

**Massachusetts Board of Registration in Embalming and Funeral Directing
Public Session Minutes
Meeting of 11/20/18**

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

Board Members Present:

Patrick Driscoll
Paul Phaneuf
Richard Gormley
Janet Leombruno

Staff Members Present:

Michael Hawley, Executive Director
Thomas Burke, Associate Executive Director
Bruce Hopper, Chief Board Counsel
Robert Williams, Investigator

Members of the Public Present:

Sandra N. Ward
Patti Muldoon
Gary Toye
Jeff T. Koopman
Aaron Welles
Robert Spychalski
Paul Levesque

Nancy Burger
Richard Dewhirst
Erroll Trainor
Jerome A. Jozak
Ken Ditlmann

Call to Order

Mr. Phaneuf called the meeting to order at 10:15 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 October 16, 2018.

Mr. Gormley moved to accept staff prepared open session minutes of the meeting held on October 16, 2018. Ms. Leombruno seconded the motion. Motion passed by all Board members present.

Report from Executive Director Michael Hawley

Mr. Hawley explained to the Board the continuing education requirement for the reinstatement of licenses for all type classes of funeral registration. Some members inquired whether the requirement creates an unreasonable boundary to employment for funeral registrants seeking to return to employment and expressed an interest in creating a policy to address changes to the requirement. Mr. Hawley replied that he will present a

proposed policy for the Board to review at a future meeting. Mr. Phaneuf asked the Director to provide the number of current and lapsed Type 3 Funeral Directors following the recent renewal deadline. Mr. Hawley noted that Peter Stefan is no longer serving as a Board Member and that David Brezniak will be in attendance at the next Board meeting, December 18, 2018. Mr. Driscoll requested that the Board provide a letter of thanks to Mr. Peter Stefan for his ten years of service to the Board.

Report from Chief Legal Counsel, Bruce Hopper

No report.

Election of Board Officers

After brief discussion, Board members unanimously nominated Mr. Paul Phaneuf to continue as Board Chair and Mr. Patrick Driscoll to continue as Board Secretary.

Mr. Driscoll moved to nominate Mr. Phaneuf as Board Chair. Ms. Leombruno seconded the motion. Motion passed by all Board members present.

Ms. Leombruno moved to nominate Mr. Driscoll as Board Secretary. Mr. Gormley seconded the motion. Motion pass by all Board members present.

Approval of 2019 Meeting Dates

The Board unanimously approved the staff prepared meeting dates for the 2019 calendar year.

Application Review:

Type 6 – Review and vote on applications

- Aaron Welles

Mr. Driscoll moved to approve the above candidate for licensure. Mr. Gormley seconded. The motion passed unanimously.

Type 6 (Transition) – Review and vote on application

- Richard Dewhirst (Downgrade to Type 6)
- Robert Spychalski (Downgrade to Type 6)

Mr. Driscoll moved to approve the above candidates for licensure. Ms. Leombruno seconded. The motion passed unanimously.

Funeral Establishment – Review and vote on application:

- Hays Funeral Home

The Board reviewed the Hays Funeral Home application with Type 3 Funeral Director Mr. Jeff Koopman. Mr. Koopman requested that the Board provide conditional approval of his application as he continues to make repairs to the establishment that would bring the building into compliance with state and town requirements. He provided proposed design plans to complete the work need to be in compliance. After lengthy discussion, the Board a approved a conditional licensure agreement for Hays Funeral Home with full approval contingent upon completion of the compliance plan by no later than November 20, 2023. The Board stated that Mr. Koopman must provide yearly reports and attend at least one monthly Board meeting per year during the five-year conditional licensure agreement to address ongoing progress. Ms. Leombruno moved to approve and Mr. Gormley seconded. The motion passed unanimously.

Continuing Education Provider Applications:

Matthew Aurora

- Be Audacious in Business: Adapt to Win
- Decoding the Generations
- Art of Cremation Phone Inquiries

International Order of the Golden Rule

- How to Become the Go-To Funeral Home for Veterans

NFDA

- Five Important Etiquette Tips for Professionals
- NFDA Online Course: Relevance of Restorative Art

Funeral Service Academy

- Communicable Disease and Funeral Professionals
- Complying with the Federal Trade Commission Funeral Rule
- Embalming: Disease & Conditions
- Embalming: Autopsies & Organ/Tissue Donors
- Funeral Home Safety Overview
- Grief and Cultural Competence: The African American Diaspora
- Grief and Cultural Competence: Hispanic Traditions
- Grief and Cultural Competence: Jewish Traditions
- Grief Management: An Overview for Funeral Professionals
- OSHA Compliance Guidance for Funeral Homes
- OSHA Compliance Guidance for Funeral Homes – Part 1
- OSHA Compliance Guidance for Funeral Homes – Part 2

- Safety within Funeral Homes

Elite Continuing Education

- Advanced Funeral Planning
- Funeral Industry Trends

Funeral CE

- Funeral Personalization and Family Engagement
- Top Five Things They Didn't Teach in Mortuary School

Mr. Driscoll moved to approve and accept all continuing education courses. The motion was seconded by Ms. Leombruno. The motion passed unanimously.

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

At 11:54 a.m., Ms. Leombruno 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 Mr. Driscoll. **The motion passed unanimously.**

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

- EM-2018-000645-IT-ENF – Provided guidance to the Prosecutor.
- EM-2018-000761-IT-ENF – Dismissed

At 12:32 p.m. Mr. Phaneuf moved to exit closed session. The motion was seconded by Ms. Leombruno. **The motion passed unanimously.**

Adjournment

At 12:38 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,

A handwritten signature in black ink, reading "Michael Hawley". The signature is written in a cursive style with a large, stylized initial "M" and a long, sweeping underline.

Michael Hawley
Executive Director