

COMMONWEALTH OF MASSACHUSETTS
BOARD OF REGISTRATION IN EMBALMING AND FUNERAL DIRECTING
MINUTES OF THE NOVEMBER 21, 2023, OPEN PUBLIC MEETING

Board Members Present in person:

Paul Phaneuf, Chair
Patrick Driscoll, Secretary
David Brezniak, Member
Richard Gormley Member

Board Members Present remotely:

Janet Leombruno, Member

DOL Staff Present in person at various times during the meeting:

Jenna Hentoff, Board Counsel (JH)
Kathleen McNally, Executive Director (KM)
Robert Williams, Office of Investigations (RW)
John Hill (JEH)
Colleen Maloney (CRM)
Andrew Lutynski (AL)

DOL Staff Present remotely at various times during the meeting:

Bryan Freitas, Supervisor, Office of Investigations
Seth Henderson, Attorney, Office of Prosecutions

Public Attendees: Margie Nolan, Tara McGrath, Sandy Ward, Greg Silva

Board Members and Staff attended as noted, with members of the public attending remotely.

1. KM made note of the Board Members, Staff, and the public in attendance.
2. KM advised as to the recording of the public meeting.
3. The Chair called the meeting to order at 10:11 AM with advisement as to the location of Rest Rooms, Exits, and Fire alarm procedures for this location.
4. The Chair led the discussion of the Open Public Meeting Minutes from October 17, 2023. A **MOTION** to approve the minutes as submitted was made by PD. Seconded by DB. The Chair called for a roll call vote:

Paul Phaneuf - Yes
Patrick Driscoll - Yes
Richard Gormley - Yes
David Brezniak – Yes

Janet Leombruno – Yes

The Motion passed.

5. The Administratively Approved License Registrations Report was provided to the Board for acceptance:

EM Board Licensed Registrants and Establishments:

Ronald Bogdanski, Doane Beal & Ames, Hyannis, 10-19-23 – 51433-EM-6

Joseph Costa, Cherry Place Home of Memorial Tribute, Fall River, 10-25-23 – 1051-EM-FA

Nicole Snell, Waring-Sullivan Cherry Place Funeral & Cremation Svcs, 10-27-23 – 51435-EM-6

Aldan Martin, Martin Funeral Services, Tyngsboro, 10-30-23 – 1052-EM_FA

Jonathan Mallows, Martin Funeral Services, Tyngsboro, 10-30-23 – 1053-EM-FA

William Brewer, Duffy-Poule Funeral Home, Canton, 10-30-23 – 1054-EM-FA

John Currier, Roncy Funeral Home, North Grafton, 10-30-23 – 1055-EM-FA

Henry Boyle, McCarthy, McKinney & Lawler Funeral Home, Framingham, 10-30-23 – 51436-EM-6

Kathleen Boyle, Alton Funeral Home, Acton, 10-30-23 – 51437-EM-6

Milestone Partners... - dba Ascher Zimmerman, Springfield, 10-25-23 – 1085-FE-FE

Milestone Partners... - dba Ratell Funeral Home, Springfield, 10-31-23 – 1086-FE-FE

Milestone Partners... - dba Tylunas Funeral Home, Chicopee, 10-31-23 – 1087-FE-FE

Milestone Partners... - dba Dyer Lake Funeral Home, Attleboro Falls, 11-6-23 – 1088-FE-FE

Milestone Partners... - dba Toomey-O'Brien Funeral Home, W. Springfield, 11-6-23 – 1089-FE-FE

Milestone Partners... - dba Wilbraham Funeral Home, Wilbraham, 11-6-23 – 1090-FE-FE

Milestone Partners... - dba N.E. Funeral & Cremation Center, Springfield, 11-6-23 – 1091-FE-FE

John Paul Bellerose-Stevens, Silva-Faria F.H., Fall River, 11-7-23 – 6550-EM-A

Alana E. Audet, Byron Keenan Funeral Home & Cremation, E. Longmeadow, 11-7-23 – 6551-EM-A

