

Massachusetts Board of Registration in Embalming and Funeral Directing
Public Session Minutes
DATE: May 18, 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

Staff Members Present:

Thomas F. Burke, Executive Director
Peter M. Kelley, Board Counsel
Robert Williams, Board Investigator

Board Members Absent:

Richard Gormley

Members of the Public Present:

Margie Nolan, MFDA

Call to Order:

Mr. Phaneuf called the meeting to order at 11:12 a.m. Evacuation procedures were tabled.

Review of Minutes:

The Board reviewed staff prepared public session minutes of the meeting held on April 20, 2021.

Mr. Driscoll moved to accept staff prepared public session minutes of the meeting held on April 20, 2021. Ms. Leombruno seconded the motion. Motion passed by a roll call vote: Mr. Phaneuf: “Yes”, Mr. Driscoll: “Yes.”, Mr. Brezniak: “Not Present.”, Mr. Gormley: “Not Present”, Ms. Leombruno, “Yes”.

The Board reviewed staff prepared executive session minutes of the meeting held on April 20, 2021.

Ms. Leombruno moved to accept staff prepared executive session minutes of the meeting held on April 20, 2021. Mr. Driscoll seconded the motion. Motion passed by a roll call vote: Mr. Phaneuf: “Yes”, Mr. Driscoll: “Yes.”, Mr. Brezniak: “Not Present.”, Mr. Gormley: “Not Present”, Ms. Leombruno, “Yes”.

Mr. Brezniak joined the meeting at 10:15 a.m.

Report from Executive Director, Thomas Burke:

Mr. Burke reported that there approximately seventy-five outstanding Pre-need reports. Board staff will send letters to the funeral directors with deadline to submit and report to the Board at a subsequent meeting. He reported that the following applicants and continuing education course offerings have been administratively approved:

EM Board Licensed Registrants

Emily Bleiler (51307-EM-6) at Chapman, Cole & Gleason in Falmouth on April 26, 2021
Chris Laurin (51308-EM-6 at M.R. Laurin & Son Funeral Home in Lowell April 26, 2021
George O'Dea (51309-EM-6 at O'Dea Funeral Home in Brookline April 30, 2021
Samantha Muzzi (51310-EM-6) Independent Contractor May 5, 2021
Ernest Rooney (51311-EM-6) at Richardson Funeral Home in Leominster May 12, 2021

Continuing Education Courses

KB Publications

Technology Think Tank – September 9, 2021 New Jersey	5.5 CE Hours
Cremation Innovators Summit – September 10, 2021 New Jersey	5.5 CE Hours

WebCE.com

Funeral Operations during a Pandemic – Ongoing Self-Study	3.0 CE Hours
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Ms. Leombruno moved to accept the Executive Director's Report. 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 Board Counsel, Peter Kelley:

Mr. Kelley notified the Board of guidance from the new property manager, Biomed Realty, regarding safety protocols for workplace gatherings. He stated that gatherings of more than ten people are subject to property owner's prior approval.

Correspondence:

- North Shore Community College

The Board acknowledged receipt of correspondence from the program coordinator of the funeral service program, Sarah A. Stopyra. Ms. Stopyra informed the Board that the College was awarded Candidacy status by the American Board of Funeral Service Education ("ABFSE"). She anticipates will earn initial accreditation by next year. Mr.

Kelley noted that students who graduate this year would be eligible to apply for license registration after initial accreditation is in place. Read and filed.

Discussion:

- MFDA sponsored Funeral Assistant Training

Margie Nolan of the Massachusetts Funeral Directors Association (“MFDA”) presented an outline of a course offering designed to prepare prospective funeral assistants for registration. The course is intended to provide Board approved training according to 239 CMR § 3.02(4)(g) for registrants in (a) General Public Health; (b) Ergonomics; and (c) Funeral Service Law and Ethics. Because this section of the regulation addresses ongoing training for registrants, Mr. Kelley and Mr. Burke advised the Board to consider how the course offering meets the general requirements enumerated: namely education, training, and education and training. Mr. Kelley encouraged the Board to consider what would constitute training in order to provide clarity and guidance to MFDA. The Board discussed the possibility of funeral registrants receiving continuing education credit by completing the course. After discussion, Mr. Driscoll moved to table review until the June 15th meeting and instructed Board counsel and Board staff to propose a policy outline to a) address the amount of training funeral registrants should complete; and b) review the continuing education requirements for funeral assistants. Ms. Leombruno seconded. **Motion passed by a roll call vote: Mr. Phaneuf: “Yes”, Mr. Driscoll: “Yes.”, Mr. Brezniak: “Not Present.”, Mr. Gormley: “Not Present”, Ms. Leombruno, “Yes”.**

Mr. Brezniak left the meeting at 11:48 a.m.

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

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

At 12:32 p.m., Ms. Leombruno moved to exit open session and 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. Driscoll: “Yes.”, Mr. Brezniak: “Not Present.”, Mr. Gormley: “Not Present”, Ms. Leombruno, “Yes”.**

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

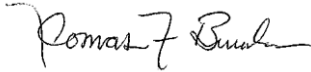
- 2020-001695-IT-ENF – Referred to Prosecutions.
- 2021-000184-IT-ENF – Closed, no action.

At 1:02 p.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: “Not Present.”, Mr. Gormley: “Not Present”, Ms. Leombruno, “Yes”.**

List of Documents used at the meeting:

1. Agenda
2. Public Session Minutes from April 20, 2021 meeting.
3. Executive Session Minutes from April 20, 2021 meeting
4. AED Report of administratively approved registrants and CE provider courses.

Respectfully submitted,



Thomas F. Burke
Executive Director