

Massachusetts Board of Registration in Embalming and Funeral Directing
Public Session Minutes
DATE: September 21, 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.

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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:

Patti Muldoon
Sandy Ward
Frank Singleton

Call to Order:

Mr. Phaneuf called the meeting to order at 10:05 a.m. Evacuation procedures were tabled.

Review of Minutes:

The Board reviewed staff prepared public session minutes of the meeting held on August 17, 2021.

Ms. Leombruno moved to accept staff prepared public session minutes of the meeting held on August 17, 2021. 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: “Yes”.

Report from Executive Director, Thomas Burke:

Mr. Burke reported that as of August 27, 2021, Board staff is complying with the health order for facemasks as required in all indoor public settings in the City of Boston. He noted that the Board would continue to meet remotely until April 1, 2022. Mr. Burke reported that approximately fifty preneed reports have not been submitted after follow-up by Board staff. Mr. Phaneuf suggested that staff offer one further opportunity to respond and comply before pursuing disciplinary measures.

Mr. Driscoll moved to open complaints for funeral directors who did not submit 2020 preneed reports following this protocol. 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”.

Mr. Burke reported that the following applicants and continuing education course offerings have been administratively approved:

EM Board Licensed Registrants

Jennifer Hardy (51319-EM-3) at Blake Funeral Home in Chelmsford and Dracut Funeral Home in Dracut on August 13, 2021.

Jordan Baker (51318-EM-6) at Saunders-Dwyer Funeral Home in New Bedford, on August 12, 2021

Tyler Morrill (51321-EM-6) Morrill Funeral Home in Sturbridge on September 6, 2021

Martin O’Brien (51320-EM-3) at O’Brien Family Funeral Home in South Hadley, August 20, 2021

Continuing Education Courses

International Order of the Golden Rule - REVISED

Leadership Summit – September 19-21, 2021, The Carmichael Hotel, 1 Carmichael Square, Carmel, IN 46032

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| • Communication Across Generations | 1.00 CE Hours |
| • The Changing Consumer: Marketing Trends, Opportunities and Threats | 1.00 CE Hours |
| • From Ideation to Innovation | 1.00 CE Hours |

These courses have been cancelled.

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| • Moving from Panic to Purpose | 1.50 CE Hours |
| • Leadership Summit Round-Up | 1.00 CE Hours |
| • The Innovation Challenge: Shaping the future for Independent Funeral Homes | 2.00 CE Hours |

Massachusetts Funeral Directors Association (MFDA) – Home Study Courses

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| • Funeral Home Confidentiality Policies & Practices | 1.00 CE Hours |
| • Funeral Home Employee Cell Phone Policies | 2.00 CE Hours |
| • Due Diligence: Funeral Homes and Third-Party Crematories | 3.00 CE Hours |
| • Complying with the Funeral Rule Third-Party Merchandise Guidelines | 3.00 CE Hours |
| • Funeral Home Screening and Hiring: An Expert Guide to Making the Right Hire | 5.00 CE Hours |

Funeral Service Academy

Working with Elderly Clients – from date of approval, online	2.00 CE Hours
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NFDA

