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Commonwealth of Massachusetts
Division of Occupational Licensure
Board of Registration in Embalming and
Funeral Directing

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Embalming and Funeral Board Meeting Open Session Minutes

In accordance with the provisions of G.L. c. 30A § 20, the Board has convened a regular monthly meeting on November 18, 2025, in a virtual format.

INFORMATIONAL NOTE: All votes were taken by roll call.

Board members present: Rebecca Ridley (10:27am), Richard Gormley, Paul Phaneuf, Patrick Driscoll, Janet Leombruno (10:30am)

Board Members absent:

DOL Staff present: Colleen Maloney, Mike Ryan, John Hill, Peter Kelly, James Curley

At 10:12 AM the Chair called the meeting to order, and the Acting Executive Director noted the meeting was being recorded.

Welcome and Swearing in of new applicants

The Board welcomed the following Assistants and Apprentices into the profession

- Funeral Home Assistant Applicants
 - Steven Rogers, David Bowling
- Embalming Apprentice Applicants
 - Alyssa Thibault

The Board conducted the swearing-in for the following Funeral Director Type 6 Applicants

- Mark Kalinowski,
- Richard Nicholas,
- Autumn Cooper,
- Christopher Marks,
- Bridget Doherty,
- Seamus Slinger,
- Jamie Heath

Approval of Minutes

- Public Minutes from the September Board Meeting
 - MOTION by Richard Gormley to approve September Meeting Minutes. Patrick Driscoll seconded. The Chair called for a Roll Call Vote,
 - Members in favor: Rebecca Ridley, Richard Gormley, Paul Phaneuf, Patrick Driscoll,

Janet Leombruno

- Members opposed: None
- Motion Passed

- Public Minutes from the October Board Meeting
 - MOTION by Richard Gormley to approve October Meeting Minutes. Rebecca Ridley seconded. The Chair called for a Roll Call Vote,
 - Members in favor: Rebecca Ridley, Richard Gormley, Paul Phaneuf, Patrick Driscoll, Janet Leombruno
 - Members opposed: None
 - Motion Passed

Executive Director Report:

- The Board welcomed James Curley – the new Executive Director for the Board.
- Board reviewed administratively approved CEUs
- Pre-Needs 2026 form updates: Acting Executive Director noted all paper pre-needs will be mailed back and Establishments are required to use the online form.
- Online PSI portal: Acting Executive Director updated the Board on PSIs transition to online applications. Currently individuals have the option to use paper or the online portal, however PSI is transitioning to online only.

Board Counsel Report:

- Board Counsel confirmed regulations are ongoing and indicated the Board would hear Kellie Demers request to extend apprenticeship as a matter not reasonably anticipated.

Discussion:

- Downgrading of licenses: the Agency provided continued guidance regarding current type 3's wishing to downgrade to a type 6. Individuals will be required to reach out to the agency and apply for a reinstatement of their type 6 without reexamination. If the licensee has a previous license type no longer issued, the agency will issue them a new type 6.
- Election of Officers
 - MOTION made by Patrick Driscoll to table to December meeting. Seconded by Rebecca Ridley. The Chair called for a Roll Call Vote,
 - Members in favor: Rebecca Ridley, Richard Gormley, Paul Phaneuf, Patrick Driscoll, Janet Leombruno
 - Members opposed: None
 - Motion Passed
- 2026 Meeting dates
 - MOTION by Richard Gormley to approve 2026 Meeting Dates for the 3rd Tuesday of the month. Patrick Driscoll seconded. The Chair called for a Roll Call Vote,
 - Members in favor: Rebecca Ridley, Richard Gormley, Paul Phaneuf, Patrick Driscoll, Janet Leombruno
 - Members opposed: None
 - Motion Passed
- Renewals update: the Agency provided an update on renewals and reminded individuals they must be current to practice.
 - MOTION made by Patrick Driscoll to table to December meeting. Seconded by Rebecca

Ridley. The Chair called for a Roll Call Vote,

- Members in favor: Rebecca Ridley, Richard Gormley, Paul Phaneuf, Patrick Driscoll, Janet Leombruno
- Members opposed: None
- Motion Passed

Public Comment:

- Preneed inquiry: Board Counsel provided an overview regarding the written inquiry from J. Williams, dated 11-12-25 and what is required by the Board regarding transferring funding assets for established preneeds. Monitoring is not in within the Board’s direct authority.

Matters not reasonably anticipated by the Chair 48 hours in advance of the meeting:

- Kellie Demers Apprentice License Extension
MOTION by Patrick Driscoll to approve Apprentice License Extension One Renewal Cycle. Richard Gormley seconded. The Chair called for a Roll Call Vote,
 - Members in favor: Rebecca Ridley, Richard Gormley, Paul Phaneuf, Patrick Driscoll, Janet Leombruno
 - Members opposed: None
 - Motion Passed

At 11:06 am, the Board moved to exit the Public Session and enter Closed Session for the purpose of conducting settlement and investigatory conferences pursuant to G. L. c. 112, § 65C. MOTION made by Rebecca Ridley. Seconded by Janet Leombruno The Chair called for a Roll Call Vote

- Members in favor: Rebecca Ridley, Richard Gormley, Paul Phaneuf, Patrick Driscoll, Janet Leombruno
- Members opposed: None
- Motion Passed

1) Investigative Conference (Closed session) (M.G.L. c. 112, § 65C)

a. During closed session, the Board took the following actions

Docket	Status
2025-000948-IT-ENF	Dismissed
2025-000949-IT-ENF	Dismissed
2025-001048-IT-ENF	Dismissed
2025-205724-FI-ENF	Referred to Prosecutions

Adjournment

11:49pm, Patrick Driscoll moved to exit closed session, and to enter open session thereupon to adjourn the meeting. Seconded by Richard Gormley. The Chair called for a Roll Call vote,

- Members in favor: Rebecca Ridley, Richard Gormley, Paul Phaneuf, Patrick Driscoll, Janet Leombruno
- Members opposed: None

- Motion Passed

Documents used in the Open Public session:

- Agenda for November 18th 2025 Board meeting
- Draft Minutes of October and September Open Meeting
- Documents submitted regarding Preneed Inquiry
- Documents submitted with Kellie Demers license request
- List of Licensees for Welcoming and Swearing in
- List of Administratively approved CEUs

Executive Director

James Curley