

Massachusetts Board of Registration in Embalming and Funeral Directing
Public Session Minutes
DATE: April 20, 2021
TIME: 11:00 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 (arrived at 11:18 a.m.)

Staff Members Present:

Thomas F. Burke, Assoc. Executive Director
Peter M. Kelley, Board Counsel
Robert Williams, Board Investigator
Alan Van Tassel, Office of Investigations

Members of the Public Present:

None

Call to Order:

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

Review of Minutes:

The Board reviewed staff prepared public session minutes of the meeting held on March 16, 2021.

Ms. Leombruno moved to accept staff prepared public session minutes of the meeting held on March 16, 2021. Mr. Brezniak seconded the motion. Motion passed by a roll call vote: Mr. Phaneuf: “Yes”, Mr. Driscoll: “Yes.”, Mr. Brezniak: “Yes.”, Mr. Gormley: “Not Present”, Ms. Leombruno, “Yes”.

Report from Associate Executive Director, Thomas Burke:

Mr. Burke stated that he will provide a report on the number of pre-need reports received by Board staff at the subsequent meeting. He reported that the following applicants and continuing education course offerings have been administratively approved for registration:

EM Board Licensed Registrants

Chad Craker (51305-EM-6) at O'Donnell Pederson in Danvers on 3.18.2021
Kelly J. Cavanaugh (51306-EM-3) at Nichols Funeral Home in Wilmington 3.26.2021

Marta Castelo (51065-EM-6) Reinstatement/Downgrade at Duffy-Poule in Attleboro 4/5/2021.

Continuing Education Courses

National Funeral Directors Association (“NFDA”)

COVID-19 Prevention Programs and Top 10 OSHA Violations – May 13, 2021
Virtual/Online 1.00 CE Hours

International Cemetery, Cremation & Funeral Association (“ICCFA”)

2021 ICCFA Virtual Annual Convention & Exposition – May 17-21, 2021 Virtual
Conference 15.00 CE Hours

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. Brezniak: “Yes.”, Mr. Gormley: “Not Present.”, Ms. Leombruno, “Yes”.

Mr. Gormley joined the meeting at 11:18 a.m.
Mr. Kelley joined the meeting at 11:23 a.m.

Report from Board Counsel, Peter Kelley:

No report.

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

- MFDA Training Course

The Board chair inquired about a proposed training course for funeral assistants seeking registration in Massachusetts. Mr. Burke reported that the course would be a topic of discussion at the subsequent Board meeting.

Executive Session:

At 11:26 a.m., Ms. Leombruno moved to exit open session and enter executive session pursuant to G. L. c. 30A, § 21(a)(1) to review reputation or character rather than professional competence, and then 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. Driscoll: “Yes.”, Mr. Brezniak: “Yes.”, Mr. Gormley: “Yes”, Ms. Leombruno, “Not Present”.**

Ms. Leombruno left the meeting at 11:27 a.m.

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

Ms. Leombruno rejoined the meeting at 11:55 a.m.

Ms. Leombruno left the meeting at 12:40 p.m.

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

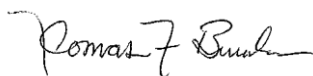
- 2020-000601-IT-ENF – Tabled.
- 2020-001597-IT-ENF – Dismissed.
- 2020-001130-IT-ENF – Dismissed.
- 2020-001608-IT-ENF – Dismissed.
- 2021-000106-IT-ENF – Referred to Prosecutions.
- 2021-000254-IT-ENF – Referred to Prosecutions. (Mr. Phaneuf recused and left meeting at 12:46 p.m.)
- 2020-001552-IT-ENF – Referred to Prosecutions. (Mr. Phaneuf recused.)

At 1:31 p.m., Mr. Driscoll moved to exit closed session and thereafter to adjourn the meeting. Mr. Brezniak seconded the motion. **Motion passed by a roll call vote of Board members present: Mr. Phaneuf: “Not present”, Mr. Brezniak: “Yes”, Mr. Driscoll: “Yes.”, Mr. Gormley: “Yes”, Ms. Leombruno, “Not Present”.**

List of Documents used at the meeting:

1. Agenda
2. Public Session Minutes from March 16, 2021 meeting.
3. AED Report of administratively approved registrants and CE provider courses.

Respectfully submitted,



Thomas F. Burke
Associate Executive Director