

**COMMONWEALTH OF MASSACHUSETTS**  
**BOARD OF REGISTRATION IN EMBALMING AND FUNERAL DIRECTING**  
**MINUTES OF THE OCTOBER 18, 2022 OPEN PUBLIC MEETING**

**Board Members Present:**

Paul Phaneuf, Chair  
Patrick Driscoll, Secretary  
Richard Gormley, Member  
David Brezniak, Member (entered at 10:14)  
Janet Leombruno, Member (entered at 10:35)

**DPL Staff Present at various times during the meeting:**

Esther Laine, Deputy Commissioner of Boards  
Thomas Burke, Executive Director  
Peter Kelley, Board Counsel  
Robert Williams, Investigations  
John Hill, Board Staff

**Public attendees:**

Sandy Ward, FCAWM  
Althea Ford, NJSFDA

All Board members, staff and guests appeared by videoconference.

**1. Discuss Housekeeping:**

The Chair acknowledged that the typical housekeeping for building access is not applicable to e-meetings. Executive Director advised attendees to ‘mute’ the microphone if they’re not speaking.

2. Meeting was called to order @ 10:08 AM. by the Chair. **A MOTION** to open and begin the public meeting was made by RG. Seconded by PD. The Chair called for a roll call vote:

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

The Motion passed.

3. The Chair opened discussion regarding the meeting's Agenda for today and moved to review Board Business first. The Chair led the discussion of the Open Public Meeting Minutes from September 20, 2022. **A MOTION** to accept the minutes as drafted was made by RG. Seconded by PD. The Chair called for a roll call vote:

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

The Motion passed.

4. The Executive Director's Report was given by EL regarding the administratively approved registrations and establishments, and continuing education:

**EM Board Licensed Registrants and Establishments**

A listing will be provided at the November 15, 2022 meeting.

**Continuing Education Courses**

National Funeral Directors Association

- The Transformative Power of Hospitality – NFDA Convention Workshop on October 10, 2022  
2.00 Hours

Wilbert Funeral Home

- The Wolf's Curse: Greif in Children's Literature – Webinar on September 1, 2022  
1.00 Hours

**A MOTION** to accept the Executive Report was made by PD. Seconded by RG. The Chair called for a roll call vote:

Paul Phaneuf - Aye  
Patrick Driscoll - Aye  
Richard Gormley - Aye  
David Brezniak - Abstain  
Janet Leombruno

The Motion passed.

5. The Board Counsel made a report to the Board in advisement of the subcommittee meeting, its discovery, and dissemination to Virtual. **A MOTION** to accept this reporting was made by DB. Seconded by PD. The Chair call for a roll call vote:

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

The Motion passed.

6. The Chair presented and led discussion on the proposed Board meeting dates for calendar year 2023, requesting information regarding any conflicts. None given. **A MOTION** to accept the meeting dates as presented was made by DB. Seconded by PD. The Chair called for a roll call vote:

Paul Phaneuf - Aye  
Patrick Driscoll - Aye  
Richard Gormley Abstained  
David Brezniak - Aye  
Janet Leombruno

The Motion passed.

7. New business: Public attendee, AF, requested information regarding the CE program submitted via email communication in August, 2022. TB led discussion, giving advisement to the Board on previous years of approvals.

New Jersey Funeral Service Education Corporation –  
Certified Celebrant Training - 17.00 Hours

**A MOTION** to approve the request and to amend the previous vote regarding CE approval and to include approval of this request was made by PD. Seconded by RG. The Chair called for a roll call vote:

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

The Motion passed.

8. The Chair returned to the scheduled Board Elections. A MOTION to re-elect Paul Phaneuf as the Chair of the Board was made by RG., 2<sup>nd</sup> by JL. The Chair called for a roll call vote:

Paul Phaneuf - Aye  
Patrick Driscoll - Aye  
Richard Gormley - Aye  
David Brezniak - Abstained  
Janet Leombruno - Aye

The Motion passed.

9. A MOTION to nominate Patrick Driscoll as Secretary of the Board was made by PP. Seconded by JL. No further nominees noted. The Chair called for a roll call vote:

Paul Phaneuf - Aye  
Patrick Driscoll - Aye  
Richard Gormley - Aye  
David Brezniak - Abstained  
Janet Leombruno - Aye

The Motion passed.

10. A MOTION to exit Open Session and enter into the Closed Session, for the purpose of conducting Investigatory Conferences pursuant to G. L. c. 112, §65C, not to return to an open session and adjourn the meeting was made by JL. Seconded by PD. The Chair announced the Open Meeting would not resume and called for a roll call vote:

Paul Phaneuf - Aye  
Patrick Driscoll - Aye  
Richard Gormley - Aye  
David Brezniak - Abstained  
Janet Leombruno - Aye

The Motion passed and the Public meeting closed approximately 10:42 AM

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

Report of actions taken in Investigative Conference:

- 2022-000423-IT-ENF                      Dismissed with COPY of Advisory letter

The Chair made a brief inquiry to Board Investigator.

11. A MOTION to adjourn the meeting was made by PD. Seconded by JL. The Chair called for a roll call vote:

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

The Motion passed.

The above minutes were taken at the open meeting held on October 18, 2022.  
Respectfully submitted,



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Esther, Deputy Commissioner of Boards  
jeh

Documents used in public session:

- Agenda for the October 18, 2022 Open Meeting
- DRAFT minutes of the September 20, 2022 Open Meeting
- CE documentation
- List of proposed 2023 meeting dates in Word format