Kevin C. McGuigan, Chapman, Cole & Gleason, Mashpee, 11-7-23 – 1056-EM-FA

Christina Ball, Nickerson Bourne Funeral Home, Bourne, 11-8-23 – 6552-EM-A

Heather Short, John J Brown Funeral Home-Short and Rowe, Marlborough, 11-8-23 – 6553-EM-A

Ann Light, Keohane Funeral Home, Fall River, 11-8-23 – 6554-EM-A

Justin Souza, Waring Sullivan Cherry Place Funeral & Cremation Svc, Fall River, 11-8-23 – 51438-EM-6

Suhey Caro, Hays Funeral Home, Northborough, 11-13-2023 – 6555-EM-A

Kurtis Grey, Bartlett Funeral Home, Plymouth, 11-17-2023 – 1057-EM-FA

Antonio Riggio, NE Funeral & Cremation Center, Springfield, 11-17-2023 – 1058-EM-FA

Glenn Goda, Stanetsky Memorial Chapel, Brookline, 11-17-2023 – 1059-EM-FA

Hannah Goudreau, C.C. Shepherd Funeral Home, S. Weymouth, 11-17-2023 – 6556-EM-A

Cynthia Roman, Wester Mass Trade and Transfer, Nowak, 11-17-2023 – 6557-EM-A

Mikayla Danahy, Bartlett Funeral Home & Cremation Svcs, Plymouth, 11-17-2023 – 6558-EM-A

Jessica Tobin, Comfort Cremation, Worcester, 11-17-2023 – 6559-EM-A

After a brief discussion, a **MOTION** to accept the Administratively Approved License Registration Report as presented was made by PD. Seconded by JL. The Chair called for a roll call vote:

Paul Phaneuf - Yes

Patrick Driscoll - Yes

Richard Gormley – Yes

David Brezniak – Yes

Janet Leombruno – Yes

The Motion passed.

6. The Administratively Approved Continuing Education Course Report was provided to the Board for acceptance:

Administratively Approved Continuing Education Courses:

MKJ Marketing

- 2023 MKJ Summit – How Technology and Food Service Serve Families, (Napa, CA) 12.00 Hours

NFDA

- If Not Now, When?
 - The Harsh Truths of Your Business Succession Plan 1.00 Hour

CANA

- Aftercare: An Introduction 2.00 Hours
- Communication Skills Fundamentals 1.00 Hour
- Complying with the FTC Funeral Rule 1.00 Hour
- Cremation Arrangement Conference Best Practice 2.00 Hours
- Cremation and the Environment Online Course 2.00 Hours

- Ethics in Funeral Service 2.00 Hours
- Phone Shoppers: Your Best First Impression 1.00 Hour
- Presentation Without Preservation 1.00 Hour
- The Cremation Choice 2.00 Hours
- The Power of Presence: Introduction 2.00 Hours
- Three Tools for Improving Your Business 1.00 Hour

DENIED

CANA

- CANA's ONLINE Crematory Operations Certificate Program 8.00 Hour

After a brief discussion, a **MOTION** to accept the Administratively Approved Continuing Education Report as presented was made by DB. Seconded by RG. The Chair called for a roll call vote:

Paul Phaneuf - Yes
 Patrick Driscoll - Yes
 Richard Gormley - Yes
 David Brezniak - Yes
 Janet Leombruno – Yes

The Motion passed.

7. KM provided an update to the Board on the 2023 license renewals. The Chair discussed the fact that about 42 Funeral Director Licensees had not renewed their licenses by the October 31, 2023 renewal date. He asked the Executive Director to check into this and determine if Board staff can reach out to them. After a brief discussion, the Board took no further action.
8. The Board discussed the 2024 Board meeting proposed dates which are the following Tuesdays in calendar year 2024: January 16, 2024; February 20, 2024; March 19, 2024; April 16, 2024; May 21 2024; June 18, 2024; July 16, 2024; August 20, 2024; September 17, 2024; October 15, 2024; November 19, 2024; and December 17, 2024.

