

**Massachusetts Board of Registration in Embalming and Funeral Directing**  
**Public Session Minutes**  
**DATE: April 19, 2022**  
**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.**

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**Board Members Present:**

Paul Phaneuf  
Patrick Driscoll  
David Brezniak  
Janet Leombruno  
Richard Gormley

**Staff Members Present:**

Thomas F. Burke, Executive Director  
Kristina Gasson, Deputy General Counsel for  
Boards and Hearings  
Robert Williams, Board Investigator

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**Call to Order:**

**Mr. Driscoll moved to call the meeting to order at 10:06 a.m. and Mr. Brezniak seconded. Motion passed by a roll call vote: Mr. Phaneuf: “Yes.”, Mr. Driscoll: “Yes.”, Mr. Brezniak: “Yes.”, Mr. Gormley: “Yes.”, Ms. Leombruno: “Yes”.** Evacuation procedures were tabled. Mr. Burke advised members of the public to mute volume and utilize hand function to address the Board.

**Review of Minutes:**

The Board reviewed staff prepared public session minutes of the meeting held on March 15, 2022 – Tabled. No vote was taken.

**Report from Executive Director, Thomas Burke:**

Mr. Burke provided two correspondences for Board review:

1. Affiliated Monitors, Inc. (AMI) on Independent Monitoring Services – Read and filed.
2. Sarah A. Stopyra, Program Coordinator at NSCC Funeral Service. Mr. Burke reported that the program was granted Initial Accreditation by the American Board of Funeral Service Education (ABFSE). Mr. Bruke will complete review of applications of graduates of the NSCC Funeral Service program. Read and filed.

Mr. Burke reported that the following applicants and continuing education course offerings have been administratively approved:

**EM Board Licensed Registrants**

Monica La Vita (51350-EM-6) at JS Waterman Langone in Boston on April 5, 2022  
Jessica Coulter (51351-EM-6) at Anderson Funeral Home in Fitchburg on April 12, 2022

### **Continuing Education Courses**

International Order of the Golden Rule

2022 OGR Annual Conference,  
May 15-17, 2022 at The Hotel Carmichael in Carmel, Indiana 8.00 Hours

Insight Institute

Certified Celebrants – various dates and locations 2022 17.00 Hours

**After discussion, Ms. Leombruno moved to accept the Executive Director’s Report. Mr. Gormley seconded. Motion passed by a roll call vote: Mr. Phaneuf: “Yes.”, Mr. Driscoll: “Yes.”, Mr. Brezniak: “Yes.”, Mr. Gormley: “Yes.”, Ms. Leombruno: “Yes.”.**

### **Report from Board Counsel, Peter Kelley:**

No report.

### **Discussion:**

- Apprentice Extension Request

Ms. Makayla Johnson was present to request a reinstatement/extension of her embalmer apprentice registration. She is currently enrolled in an ABFSE accredited program in mortuary science at Gupton-Jones College of Funeral Service and seeks to work under the license registration of Ms. Rebecca Ridley at Davis Funeral Home.

**After discussion, Mr. Driscoll moved to approve Ms. Johnson’s request for reinstatement through October 20, 2023. Mr. Brezniak seconded. Motion passed by a roll call vote: Mr. Phaneuf: “Yes.”, Mr. Driscoll: “Yes.”, Mr. Brezniak: “Yes.”, Mr. Gormley: “Yes.”, Ms. Leombruno: “Yes.”.**

- Investigative Update on Licensed Establishments

Mr. Williams provided an update to the Board on the following funeral establishments:

1. Ahearn Funeral Home – Mr. Roberts reported that a prospective corporation will purchase the funeral establishment. He will follow up with the Board at a subsequent meeting to provide updates to the Board. Mr. Burke reminded the Board that Mr. Timothy Kelleher remains the covering Type 3 at Ahearn Funeral Home.
2. Graham Putnam & Mahoney Funeral Home – Mr. Roberts reported that the funeral establishment will be purchased in the coming weeks. He will provide regular updates

- to the Board on the transfer of ownership. The Board instructed Mr. Williams to request a letter from Mr. Robert Miller agreeing to remain the covering Type 3 funeral director until the transfer of ownership is complete.
3. Faye-McCabe Funeral Home, Lowell – Mr. Williams noted that the Gary Matthews, Type 3 funeral director, passed away in January. He reported that Jane McKenna will serve as the covering Type 3 funeral director until the transfer of ownership is complete. He will provide regular updates to the Board.
  4. Westfield Funeral Home – Mr. Williams reported that Darren (Jody) Newcombe will purchase the funeral establishment and submit a transfer of ownership establishment certificate application to the Board. Mr. Williams will provide regular updates to the Board.
  5. Messier and Brunelle Funeral Homes – Mr. Williams announced that the inspections of both funeral establishments are complete. Letter will be mailed to all current pre-need contract holders regarding the transfer of ownership and informing them of their options per 239 CMR 4.03 (1).
- Consumer Fact Sheet – Update

Mr. Driscoll provided a brief update to the Board on the work of the subcommittee regarding the Consumer Fact Sheet. He noted that the approved Consumer Fact Sheet will be posted on the Board's website. The matter was tabled and no vote was taken.

**Open session for topics not reasonably anticipated 48 hours in advance of meeting:**

- The Board sought clarification on the requirements for Funeral Directors seeking out-of-state registration by endorsement. After discussion, the Board agreed that the March 2022 motion to allow out-of-state applicants to provide evidence of a prior written practical examination (state or national) to satisfy the requirement to take and pass the Massachusetts written practical exam should apply retroactively to all current applicants. The Deputy General Counsel advised that the Board compose a policy to address this change in exam requirements. Director Burke will contact the Board vendor to admit current applicants who submit score reports that meet exam requirements.

**Closed Session: Investigatory Conferences, pursuant to G.L. c. 112, §65C.**

At 11:09 a.m., Ms. Leombruno moved to exit open session and into closed session to conduct investigatory conferences, pursuant to G.L. c. 112, §65C. 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".**

During the closed session, the Board took the following actions:

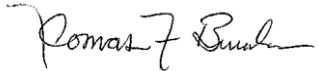
- 2021-0001081-IT-ENF – Dismissed.
- 2021-0000450-IT-ENF – Dismissed with prejudice.

At 11:40 a.m., Ms. Leombruno moved to exit closed session and thereafter to adjourn the meeting. 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”.**

**List of Documents used at the meeting:**

1. Agenda
2. Board Public Session Minutes
3. ED Report of administratively approved registrants and CE provider courses
4. Apprentice Extension Request
5. Correspondences
6. Draft of Consumer Fact Sheet

Respectfully submitted,



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Thomas F. Burke  
Executive Director