

Massachusetts Board of Registration in Embalming and Funeral Directing

Public Session Minutes

Meeting of 1/16/18

Held at

1000 Washington Street, Boston, MA, 02118

At 10:00 a.m.

Room 1D

Board Members Present:

Patrick Driscoll
Richard Gormley
Paul Phaneuf
Peter Stefan
Janet Leombruno

Staff Members Present:

Michael Hawley, Executive Director
Thomas Burke, Associate Executive Director
Peter Kelley, Board Counsel
Robert Williams, Investigator
Christopher Carroll, Chief Investigator

Members of the Public Present:

Alyssa Croteau
David A. Pickering
Andrew Pickering
Randall Bessette
John Keohane

Michael Ahearn
Allerlaroo Besette
William R. Bloom
Bridget Goggins

Call to Order

Mr. Phaneuf called the meeting to order at 10:18 a.m. Board staff reviewed building evacuation procedures and noted the location of restrooms.

Review of Minutes

The Board reviewed staff prepared open session minutes of the meeting held on December 12, 2017. Executive session minutes will be available for review and acceptance next month.

Mr. Driscoll moved to accept staff prepared open session minutes of the meeting held on December 12, 2017, as amended. Ms. Leombruno seconded the motion. Motion passed unanimously.

Report from Executive Director Michael Hawley

Executive Director Hawley reported that the Board has issued successfully a number of licenses “in house” for funeral assistants and embalmer apprentices since the Board voted to modify the registration process. Associate Executive Director Thomas Burke announced that the Board will utilize the Commonwealth’s Interchange File Transfer system for subsequent board meetings in order to transmit cases, minutes and other board meeting materials securely. He will send registration emails to all board members. In addition, Director Hawley noted that board cases will be uploaded to the Interchange two weeks prior to the monthly board meeting. Mr. Hawley, in response to a question regarding the

configuration issue of the associated funeral home for type 3 registrants, indicated that such manual updates are proceeding.

Report from Legal Counsel, Peter M. Kelley

Attorney Peter M. Kelley announced that a new member orientation meeting will be held at 9:30 a.m. on February 20, 2018 for all new EM board members. Mr. Kelley requested discussion of the disposition of the unclaimed dead be deferred until after closed session.

Report from Christopher Carroll, Chief Investigator

No report.

Continuing Education Provider Applications:

The Board reviewed the following applications:

MKJ Marketing

- MKJ's Marketing's 2018 Marketing Summit – Vail, CO
- MKJ's Marketing's 2018 Marketing Summit – Clearwater Beach, FL

Cremation Association of North America

- The Art of Selling Cremation: A Preneed Summit
- CANA's Crematory Operations Certification Program
- CANA's 2018 Cremation Symposium

Funeral Continuing Education

- Funeral Home and Heroin Overdose Training

Matthews International

- 10 Arrangement Steps Essential for Families Selecting Cremation
- Moving From Grieving to Remembrance
- The Beauty, Characteristics and Value of American Woods used in the Art of Casket Construction
- The Beauty, Characteristics and Value of Enduring Metals
- Funeral Home Professional Communication Skills
- Millennials – The Dawn of the Digital Networking Age
- Plant Tour/Understanding the hardwood Casket Constructions Process from A-Z

Dodge Institute

- Technical Seminar 2018 – Atlantic City

NFDA

- NFDA Cremation Certification Program – Various
- DNA Preservation for Funeral Professionals
- Pursuit of Excellence: Best Practices Panel
- 2018 NFDA Cremation Conference
- VA Update: Preneed, Benefits, & Memorialization
- NFDA 2018 Online Learning Courses
- Home Study Programs – DVD’s with Study Guide & Home Readings (Various)

Mr. Phaneuf moved to accept all continuing education courses presented. The motion was seconded by Mr. Stefan. The motion passed unanimously.

At 10:45 a.m., Mr. Stefan moved to go into executive session to comply with the provisions of the public record law, G. L. c. 30A, §21(a)(7); G. L. c. 66, § 10, to maintain the confidentiality of test questions and answers, pursuant to G. L. c. 4, § 7, ¶ 26(l). Mr. Driscoll seconded the motion. Motion passed by a roll call vote: Mr. Phaneuf: “Yes”, Mr. Stefan: “Yes”, Mr. Gormley: “Yes”, Mr. Driscoll: “Yes” and Ms. Leombruno: “Yes”.

At 11:20 p.m., Ms. Leombruno moved to exit executive session and enter open session. Mr. Stefan seconded the motion. Motion passed by a roll call vote: Mr. Phaneuf: “Yes”, Mr. Stefan: “Yes”, Mr. Gormley: “Yes”, Mr. Driscoll: “Yes” and Ms. Leombruno: “Yes”.

Closed session, Investigative Conferences [Closed pursuant to M.G.L. c. 112, § 65C]

At 12:25 p.m., Mr. Phaneuf moved to suspend the open meeting and enter into closed session to conduct investigative conferences to discuss disciplinary cases pursuant to M.G.L. c. 112, § 65C. The motion was seconded by Ms. Leombruno. **The motion passed unanimously.**

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

- EM-2017-001182-IT-ENF Dismissed with Advisory Letter
- EM-2017-001116-IT-ENF Dismissed. Mr. Phaneuf took no part in the discussion of or deliberation on this matter.
- EM-2017-001066-IT-ENF Forwarded to Prosecutions
- EM-2017-000963-IT-ENF Dismissed

At 12:30 p.m. Mr. Driscoll moved to exit closed session. The motion was seconded by Mr. Gormley. **The motion passed unanimously.** Mr. Phaneuf announced that the Board would recess for lunch. He stated that the meeting would resume at approximately 1:00 p.m.

Lunch Break

At 1:18 p.m. the meeting resumed.

Application Review:

Type 6 – Review and vote on applications

- Alyssa Croteau
- Allerlaroo Bessette

Mr. Phaneuf moved to approve the above candidates for licensure. Mr. Driscoll seconded. The motion passed unanimously by all present board members.

Type 3 and Establishment Applicant – Review and vote on applications

- Andrew Pickering
- Fowler-Kennedy Funeral Home

Mr. Driscoll moved to approve the above candidate and establishment for licensure, that latter of which is specifically conditioned upon receipt of missing seller’s information, submission to the satisfaction of Mr. Burke. Ms. Leombruno seconded. The motion passed unanimously by all present board members.

Discussion of the disposition of the unclaimed dead with no indication of decedent’s intent. Following a vigorous discussion, Board approved in principle creating a safe-haven for registrants who, following a thirty (30) day waiting period for next of kin or legal representatives to provide consent, to allow for all professionally reasonable measures to be taken to dispose of unclaimed dead human bodies, including by cremation. Board requested draft language to review at future meeting.

Adjournment

At 2:42 p.m. Ms. Leombruno moved to adjourn the meeting. Mr. Driscoll seconded the motion. **Motion passed unanimously.**

List of Documents used at the meeting:

1. Agenda
2. Minutes from previous meeting(s) where applicable
3. Applications for personal registration
4. Continuing education provider applications

Respectfully submitted,



Michael Hawley, Executive Director