

COMMONWEALTH OF MASSACHUSETTS
BOARD OF REGISTRATION IN EMBALMING AND FUNERAL DIRECTING
MINUTES OF THE JULY 18, 2023, OPEN PUBLIC MEETING

Board Members Present:

Paul Phaneuf, Chair
Patrick Driscoll, Secretary
David Brezniak, Member
Janet Leombruno, Member, attended by virtual

Board Members Absent:

Richard Gormley, Member

DOL Staff Present at various times during the meeting:

Colleen Maloney, Associate Deputy Commissioner of Policy and Boards
Kathleen McNally, Executive Director
Jenna Hentoff, Board Counsel (JH)
Andrew Lutynski, Investigations
Robert Williams, Investigations
John Hill, Board Staff (Jh)
Jazmin Lorenzo, Intern
Zohala Amar, Intern
Caroline Carey, Intern

Public attendees: Patty Muldoon, Sandy Ward, Dalene Paull, Margie Nolan, Tara McGrath, Mayfield Emi...(last name dotted out)

Board Members and Staff attended in person with one Board Member absent and one Board Member and Public attendees by virtual attendance.

1. KM made note of the Board Members, Staff and the public in attendance
2. KM advised to the recording of the public meeting.
3. A **MOTION** was made at approximately 10:12AM to open the meeting by DB. Seconded by PD. The Chair called for a roll call vote:

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

The Motion passed and the Chair called the meeting to order.

4. The Chair advised to the location of Rest Rooms, Exits and Fire alarm procedures.
5. The Chair led the discussion of the Open Public Meeting Minutes from June 20, 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 - ABS
David Brezniak - Yes
Janet Leombruno - Yes

The Motion passed.

6. The Administratively Approved License Registrations Report was provided in the Board packet for acceptance:

EM Board Licensed Registrants and Establishments

Robert J. Driscoll, Milestone-Ahearn, Northampton, 6/21/2023 – 6529-EM-A
Maelin H. Clancy, Chapman Funerals and Cremations, Marston Mills, 6/26/2023 – 6530-EM-A
Ryan Mack, Fiske Funeral Home, Inc., Gardner, 6/26/2023 – 6531-EM-A
Morgan E. Sherman, Czelusniak Funeral Home, 6/26/2023 – 6532-EM-A
William D. Crawford iii, Firtion-Adams Funeral Home, 6/26/2023 – 1028-EM-FA
Campbell-Porter Funeral Home, 6 High St., Ipswich, 7/5/2023 – 1083-FE-FE

After a brief discussion, a **MOTION** to accept the Administratively Approved License Registration Report 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 - ABS
David Brezniak - Yes
Janet Leombruno - Yes

The Motion passed.

7. The Administratively Approved CE Course Report was provided in the Board Packet for acceptance,

National Funeral Directors Association

- Safe Zone Training for Funeral Service Professionals

4.0 Hours

- Managing Various Hospital and Trauma Cases 4.0 Hours
- How to Conduct an Effective Job Interview 2.0 Hours
- Diversity Basics: Foundations 2.0 Hours

Colibri Healthcare, LLC

- Infectious Disease Control for Funeral Professionals 4.0 Hours
- HIV/AIDS and Other Bloodborne Pathogens 2.0 Hours
- HIV/AIDS and Other Bloodborne Pathogens 1.0 Hour
- Ethical Standards in the Funeral Industry 2.0 Hours
- Employment Law, Updated Edition 3.0 Hours
- Communicating with Difficult People 2.0 Hours
- Aftercare-Extending a Helping Hand All Year Round,
 - Second Edition 1.0 Hour
- The History of Embalming in the Funeral Industry 3.0 Hours
- Preparing New Embalmers 1.0 Hour
- Trends in the Funeral Industry 3.0 Hours

Cremation Association of North America

- 2023 CANA Convention, August 9-11, 2023 7.0 Hours

WebCE Inc.

- Helping Survivors After Suicide:
- The Funeral Director's Role 2.0 Hours

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

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

The Motion passed.

