

Massachusetts Board of Registration in Embalming and Funeral Directing
Public Session Minutes
DATE: December 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

Members of the Public Present:

None

Call to Order:

Mr. Phaneuf called the meeting to order at 10:08 a.m. Evacuation procedures were tabled.

Review of Minutes:

The Board reviewed staff prepared public session minutes of the meeting held on November 17, 2020.

Ms. Leombruno moved to accept staff prepared public session minutes of the meeting held on November 17, 2020. Mr. Driscoll seconded the motion. Motion passed by a roll call vote: Mr. Phaneuf: “Yes”, Mr. Driscoll: “Yes.”, Mr. Gormley: “Yes”, Ms. Leombruno, “Yes”.

Report from Executive Director, Michael Hawley:

Mr. Burke noted that Robert Williams is following up with lapsed Type 3 funeral directors, with update to follow at a future meeting. He reported that that the following applicants and continuing education course offerings have been administratively approved for registration:

EM Board Licensed Registrants

Michael Aguiar (51287-EM-6) at Manuel Rogers Funeral Home in Fall River (11/23/2020)
Olivia Willett (51286-EM-6) at Badger Funeral Service in Littleton (11/23/2020)

Timothy Kozikowski (51288-EM-6) at Kozikowski Funeral Home in Chicopee (11/30/2020)
 Emily O'Connell (51289-EM-6) at O'Connor Brothers Funeral Home in Worcester (12/9/2020)
 Ronald Johnson (51290-EM-6) downgrade at Miles Funeral Home in Holden (12/10/2020)
 Dennis Daulton (51294-EM-6) downgrade to independent contractor (12/10/2020)
 Jeanne Roach Type 3 Funeral Director at Southeast Funeral Home (pending PCS transmission)
 Jonathan Raymond Type 3 Funeral Director (pending PCS transmission)
 Dracut Funeral Home (1053-FE-FE) on December 11, 2020

Continuing Education Courses

Massachusetts Funeral Directors Association (MFDA)

Youth and Funerals – January-December 2021 Home Study	1.00 CE Hour
Caring for Families and Caring for Yourself – January-December 2021 Home Study	2.00 CE Hour
Grieving Alone & Together During COVID19 – January-December 2021 Home Study	2.00 CE Hour

Cremation Association of North America (CANA)

Cremation Arrangement Conference Best Practices – January 1, 2021-December 31, 2021	
Online Record Course – Registration required	2.00 CE Hour
Cremation & the Environment Online Course – January 1, 2021-December 31, 2021	
Online Record Course – Registration required	2.00 CE Hour
Phone Shoppers: Your Best Impression – January 1, 2021-December 31, 2021	
Online Record Course – Registration required	1.00 CE Hour

International Cemetery, Cremation and Funeral Association (ICCFA)

2021 ICCFA Virtual Dead Talks: Back to Better January 11-15, 2021; virtually	14.50 CE hour
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Wilbert Funeral Services

Cremation and Ceremony – December 3, 2020	1.00 CE Hour
Cremation and Cemetery Development –December10, 2020	1.00 CE Hour
Digging into Disinterment – December 17, 2020	1.00 CE Hour
Survival Skill Pre and Post Pandemic – January 21, 2021	1.00 CE Hour

American Academy McAllister Institute of Funeral Service

OSHA Compliance Guidance – ongoing January 2021 live webinar	2.00 CE Hour
Trauma-Informed Support of Families of Violent Crimes Ongoing January 2021 live webinar	2.00 CE Hour
Funeral Home Website and Application Development Ongoing January 2021 live webinar	2.00 CE Hour
Ethics in Preneed – ongoing January 2021 live webinar	1.00 CE Hour
Ethics and the Resident Trainee – ongoing January 2021 live webinar	1.00 CE Hour

National Funeral Directors Association (NFDA)

NFDA Certified Preplanning Consultant-Correspondence Option (Self Study)
January 1-December 31, 2021 15.00 CE Hour

Online Cremation Certification Program – January 1-December 31, 2021 6.00 CE Hour

NFDA Arranger Training Program (In-person and Virtual Event)
January 1-December 31, 2021 8.00 CE Hour

