

**Massachusetts Board of Registration in Embalming and Funeral Directing**  
**Public Session Minutes**  
**DATE: September 15 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

**Members of the Public Present:**

Ronald Stone  
Margaret M. Nolan

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**Call to Order:**

10:05 a.m.

**Review of Minutes:**

The Board reviewed staff prepared public session minutes of the meeting held on August 18, 2020.

**Ms. Leombruno moved to accept staff prepared public session minutes of the meeting held on August 18, 2020. Mr. Driscoll 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:

Maria Castelo (Type 3) 51274-EM-3 (issued August 27, 2020)  
Jonathan Raymond (Type 6) 51277-EM-6 (issued September 3, 2020)  
Amy Tyer (Type 3) 51275-EM-3 (issued September 3, 2020)

The following continuing education courses have been administratively approved:

ICCFA 2020 Executing Excellence Virtual Leadership Conference 5.0 CEU hours  
MFDA Supporting Survivors of Suicide Loss: A Guide for Funeral Directors Various  
Dates 2.00 CEU hours

Mr. Hawley agreed to place Type 6 funeral director registration as a discussion topic at a subsequent Board meeting.

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

No report.

#### **Apprentice Extension Request**

- John Ranelli

**Ms. Leombruno moved to grant a one-year license extension for Mr. Ranelli Mr. Driscoll seconded. The motion passed unanimously by the Board members present. Motion passed by a roll call vote: Mr. Phaneuf: “Yes”, Mr. Brezniak: Not present, Mr. Driscoll: “Yes.”, Mr. Gormley: “Yes”, Ms. Leombruno, “Yes”.**

#### **Compliance Monitoring:**

Peter Stefan (2019-001039-IT-ENF, 2019-001040-IT-ENF, 2019-001276-IT-ENF, and 2019-001277-IT-ENF). Seventh Monthly Monitoring Report, dated 9/11/20, prior monitoring report tabled. After discussion, the Board instructed staff to notify Mr. Stefan of the Board’s action, based upon the following motion.

**Ms. Leombruno moved to reject the 6<sup>th</sup> and 7<sup>th</sup> Monitoring Reports and request plan from registrant for compliance with Board’s sanction. Mr. Brezniak 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”.**

#### **Discussion**

- Impact of COVID-19

The Board discussed the status of funeral establishments in prioritizing Personal Protective Equipment (PPE) during COVID-19.

#### **Executive Session:**

Ms. Leombruno moved to exit open session and enter executive session under G. L. c. 30A, § 21(a)(7), to comply with the provisions of the public record law, G. L. c. 30A, § 21(a)(7), ¶ 26(a) and to preserve the confidentiality of criminal record information pursuant to G. L. c. 6, § 172. Mr. Driscoll seconded the motion. **Motion passed by a roll call vote: Mr.**

**Phaneuf: “Yes”, Mr. Brezniak: Not present, Mr. Gormley: Not present, Ms. Leombruno, “Yes”, and Mr. Driscoll: “Yes”.**

Ms. Leombruno moved to exit executive session and enter open session. Mr. Driscoll seconded the motion. **Motion passed by a roll call vote: Mr. Phaneuf: “Yes”, Mr. Brezniak: Not present, Mr. Driscoll: “Yes”, Ms. Leombruno: “Yes”, Mr. Gormley: Not present.**

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

At 11:14 a.m., Ms. Leombruno moved to suspend the open meeting and enter into closed session to conduct investigatory conferences, pursuant to G.L. c. 112, §65C. Mr. Driscoll seconded the motion. **Motion passed by a roll call vote: Mr. Phaneuf: “Yes”, Mr. Brezniak: Not present, Mr. Driscoll: “Yes”, Ms. Leombruno: “Yes”, Mr. Gormley: Not present.**

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

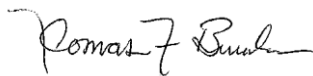
- 2020-000586-IT-ENF – Dismissed with Advisory Letter.

At 11:44 a.m., Ms. Leombruno moved to exit closed session and to adjourn the meeting. Mr. Driscoll seconded the motion. **Motion passed by a roll call vote: Mr. Phaneuf: “Yes”, Mr. Driscoll: “Yes.”, Mr. Gormley, Not present, Ms. Leombruno, “Yes”; Mr. Brezniak: Not present.**

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

1. Agenda
2. Minutes from August 18, 2020 meeting.
3. Compliance Monitoring Report
4. ED Report of administratively approved registrants and CE provider courses.

Respectfully submitted,



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Thomas F. Burke  
Associate Executive Director