management in Today's Online World

Cremation Association of North America

- CANA's 101st Annual Cremation Innovation Convention

Cape Cod Community College

- Bloodborne Pathogens & Infection Control for the Funeral Service Provider

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 by Board members present.

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

At 11:03 a.m., Mr. Driscoll 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. Brezniak. **The motion passed unanimously by Board members present.**

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

Investigative Conferences, Settlement Offers and Pre-need Reports

- 2018-000051-IT-ENF – Provided guidance to the Prosecutor. Mr. Brezniak recused himself took no part in the discussion of our deliberation on this matter.
- 2019-000444-IT-ENF – Dismissed. Mr. Phaneuf recused himself took no part in the discussion of our deliberation on this matter.

The Board reviewed the list of funeral establishments to be disciplined for failure to submit pre-need reports in a timely manner.

Adjournment

At 11:44 a.m. Mr. Gormley moved to adjourn the meeting. Mr. Brezniak 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,



Michael Hawley
Executive Director