After a brief discussion, a **MOTION** to accept the proposed 2024 Board meeting dates, as presented, was made by DB. Seconded by PD. The Chair called for a roll call vote:

Paul Phaneuf - Yes
 Patrick Driscoll - Yes
 Richard Gormley – Yes
 David Brezniak – Yes
 Janet Leombruno – Yes

The Motion passed.

9. The Executive Director reported to the Board that DOL's Office of Investigations is conducting an audit of licensees to determine compliance with completing the annually required continuing education for license renewal. After a brief discussion, the Board took no further action.
10. Board Counsel JH reported to the Board that she is still reviewing the memorandum between the Office of the Chief Medical Examiner (OCME) and the Department of Transitional Assistance (DTA). JH is discussing with DOL Legal and Management and will report to the Board when she has more information to present. No Board action was taken at this time.
11. Investigator Robert Williams presented information for the Investigative Update on Licensed Funeral Establishments. Investigator Williams discussed the Robert J. Miller Funeral Establishment and reported that the business is no longer being sold as the buyer backed out of the sale. Investigator Williams notified the Board that he contacted the attorney for the funeral home to remove its website. There are approximately 46 preneed contracts, which have been funded and have been transferred to the Sitkowski, Malboeuf & Hickey Funeral Establishment in Webster, MA. Investigator Williams reported there are two pre-need contracts remaining which have not been funded, but the Sitkowski, Malboeuf & Hickey Funeral Establishment stated they will honor the two preneed contracts. Chair Phaneuf stated that his concern was the preneed contracts, and he wants the matter on the December 19, 2023 meeting agenda for another status report. No Board action was taken at this time.
12. A **MOTION** to close the Open meeting and enter closed Executive Session to discuss an individual's reputation or character rather than competence pursuant to G.L. c. 30A, § 21(a)(1) and not return to an Open Meeting was made by JL. Seconded by PD. After a brief discussion, the Chair called for a roll call vote:

Paul Phaneuf - Yes
Patrick Driscoll - Yes
Richard Gormley - Yes
David Brezniak - Yes
Janet Leombruno - Yes

The Motion passed and the Open Public meeting closed at approximately 10:28 A.M.

13. The Board voted to exit closed Executive Session and enter Closed Investigative Conference pursuant to G.L. c. 112, § 65C at 10:45 A.M.

The following actions took place during the Closed Investigative Conference:

- | | |
|----------------------|---|
| • 2023-000514-IT-ENF | Dismissal |
| • 2023-000622-IT-ENF | Refer to Prosecutions (PD recused) |
| • 2023-000628-IT-ENF | Refer to Prosecutions |
| • 2023-000634-IT-ENF | Refer to Prosecutions |
| • 2023-000596-IT-ENF | Refer to Prosecutions |
| • 2023-000650-IT-ENF | Dismiss/Open New Complaints referred to prosecutions (PD recused) |

- 2023-000595-IT-ENF Refer to Prosecutions

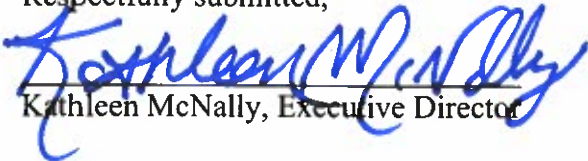
14. A **MOTION** to adjourn and close the meeting was made by RG. Seconded by DB. The Chair called for a Roll Call Vote:

Paul Phaneuf - Yes
Patrick Driscoll – Not present for vote.
Richard Gormley - Yes
David Brezniak- Yes
Janet Leombruno – Not present for vote.

The Motion passed and the Meeting was closed at approximately 12:38 AM.

The above minutes were taken at the meeting held on November 21, 2023.

Respectfully submitted,



Kathleen McNally, Executive Director

Documents used in public session:

- Agenda for the November 21, 2023, Open Meeting
- Draft minutes of the October 17, 2023, Open Meeting
- List of approved license registrants and establishments
- List of approved continuing education courses
- List of Proposed Board Meeting Dates for 2024