

**Massachusetts Board of Registration in Embalming and Funeral Directing  
Public Session Minutes  
Meeting of 4/17/18**

Held at  
1000 Washington Street, Boston, MA, 02118  
At 10:00 a.m.  
Room 1D

**Board Members Present:**

Patrick Driscoll  
Paul Phaneuf  
Peter Stefan  
Richard Gormley  
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:**

Erica DeNinno  
Jacquelyn Aubuchon  
Jamie Civitarese  
Alfred Almeida  
Fred Wobrock

Caitlyn Almeida  
Andrew J. Almeida  
Edward O'Brien

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**Call to Order**

Mr. Phaneuf called the meeting to order at 10:00 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 March 20, 2018.

**Mr. Driscoll moved to accept staff prepared open session minutes of the meeting held on March 20, 2018. Mr. Gormley seconded the motion. Motion passed unanimously.**

The Board reviewed staff prepared executive session minutes of the meeting held on March 20, 2018.

**Mr. Stefan moved to accept staff prepared executive session minutes of the meeting held on March, 20, 2018. Mr. Driscoll seconded the motion. Motion passed unanimously.**

**Report from Executive Director Michael Hawley**

Executive Director Hawley reported that letters have been mailed to funeral directors and establishments who have not yet submitted preneed reports with a due date of April 26, 2018. Mr. Hawley presented to the Board an inquiry regarding reciprocal agreements with New England states for funeral services across state lines. Mr. Kelley cited the statute that supports such reciprocity and will review with the board at the May, 2018 meeting.

### **Report from Legal Counsel, Peter M. Kelley**

Attorney Kelley stated that the legislation regarding the disposition of the unclaimed dead has been submitted to the state legislature and is pending at this time.

### **Report from Christopher Carroll, Chief Investigator**

No report.

### **Correspondences:**

The Board reviewed a request for advisory opinion on the matter of Davis Funeral Home. Mr. Kelley stated that he will respond to Ms. Rebecca Ridley to follow board regulations regarding return of proceeds. The Board acknowledged the upcoming annual conference of the Funeral Consumers Alliance from June 21-24, 2018.

### **Application Review:**

#### **Type 6 – Review and vote on applications**

- Andrew Almeida
- Ryan Hassett
- Jamie Civitarese

#### **Type 6 – Review and vote on Reinstatement application**

- Jacquelyn Aubuchon

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

### **Continuing Education Provider Applications:**

The Board reviewed the following applications:

#### **The North American Division of the British Institute of Embalmers**

- 2018 Professional Enrichment Conference – Challenges & Opportunities

#### **Warring Sullivan Funeral Homes**

- Wise Management of Grief Seminar

### **SCI Management**

- Back Safety
- Bloodborne Pathogens
- Defensive Driving
- Fire Safety
- Hazard Communication
- Hearing Protection
- Hospice Explained
- Lockout/Tagout
- Office Safety
- Respiratory Protection

### **The Dodge Institute**

- 2018 Dodge Technical Seminar – Las Vegas

### **Cremation Association of North America**

- Cremation Arrangement Conference Best Practices
- Phone Shoppers: Your Best First Impression
- Cremation & the Environment Online Course
- Legal Topics

### **National Funeral Directors Association**

- 2018 All-Staff Annual FTC Funeral Rule Review
- 2018 NFDA Embalming and Restorative Arts Seminar
- Why Your Families Should Witness the Cremation
- Serving Suicide Loss Survivors
- Do it Yourself Memorials (with a Little Help from the Funeral Director)
- Embalming Risk Management
- RSVP: I'll See you at My Living Funeral
- Supporting Pregnancy Loss Families
- Ten Tools for Stress Relief

**Mr. Phaneuf and Mr. Driscoll inquired whether the SCI Management courses are open to all members of the embalming and funeral directing profession. Mr. Burke stated that he will contact SCI Management to confirm that courses are open to all registrants. Mr. Driscoll moved to approve and accept all continuing education courses presented contingent upon availability to all Massachusetts registrants. . The motion was seconded by Ms. Leombruno. The motion passed unanimously.**

At 11:26 a.m., Ms. Leombruno 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 review reputation or character rather than professional competence of applicants, pursuant to G. L. c. 30A, § 21(a)(1). Mr. Driscoll seconded the motion. Motion passed by a roll call vote: Mr. Phaneuf: “Yes”, Mr. Stefan: “Yes”, Mr. Gormley: “Yes”, Ms. Leombruno: “Yes”, and Mr. Driscoll: “Yes”.

At 11:50 p.m., Mr. Driscoll moved to exit executive session and enter open session. Ms. Leombruno seconded the motion. Motion passed by a roll call vote: Mr. Phaneuf: “Yes”, Mr. Stefan: “Yes”, Mr. Gormley: “Yes”, Ms. Leombruno: “Yes”, and Mr. Driscoll: “Yes”.

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

At 11:50 p.m., Mr. Driscoll 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-2018-0266-IT-ENF Forwarded to Prosecutions (Mr. Stefan recused himself.)
- EM-2017-1460-IT-ENF Forwarded to Prosecutions
- EM-2017-0467-IT-ENF Forwarded to Prosecutions

At 12:34 p.m. Ms. Leombruno moved to exit closed session. The motion was seconded by Mr. Driscoll. **The motion passed unanimously.**

**Adjournment**

At 12:35 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,



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Michael Hawley  
Executive Director