

**COMMONWEALTH OF MASSACHUSETTS**  
**BOARD OF REGISTRATION IN EMBALMING AND FUNERAL DIRECTING**  
**MINUTES OF THE JULY 16, 2024, OPEN PUBLIC MEETING**

**Board Members Present in person:**

Paul Phaneuf, Chair (PP)  
Rebecca Ridley, Member (RR)

**Board Members Remotely Attending:**

Janet Leombruno, Member (JL)  
Patrick Driscoll, Secretary (PD)  
Richard Gormley, Member (Joined remotely at 10:28 am)

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

Jenna Hentoff, Board Counsel (JH)  
Marjorie Campbell, Executive Director (MC)  
John Hill, Board Administrator (JEH)  
Colleen Maloney, Deputy Commissioner (CM)  
Katherine Azurdia-Silva, Office Support Specialist

Board Members and Staff attended as noted.

1. MC made note of the Board Members and Staff in attendance.
2. MC advised as to the recording of the public meeting.
3. The Chair called the meeting to order at 10:07 AM with advisement as to the location of Rest Rooms, Exits, and Fire alarm procedures for this location.

**Approval of Meeting Minutes:** The Board members reviewed the meeting minutes from the public session of the June 18, 2024 meeting. After a brief discussion, a motion to approve the June 18, 2024, meeting minutes was made by Patrick Driscoll, motion seconded by Rebecca Ridley. The Chair called for a roll call vote.

In Favor: Paul Phaneuf, Patrick Driscoll, Janet Leombruno, and Rebecca Ridley  
Opposed: None  
Motion Passes

**Executive Director Report:**

1. Report on Administratively Approved License Registrations: The Board members were given the list of Administratively Approved License Registrations for review. After a brief discussion, a motion to accept the list of License Registrations was made by Janet

Leombruno, motion seconded by Rebecca Ridley. The Chair called for a roll call vote.

In Favor: Paul Phaneuf, Patrick Driscoll, Janet Leombruno, and Rebecca Ridley  
Opposed: None  
Motion Passes

2. Report on Administratively Approved Continuing Education Course Providers: The Board members were given the list of Course Providers for review. After a brief discussion, a motion to accept the list of Continuing Education Course Providers was made by Rebecca Ridley, motion seconded by Janet Leombruno. The Chair called for a roll call vote.

In Favor: Paul Phaneuf, Patrick Driscoll, Janet Leombruno, and Rebecca Ridley  
Opposed: None  
Motion Passes

3. Update on Transition to New Testing Vendor: MC noted that several applications have now been successfully processed with PSI, the new vendor. Also, tests have been scheduled for a number of applicants and PSI has confirmed that they will print out the license wallet cards for new licensees. The ED also reported that the Board's website was updated with the information and link to PSI as the new vendor.

The Board Chair asked Board staff to make sure that the most updated Death Certificate information was utilized on the Board's Jurisprudence exam.

Colleen Maloney stated that there is a Candidate Information Bulletin (CIB) with PSI which she is going to review and request that a copy of the CIB be posted on our Board website.

Board members and Board staff also confirmed that the passing score for the Board's Jurisprudence exam is 75.

#### **Report from Board Counsel:**

No Report this month

#### **Application Review:**

Reinstatement Request from candidate MC, who was present in-person before the Board. The Board members reviewed MC's request to reinstate his license, including the CEU's that MC provided. MC's license was revoked by default motion in September of 2020. Board Counsel noted that the matter that MC had pending in Prosecution has since been resolved via Consent Agreement. Board Counsel also noted that if the Board approves the reinstatement request, he would be required to enter into a conditional licensure agreement under which he would have to re-take the funeral director exam and pass that exam as well as provide all required CEUs before his license may be reinstated. After discussion, a motion to allow MC to move forward in the process for reinstatement based on a Conditional Licensure Agreement was made by Patrick Driscoll, motion seconded by Janet Leombruno. The Chair called for a roll call vote.

In Favor: Patrick Driscoll, Janet Leombruno, Paul Phaneuf, and Richard Gormley  
Opposed: None  
Abstain: Rebecca Ridley  
Motion Passes

**Investigative Update on Licensed Establishments:**

No Report this month

**Discussion Items:**

1. Timing of Licensure Exam for Funeral Director Applicants: The Board members continue the discussion of the timing with the Board's funeral director exam. Members of the Board raised questions about the language in the Board's statute governing licensure requirements, pointing out, from their perspective, that the statute appears to dictate the required steps to be completed before taking the exam but that the statute does not specify the order in which these items must be completed. Board Counsel emphasized that the Board is bound by the language in the statute which does indicate that certain requirements must be completed prior to being permitted to sit for the exam, including the 2 year apprenticeship. The Board Chair stated that they are not seeking to change the requirements to be licensed, just the timing of taking the exam.

There was also discussion as to whether Board staff could research statistical information, as to exam pass rates versus graduation dates. Colleen Maloney stated that she could look into requesting an Intern for such a research project.

Board members and Board staff agreed that this issue could not be resolved at this meeting, but that it would continue to be discussed at future Board meetings. Board Counsel again emphasized that because the licensure requirements are set in the Board's statute, it would require a different path to resolution than a Board member vote.

2. Discussion of Board Meeting Dates for the remainder of 2024: MC stated that there were some conflicts with some of the 2024 meeting dates with other Board meetings, and specifically Board members were asked to consider changing the December Board Meeting date, which is currently scheduled for December 17, 2024. After discussion, it was decided that the December meeting date would be changed to Tuesday, December 10, 2024.

**Topics Not reasonably anticipated 48 hours in advance of Meeting:**

No Items

**Public Comment:**

No Items

As it was noted that there were no matters on the Agenda under Executive Session, Investigative Conference, or Quasi-Judicial Session, the Board moved to adjourn the Board Meeting. A

motion to adjourn and close the meeting was made by Patrick Driscoll, motion seconded by Rebecca Ridley. The Chair called for a roll call vote.

In Favor: Paul Phaneuf, Patrick Driscoll, Richard Gormley, Rebecca Riley, and Janet Leombruno

Opposed: None

Motion Passes

The Meeting was adjourned at 11:10 am.

The above minutes were taken at the meeting held on July 16, 2024.

Respectfully submitted,

Marjorie Campbell, Executive Director

Documents used in public session:

- Agenda for the July 16, 2024, Open Meeting
- Public Session Minutes for the June 18, 2024, Board Meeting
- Report on Administratively Approved License Registrations for July 2024
- Report on Administratively Approved Continuing Education Course Providers for July 2024
- Request for reinstatement for MC and related documents