

**Massachusetts Board of Registration in Embalming and Funeral Directing**  
**Public Session Minutes**  
**DATE: August 10, 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.**

.

**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

---

**Call to Order:**

Mr. Phaneuf called the meeting to order at 10:12 a.m. Evacuation procedures were tabled.

**Review of Minutes:**

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

**Mr. Driscoll moved to accept staff prepared public session minutes of the meeting held on July 20, 2021. 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”.**

**Discussion:**

- Policy Update – Funeral Assistant Training and Continuing Education

The Board reviewed the draft policy for approved funeral assistant training in order to determine the number of required hours in the areas of general health, ergonomics, funeral service law and ethics, as well as OSHA certification in the risk and prevention of bloodborne pathogens. The Board agreed that the policy should establish a reasonable standard for funeral assistant training carried out by the supervising Type 3 funeral director, a third-party course provider, or a combination thereof. In addition, the Board reviewed

national standards for funeral assistant training that Mr. Kelley presented to the Board. The Board agreed that third-party worksite training must be approved by the Board in order to satisfy educational criteria pursuant to 239 CMR § 3.02(4)(g) on a case-by-case basis. Further, the Board acknowledged that establishing approved third-party providers would not alter in-house training by the Type 3 funeral director or the completion of an associate's degree in mortuary science from a program meeting the requirements of the American Board of Funeral Service Education ("ABFSE").

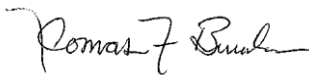
**After further discussion, Mr. Driscoll moved to assign four hours of pre-registration course credit to the aforementioned areas of Board-approved funeral assistant training. Mr. Brezniak seconded. Motion passed by a roll call vote: Mr. Phaneuf: "Yes", Mr. Driscoll: "Yes.", Mr. Brezniak: "Yes.", Mr. Gormley: "Yes.", Ms. Leombruno: "Not present".**

At 11:07 a.m., Mr. Driscoll moved to adjourn the meeting. Mr. Gormley 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 July 20, 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