Advanced Embalming Techniques for Infants, Stillbirths and the Unborn
(Live Virtual Event) March 11, 2021 1:00-2:00 p.m. 1.00 CE Hour

NFDA Cremation Certification Program (In-person and Virtual Event)
January 1-December 31, 2021 7.00 CE Hour

Avoiding Cremation Litigation: Don't Let Your Profits Go Up the Stack
(Live Virtual Event) February 18, 2021 1:00-2:00 p.m. 1.00 CE Hour

New Jersey Funeral Service Education Corporation

Ethical Dilemmas in Funeral Service 1.00 CE hour
April 21-22 and June 16-17 2021 webinar
September 21-23 2021; November 4 and 10, 2021 in-person course.

OSHA Paperwork Obligations 1.00 CE hour
April 21-22 and June 16-17 2021 webinar
September 21-23 2021; November 4 and 10, 2021 in-person course.

Preventing Back Injuries in Funeral Service 1.00 CE hour
April 21-22 and June 16-17 2021 webinar
September 21-23 2021; November 4 and 10, 2021 in-person course.

Ms. Leombruno 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. Gormley: "Yes", Ms. Leombruno, "Yes".

Report from Board Counsel, Peter Kelley:

Mr. Kelley reported that the Board will use Microsoft Teams application for remote meetings starting in January, 2021. He alerted the Board to current reorganization of Board counsels and that he may have limited availability to be present at Board meetings beginning in January 2021 due to double scheduling.

David Brezniak joined the meeting at 10:15 am.

Compliance Monitoring:

Ms. Leombruno left the meeting at 10:25 am.

Peter Stefan (2019-001039-IT-ENF, 2019-001040-IT-ENF, 2019-001276-IT-ENF, and 2019-001277-IT-ENF). After discussion, the Board took the following action:

Mr. Driscoll moved to approve Robert Miller as the interim Type 3 funeral director during the period of Peter Stefan's suspension. Mr. Gormley seconded the motion. Motion passed by a roll call vote: Mr. Phaneuf: "Yes", Mr. Brezniak: "No", Mr. Driscoll: "Yes.", Mr. Gormley: "Yes". Mr. Driscoll moved to reject Robert Miller as potential monitor and to request three names from Mr. Stefan for Board review as monitor. Mr. Brezniak seconded the motion. Motion passed by a roll call vote: Mr. Phaneuf: "Yes", Mr. Brezniak: "Yes", Mr. Driscoll: "Yes.", Mr. Gormley: "Yes".

The Board instructed Board investigator, Robert Williams, to inspect Mr. Stefan's funeral establishment and notify him to propose three potential monitors for Board review.

Discussion

- Impact of COVID-19

The Board encouraged funeral directors to follow CDC and DPH guidelines on Covid-19 and provide notice to members of the public regarding the need to wear masks and practice social distancing. The Board discussed their desire that funeral directors be vaccinated as frontline workers.

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

At 10:50 a.m., Mr. Driscoll moved to suspend the open meeting and enter into closed session to conduct investigatory conferences, pursuant to G.L. c. 112, §65C. Mr. Brezniak seconded the motion. **Motion passed by a roll call vote: Mr. Phaneuf: "Yes", Mr. Brezniak: "Yes", Mr. Driscoll: "Yes.", Mr. Gormley: "Yes".**

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

- 2020-000988-IT-ENF – Dismissed with Advisory Letter
- 2020-000601-IT-ENF – Tabled

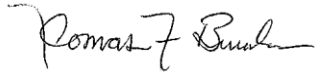
At 11:47 a.m., Mr. Brezniak moved to exit closed session and to adjourn the meeting. Mr. Driscoll seconded the motion. **Motion passed by a roll call vote: Mr. Phaneuf: "Yes", Mr. Brezniak: "Yes", Mr. Driscoll: "Yes.", Mr. Gormley: "Yes".**

List of Documents used at the meeting:

1. Agenda

2. Public Session Minutes from November 17, 2020 meeting.
3. Compliance Monitoring Request/Proposal
4. ED Report of administratively approved registrants and CE provider courses.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Thomas F. Burke". The signature is written in a cursive, flowing style.

Thomas F. Burke
Associate Executive Director