

**Massachusetts Board of Registration in Embalming and Funeral Directing**  
**Public Session Minutes**  
**DATE: January 19, 2021**  
**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

**Members of the Public Present:**

None

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**Call to Order:**

Mr. Phaneuf called the meeting to order at 10:11 a.m. Evacuation procedures were tabled.

**Review of Minutes:**

The Board reviewed staff prepared public session minutes of the meeting held on December 15, 2020.

**Ms. Leombruno moved to accept staff prepared public session minutes of the meeting held on December 15, 2020. 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”.**

**Report from Executive Director, Michael Hawley:**

Mr. Hawley announced his retirement to the Board effective February 5, 2021. The Board members expressed their gratitude for his leadership and Mr. Hawley departed the meeting at 10:14 a.m. Mr. Burke reported that the following applicants and continuing education course offerings have been administratively approved for registration:

**EM Board Licensed Registrants**

Diaz-Healy Funeral Home (1054-FE-FE) on December 16, 2020  
Glenn Henderson (51297-EM-6) at Cuffe-McGinn in Lynn on December 16, 2020  
Sonya Schimanksi (51295-EM-6) independent contractor on December 16, 2020

Catherine Kideckel (51296-EM-6) independent contractor on December 16, 2020  
Amy Alexander (51298-EM-6) at Levine Chapel in Brookline on December 21, 2020

### **Continuing Education Courses**

#### **Kates-Boylston Publications**

Funeral Future – March 26 2021 Doubletree Hilton, Philadelphia PA 5.50 CE Hour

#### **Selected Independent Funeral Homes**

2021 NextGen Seminar – January 31-February 2, Naples Beach Hotel 6.00 CE Hour

### **International Cemetery, Cremation & Funeral Association (ICCFA)**

2020 ICCFA Virtual Seminar Series: Ceremony & Memorialization 4.00 CE Hour

### **Elite Professional Education, LLC**

Understanding Mental Health and Funerals	1.00 CE Hour
The Survivor's Guide to Social Security	2.00 CE Hour
Suicide – Supporting Survivors	1.00 CE Hour
Infant Embalming	1.00 CE Hour
COVID-19: The Complete Guide for Funeral Directors and Embalmers	2.00 CE Hour
Ethics in Funeral Service, Updated	2.00 CE Hour
Advanced Embalming	2.00 CE Hour
Diversity and Inclusion in Funeral Service	2.00 CE Hour

### **The Wilbert Group**

Survival Skills During & Post Pandemic –January 21, 2021	1.00 CE Hour
Embalming webinar on the Restricted Cervical Method (RCI) of Injection February 4, 2021	1.00 CE Hour
Cremation is _____; Understanding Cremation Motivations February 18, 2021	1.00 CE Hour
Back to Basics - Burial Vaults – March 4, 2021	1.00 CE Hour

**Mr. Brezniak moved to accept the Executive Director’s 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, “Abstained”.**

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

No report

### **Discussion**

- Pre-need Reports

Board provided guidance to administrative staff to concentrate on current pre-need report compliance. For current pre-need reports that are non-compliant, should also consider 2019 reporting compliance.

- Impact of COVID-19

Board staff reported that members of the public should consult [www.mass.gov/covid-19-vaccine](http://www.mass.gov/covid-19-vaccine) for information regarding vaccine availability and contact their general practitioners. The Board noted that the Massachusetts Funeral Directors Association (“MFDA”) supports placing funeral directors and embalmers in Phase 2 of vaccine distribution.

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

At 10:47 a.m., Mr. Gormley moved to suspend the open meeting and enter into closed session to conduct investigatory conferences, pursuant to G.L. c. 112, §65C. Ms. Leombruno 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:

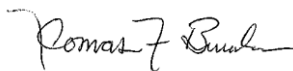
- Lapsed Type 3 registrants – No action taken.
- 2020-000601-IT-ENF – Tabled.
- 2020-001553-IT-ENF – Dismissed.
- 2020-001035-IT-ENF – Tabled.
- 2020-000692-IT-ENF – Dismissed.

At 11:42 a.m., Ms. Leombruno moved to exit closed session and to adjourn the meeting. 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”.**

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

1. Agenda
2. Public Session Minutes from December 15, 2020 meeting.
3. ED Report of administratively approved registrants and CE provider courses.

Respectfully submitted,




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Thomas F. Burke  
Associate Executive Director