

**COMMONWEALTH OF MASSACHUSETTS**  
**BOARD OF REGISTRATION IN EMBALMING AND FUNERAL DIRECTING**  
**MINUTES OF THE SEPTEMBER 17, 2024, OPEN PUBLIC MEETING**

**Board Members Present in person:**

Paul Phaneuf, Chair  
Rebecca Ridley, Member  
Richard Gormley, Member

**Board Members Remotely Attending:**

Janet Leombruno, Member

**Board Members Absent:**

Patrick Driscoll, Secretary

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

Colleen Maloney, Associate Commissioner  
Peter Kelley, Board Counsel  
Marjorie Campbell, Executive Director  
John Hill, Board Administrator  
Bob Williams, Investigator  
Amanda Chaves, Prosecuting Counsel

Board Members and Staff attended as noted.

1. The Executive Director called the meeting to order at 10:00 am and advised as to the recording of the public meeting. Board members and staff introduced themselves.
2. The Board Chair advised as to room procedures, exits, and fire alarm procedures.

**Approval of Meeting Minutes:** The Board members reviewed the meeting minutes from the public session of the August 20, 2024, meeting. After a brief discussion, a motion to approve the meeting minutes was made by Janet Leombruno, motion seconded by Richard Gormley. The Chair called for a roll call vote.

In Favor: Paul Phaneuf, Janet Leombruno, Richard Gormley, 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 Rebecca Ridley,

motion seconded by Richard Gormley. The Chair called for a roll call vote.

In Favor: Paul Phaneuf, Janet Leombruno, Richard Gormley, 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 Janet Leombruno, motion seconded by Richard Gormley. The Chair called for a roll call vote.

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

3. Update on Transition to New Testing Vendor: Following a recent meeting between PSI and Board staff, PSI has now formulated a plan to process and correct the Jurisprudence exams, and they will begin implementing this plan this week. This will allow for PSI to re-score the exam for the candidates that have already taken the Jurisprudence exam under PSI's management; and it will also allow for any new applicants who were being put on hold from initially taking the Jurisprudence exam, to move forward with the testing process. Board members asked that the Executive Director (ED) and Board staff, inform the candidates who have already taken the exam, with an update as to the plan. The ED and other Board staff will continue discussions with PSI to ensure unanimity of scoring processes and procedures.
4. October Meeting Dates for 2025: Board members and Board staff have agreed to the following dates for the 2025 Board meetings:

- January 21, 2025
- February 11, 2025
- March 18, 2025
- April 15, 2024
- May 20, 2025
- June 17, 2025
- July 15, 2025
- August 19, 2025
- September 16, 2025
- October 21, 2025
- November 18, 2025
- December 16, 2025

**Board Counsel Report:** Regarding the Timing of the Examination for Funeral Director Applicants. Board Counsel indicated prior opinion of General Counsel and former Board Counsel, received by the Board at last two meetings, was still operative and in effect. Namely, given the language of G. L. c. 112, § 83 ("such person shall be examined by the board"), all other requirements for licensure, including completion of apprenticeship, must be met prior to sitting for the type 6 funeral director's examination.

## **Discussion Items**

1. Presentation of Funeral Director 6 and 3 statistics: Board members were given statistics to reflect the total number of Funeral Directors, Type 6 and Type 3, licensed in Massachusetts from 2016 to present. They were also given statistics for the number of newly licensed Funeral Director Type 6's in Massachusetts starting from 1981 to present. Board members discussed that while these numbers were informative, they did not necessarily show any obvious pattern as to whether the licensing numbers have been affected by the transition from the National Boards to the Massachusetts' specific written exam. Board members asked Board staff to look into additional statistics that might be more informative, such as the number of Funeral Director applicants per year, versus the number that actually obtain licensure.

## **Investigative Update on Licensed Establishments:**

Investigator Bob Williams gave a verbal update to Board members. He reported that Milestone, based out of Maine, has purchased Varnum Funeral Home, and that currently, Milestone has purchased about 14 to 15 funeral homes in Massachusetts

## **Public Comment:**

Comment made that the Board's website was not very user-friendly when it came to navigating the meeting postings.

At 10:58 am, the Board exited its Public Session of the meeting and voted to enter Closed Session.

- Motion to adjourn the Public Session and enter Closed Session, pursuant to G. L. c. 112, § 65C, for the purpose of conducting investigative and settlement conferences, made by Richard Gormley
- Motion seconded by Rebecca Ridley
- The Chair called for a roll call vote
- In Favor: Paul Phaneuf, Richard Gormley, Rebecca Ridley, and Janet Leombruno
- Opposed: None
- Motion passes

## **Closed Session**

### **Investigative Conference (Closed per M.G.L. c. 112, sec. 65C)**

The Board took the following actions during the Investigative Conferences:

#### **Cases:**

- 2023-000634-IT-ENF: Dismiss without Prejudice
- 2024-000497-IT-ENF: Dismiss

At 11:33 am, the Board exited Closed Session, entered Open Session, and adjourned the meeting

- Motion to exit Closed Session, enter Open Session, and adjourn the meeting by Rebecca Ridley
- Seconded by Richard Gormley
- Chair called for a roll call vote
- In Favor: Paul Phaneuf, Richard Gormley, Rebecca Ridley, and Janet Leombruno
- Opposed: None
- Motion passes

Documents used in public session:

- Agenda for the September 17, 2024, Open Meeting
- Public Session Minutes for the August 20, 2024, Board Meeting
- Report on Administratively Approved License Registrations for September 2024
- Report on Administratively Approved Continuing Education Course Providers for September 2024
- Board statistics for Funeral Director Type 6's and Type 3's