8. KM advised the Board to rearrange the matters and review the Wall-Certificate verbiage for a Type-3 licensee. Board members agreed to send Jh a copy of a current certificate to work on a new version to cover Type-3 to review at the next meeting.
9. Board Counsel advised that there were no additional items to present to the Board for review. No Board action was taken at this time.
10. The Chair began review of the Varnum Funeral Home notice regarding a Type 6 Licensee. KM advised to the notice of departure of the licensee from the establishment. A brief discussion of downgrades and licensure movements was held. No Board Action was taken at this time.
11. The Chair began review on the Graham Putnam Mahoney Funeral Parlors correspondence. BW advised to the history and matters at hand of Funeral Parlors and the Type-3 coverage while current owner is unavailable. Further review of the matter is to be brought before the Board at a future meeting. No Board Action was taken at this time.
12. The Chair began review regarding the FPG Beers-Story, LLC purchase of the Varnum & Charbonneau establishments. BW advised to status of transference. No further Board action was taken.
13. The Chair began the discussion on Pre-need letter requirements. With the sale and purchase of so many funeral homes, inquiry was made to what proof is and who receives a completed letter when this occurs. BW provided an example of how pre-needs were handled in one situation. JH advised to the current Statutes and Regulations. Jh confirmed that we only receive the blank example of what may be going to be used in the application process. PD advised that this matter should be tabled for Staff to present a procedure that would work for this matter to be tracked appropriately. No Board Action was taken.
14. - Short break was taken –
15. After break, KM reiterated the meeting is being recorded.
16. The Chair began the discussion regarding the timing of licensure exams for applicants to licensure and when it can vs when it should be available. JH advised that we need further time to review the matter of administration procedures and may advise to procedures at a future meeting. PD suggested to table this matter. No Board Action was taken at this time.
17. The Chair began the discussion on Practical exam requirements. JH advised to the current requirements for Initial license applicants. Comparison to National exam, State exam, and Jurisprudence was discussed. No Board Action was taken.
18. The Chair began the discussion on continuing education requirements for a licensee to reinstate from a multiple year expiration date. PD noted to current requirements. JH advised to statutory requirements. Jh advised to current procedures of what is needed and

expected from an applicant using an 8-year example of a reinstatement needing 64 hours to include the 8 hours of OSHA course. Board was requested to amend the requirements that an applicant may submit the total # of hours with only 1 hour of OSHA for a reinstatement. A Motion to allow administration to move forward with creating a policy to allow applicants of reinstatement to complete the total amount of CE hours required for license reinstatement with the caveat that one hour would need to be within the OSHA category to be in consideration of the cumulative hour requirement was made by PD. Seconded by DB. The Chair called for a roll call vote:

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

The motion passed. The Chair asked if there could be an update on this matter in August.

19. A **MOTION** to close the Open meeting and enter the Investigatory conference pursuant to G.L. c.112, §65C, and not return to an Open Meeting was made by PD. Seconded by DB. After a brief discussion, the Chair called for a roll call vote:

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

The Motion passed and the Open Public meeting closed at approximately 11:49 AM.

20. The following actions took place during the Closed, Investigatory and Settlement session:

- 2022-000190-IT-ENF --
- 2023-000175-IT-ENF --
- 2023-000363-IT-ENF --
- 2023-000240-IT-ENF

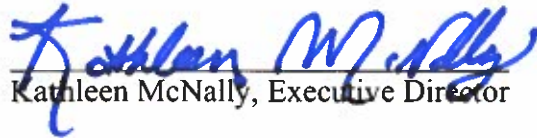
21. A **MOTION** to adjourn and close the meeting was made by DB, seconded by PD. The Chair called for a Roll Call Vote:

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

The Motion passed and the Meeting was closed at approximately ---- PM.

The above minutes were taken at the meeting held on July 18, 2023.

Respectfully submitted,



Kathleen McNally, Executive Director

Documents used in public session:

- Agenda for the July 18, 2023, Open Meeting
- Draft minutes of the June 20, 2023, Open Meeting
- List of approved license registrants and establishments
- List of continuing education courses