

Massachusetts Board of Registration in Embalming and Funeral Directing
Public Session Minutes
DATE: August 18, 2020
TIME: 10:00 a.m.

A regularly scheduled open public meeting of the Massachusetts Board of Registration of Embalmers and Funeral Directors (“the Board”) was held via Videoconference and Conference Call due to the Executive Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, § 20.

Board Members Present:

Paul Phaneuf
Patrick Driscoll
David Brezniak
Janet Leombruno
Richard Gormley

Staff Members Present:

Michael Hawley, Executive Director
Thomas F. Burke, Assoc. Executive Director
Peter M. Kelley, Board Counsel
Robert Williams, Board Investigator

Call to Order:

Mr. Phaneuf called the meeting to order at 10:03 a.m. Executive Director Hawley encouraged callers to identify themselves before speaking and to avoid the use of speakerphone, which may cause feedback and distort conversation. Evacuation procedures were tabled.

Review of Minutes:

The Board reviewed staff prepared public session minutes of the meeting held on July 21, 2020.

Mr. Driscoll moved to accept staff prepared public session minutes of the meeting held on July 21, 2020. Ms. Leombruno seconded the motion. Motion passed by a roll call vote: Mr. Phaneuf: “Yes”, Mr. Brezniak: “Yes”, Mr. Driscoll: “Yes.”, Mr. Gormley: “Yes”, Ms. Leombruno, “Yes”.

Report from Executive Director, Michael Hawley:

Mr. Hawley reported that the following applicants for Type 6 Funeral Director have been administratively approved for registration:

Stephanie Alonso (Type 6) 51270-EM-6 (issued August 4, 2020)
Richard Mansfield (Type 3) 51271-EM-3 (issued August 11, 2020)
James Curtis (Type 6) 51272-EM-6 (issued August 12, 2020)
Chelsea Johnson (Type 6) 51273-EM-6 (issued August 12, 2020)

The following continuing education courses have been administratively approved:

MFDA – Reopening MA Continued Operations Workplace Guide Home Study 7 CE Hours
– Various Dates

NFDA – Therapy Dogs: Mans Best Friend 1 CE Hour – 9/10/2020

Mr. Hawley reported that renewal applications will be available in paper format and online. Eligible funeral registrants may complete their renewal through either paper applications or online processing.

Report from Board Counsel, Peter Kelley:

No report.

Compliance Monitoring:

Peter Stefan (2019-001039-IT-ENF, 2019-001040-IT-ENF, 2019-001276-IT-ENF, and 2019-001277-IT-ENF). Sixth Monthly Monitoring Report, dated 8/12/20. Discussion of monitor’s inability to complete on-site inspection and records review.

Ms. Leombruno moved to table the review of the report. Mr. Driscoll seconded the motion. Motion passed by a roll call vote: Mr. Phaneuf: “Yes”, Mr. Driscoll: “Yes.”, Mr. Brezniak: “Yes”, Mr. Gormley, “Yes”, Ms. Leombruno, “Yes”.

Correspondence:

- Death Certificates

The Board reviewed a request regarding the use of provisional death certificates to determine the release of preneed funds. . The Board stated that it is not able to determine the appropriateness of whether a non-certified death certificate would suffice to trigger the release of preneed funeral contract proceeds to an identified licensed funeral home. The Board noted that it is the fiduciary responsibility between the trust maker and beneficiaries in such matters and that the Board does not have authority over this aspect of the financial arrangement of a pre-need funeral contracts. The Board instructed counsel to respond to the query.

Discussion

- Impact of COVID-19

The Board stressed that funeral registrants should follow the guidance from Governor Baker’s emergency order and safety protocol in providing funeral services and safety measures.

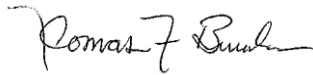
Adjournment

At 10:21 a.m., Ms. Leombruno moved to adjourn the meeting. Mr. Gormley seconded the motion. **Motion passed by a roll call vote: Mr. Phaneuf: “Yes”, Mr. Driscoll: “Yes.”, Mr. Brezniak: “Yes”, Mr. Gormley, “Yes”, Ms. Leombruno, “Yes”.**

List of Documents used at the meeting:

1. Agenda
2. Minutes from July 21, 2020 meeting.
3. Compliance Monitoring Report
4. Course Listing of CE Provider Courses

Respectfully submitted,



Thomas F. Burke
Associate Executive Director