

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

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Board Members Present:

Paul Phaneuf
Patrick Driscoll
David Brezniak
Richard Gormley
Janet Leombruno

Staff Members Present:

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

Members of the Public Present:

Margaret Nolan
Barbara Kazmierczak
Patti Muldoon
Sandy Ward

Call to Order:

Mr. Phaneuf called the meeting to order at 11:06 a.m. Evacuation procedures were tabled.

Review of Minutes:

The Board reviewed staff prepared public session minutes of the meeting held on June 15, 2021.

Ms. Leombruno moved to accept staff prepared public session minutes of the meeting held on June 15, 2021. 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, Thomas Burke:

Mr. Burke notified the Board that Mr. Manolito Diaz requested and received probation termination for his funeral director registration (51215-EM-6) on July 9, 2021. Mr. Burke reported that the following applicants and continuing education course offerings have been administratively approved:

EM Board Licensed Registrants

Jennifer Hardy (51316-EM-6) at Blake Funeral Home in Chelmsford and Dracut Funeral Home in Dracut on July 6, 2021.

Rochelle Hairston Reid (51135-EM-6) at Chapman Funerals & Cremation in Barnstable on July 7, 2021

Continuing Education Courses

New York State Funeral Directors Association (NFDA)

How to Find, Keep and Grow Great People – August 25, 2021, Saratoga Springs, NY	1.00 CE Hours
Green Burials: Ritual and Ceremony – August 18, 2021, Online/Live Webinar	1.00 CE Hours

Massachusetts Funeral Directors Association (MFDA)

2021 Professional Embalmer's Session – September 16, 2021, Waltham Woods Conference Center	4.00 CE Hours
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Funeral Service Academy

Working with Elderly Clients – from date of approval, online	1.00 CE Hours
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New York State Funeral Directors Association (NFDA)

How to “Sell Without Selling” – August 23, 2021, Saratoga Springs, NY	1.00 CE Hours
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Selected Independent Funeral Homes

2021 Annual Meeting – September 25, 2021, San Antonio, TX	10.0 CE Hours
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Kates-Boylston Publications

Funeral Service Business Plan Conference – December 2, 2021, Hanover, MD	10.0 CE Hours
Cremation Strategies Conference – December 3, 2021, Hanover, MD	5.50 CE Hours

Wilbert Funeral Service

Your Best Marketing Assets – August 26, 2021	1.00 CE Hours
The Answer is Numbers – August 26, 2021	1.00 CE Hours
When a Child Dies – July 29, 2021	1.00 CE Hours
Silence Danger Embalming – August 12, 2021	1.00 CE Hours
Tell Your Own Story – July 1, 2021	1.00 CE Hours

Cremation Association of North America (CANA)

CANA's 103rd Cremation Innovation Convention, August 12-13, Seattle, Washington

9.00 CE Hours

Ms. Leombruno moved to accept the Executive Director's Report and Mr. Driscoll seconded. Motion passed by a roll call vote: Mr. Phaneuf: "Yes", Mr. Driscoll: "Yes.", Mr. Brezniak: "Yes.", Mr. Gormley: "Yes.", Ms. Leombruno: "Yes".

Report from Board Counsel, Peter Kelley:

No report.

Discussion:

- Policy Update – Funeral Assistant Training and Continuing Education

The Board reviewed a draft policy to determine educational criteria and number of required hours of Board approved funeral assistant training per 239 CMR 3.02(4)(g). Board counsel Peter Kelley noted that such a policy would allow the Board to define further the broad qualifications of approved coursework in the areas of General Public Health, Ergonomics, and Funeral Service Law and Ethics found in the regulation. Margaret Nolan of the Massachusetts Funeral Directors Association ("MFDA") and Barbara Kazmierczak offered a course outline for funeral assistant training for the Board's consideration. After discussion, the Board agreed to continue the review of the policy at a subsequent meeting to determine the appropriate amount of required training and eligible course providers. **Mr. Brezniak moved to review the topic as a single agenda item on Tuesday, August 10 at 10:00 a.m. Ms. Leombruno seconded. Motion passed by a roll call vote: Mr. Phaneuf: "Yes", Mr. Driscoll: "Yes.", Mr. Brezniak: "Yes.", Mr. Gormley: "Yes.", Ms. Leombruno: "Yes".**

- Preneed Reports

Mr. Burke reported that Mr. Williams is conducting the first pass-through of missing reports. Mr. Burke will provide an update to the Board at the next regular meeting. Letters will be mailed to funeral directors who failed to respond to Mr. Williams.

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

Patti Muldoon from Funeral Consumers Alliance of Eastern Massachusetts and Sandy Ward from Funeral Consumers Alliance of Western Massachusetts requested that the Board update its website to include current consumer rights information. Mr. Burke requested that Ms. Muldoon and Ms. Ward submit their organization's documents to him so that the Board may review at a subsequent meeting.

Ms. Nolan of MFDA provided a brief update on pending legislation to ensure funeral directors will be categorized as healthcare workers.

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

At 12:29 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: “Yes.”, Mr. Gormley: “Yes.”, Ms. Leombruno: “Yes”.**

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

- 2020-000601-IT-ENF – Tabled.
- 2021-000313-IT-ENF – Tabled
- 2021-000450-IT-ENF – Referred to Prosecutions.

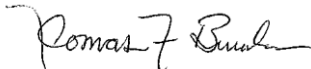
Ms. Leombruno left the meeting at 12:45 p.m.

At 1:29 p.m., Mr. Gormley moved to exit closed session and thereafter 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: “Not Present”.**

List of Documents used at the meeting:

1. Agenda
2. Public Session Minutes from June 15, 2021 meeting.
3. ED Report of administratively approved registrants and CE provider courses.
4. Draft Policy for Funeral Assistant Training.

Respectfully submitted,



Thomas F. Burke
Executive Director