No Time to Cry	1.00 CE Hours
Ten Techniques to Mitigate Burnout	1.00 CE Hours
Are you Families' Data Secure	1.00 CE Hours
The Yearly Show 2021	1.00 CE Hours
Real Life (and Death) Scenarios Facing Today's Funeral Director	1.00 CE Hours
How To Solve Them Without Going Broke	1.00 CE Hours
Become Your Community's Expert on Alkaline Hydrolysis	1.00 CE Hours
The Forgotten Mourners	1.00 CE Hours
Back to Basics of Embalming and Body Prep	1.00 CE Hours
Law Enforcement Line of Duty Deaths: An approach for Small Funeral Homes	1.00 CE Hours
Facing the Judge: How Proper Paperwork Can Save Your Firm	1.00 CE Hours
How to Navigate Digital Remains	1.00 CE Hours
From Donation to Goodbye	1.00 CE Hours
Connecting with the LGBTQ & Community	2.00 CE Hours
How To Get Customer Experience Right Post-Pandemic	2.00 CE Hours
An Undertaker at the Courthouse	2.00 CE Hours
Honoring Those Who Serve	2.00 CE Hours
How To Prepare a Decomp for Public Viewing	2.00 CE Hours
Think Different	1.00 CE Hours
Lessons on Embracing Change & Opportunities for Growth	1.00 CE Hours
Funeral Rule Compliance and Update on the FTC Rule Review	1.00 CE Hours
A Reimagined Funeral and Cemetery Profession	1.00 CE Hours
A Radically Simple Blueprint for Success & Growth	1.00 CE Hours
Final Acts of Care Following the Death of a Child	1.00 CE Hours
Reconstructive Techniques for Severe Trauma	1.00 CE Hours
Mortuary Mission: Dover's Silent History	1.50 CE Hours
The Delicate Balance of Your Family, Life & Family Business	1.00 CE Hours
Decomposition: The Earthly Disposition	1.00 CE Hours
Finding a More Profitable Middle Ground with Cremation Families	1.00 CE Hours
Practical Ideas to Reach Your Caregiver Community	1.00 CE Hours
The Biology of Cosmetics	1.50 CE Hours
Resilience in the Face University	1.00 CE Hours
2021 NFDA International Convention EXPO	1.00 CE Hours
Best Practices for Running your Business	1.00 CE Hours
The Centennial of the Funeral of the Unknown Solider	1.00 CE Hours
Pandemic Response: Lessons Learned and the Path Ahead	1.50 CE Hours
Engaging Problematic Embalming & Restorative Art Cases	4.00 CE Hours
Why Facebook Works for Funeral Homes	1.00 CE Hours

Wilbert Funeral Services

The Three	1.00 CE Hours
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Embalming Jaundice Case 1.00 CE Hours

KAVOD Fall Meeting

Independent Jewish Funeral Chapels 2.00 CE Hours

New Jersey Funeral Service Education Corporation

The Essential Work of Funeral Directors during COVID-19 1.00 CE Hours

Embalming Organ & Tissue Donors 1.00 CE Hours

Good People, Unethical Choices 1.00 CE Hours

Hiring and Retentions of Today's Funeral Service Employee 1.00 CE Hours

What Deathcare can Learn from the 1918 Flu Pandemic & Excess Death 1.00 CE Hours

Pandemic-Related Stress Among Funeral Workers 1.00 CE Hours

The Relevance of Restorative Art 1.00 CE Hours

Mr. Brezniak 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:

Mr. Kelley reported that Board members fall within Governor Baker's Executive Order regarding mandatory COVID vaccinations for state employees. Mr. Kelley noted that Board members are not required to present documentation of compliance at this time.

Apprentice Extension Request:

- Gerard Grondin

Ms. Leombruno moved to grant a one-year license extension for Mr. Grondin. Mr. Brezniak seconded. 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 – Requirements for Funeral Home Assistant Training

Mr. Brezniak moved to adopt policy Requirements for Funeral Assistant Training as submitted. Ms. Leombruno seconded. Motion passed by a roll call vote: Mr. Phaneuf: "Yes", Mr. Driscoll: "Abstain.", Mr. Brezniak: "Yes.", Mr. Gormley: "Yes.", Ms. Leombruno: "Yes".

- Consumer Fact Sheet – Review

Mr. Brezniak moved to delegate public member Janet Leombruno to gather information on updates to the Consumer Fact Sheet and report to the Board. Mr. Gormley seconded. Motion passed by a roll call vote: Mr. Phaneuf: “Yes”, Mr. Driscoll: “Yes.”, Mr. Brezniak: “Yes.”, Mr. Gormley: “Yes.”, Ms. Leombruno: “Yes”.

Reinstatement Request:

- T. Morris 50905-EM-6 – Tabled.

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

At 10:51 a.m., Mr. Driscoll moved to exit open session and 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: “Yes”.**

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

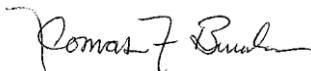
- 2020-001595-IT-ENF – Dismissed.

At 11:08 a.m., Ms. Leombruno 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: “Yes”.**

List of Documents used at the meeting:

1. Agenda
2. Public Session Minutes from August 17, 2021 meeting.
3. ED Report of administratively approved registrants and CE provider courses.
4. Draft Policy for Funeral Home Assistant Training.
5. Apprentice Extension Request files.

Respectfully submitted,



Thomas F. Burke
Executive Director