

COMMONWEALTH OF MASSACHUSETTS
BOARD OF REGISTRATION IN EMBALMING AND FUNERAL DIRECTING
OPEN SESSION MINUTES - DECEMBER 20, 2022

Board Members Present:

Paul Phaneuf, Chair (PP)
Patrick Driscoll, Secretary (PD)
Richard Gormley, Member (RG)
Janet Leombruno, Member (JL)
David Brezniak, Member (DB)

DPL Staff Present at various times during the meeting:

Brian Oconnell, Deputy Commissioner of Boards
Peter Kelley, Board Counsel
Robert Williams, Investigations
John Hill, Board Staff

Public attendees:

Pat Muldoon,
Sandy Ward,
Robert Bond
Tracey Woodfield

All Board members, staff and guests attended by phone or videoconference.

1. Discuss Housekeeping:

The Chair acknowledged that the typical housekeeping of building access is not applicable to this e-meeting.

2. Meeting was called to order @ 10:10 AM. by the Chair. **A MOTION** to open and begin the public meeting was made by JL. Seconded by PD. The Chair called for a roll call vote:

Paul Phaneuf - Aye
Patrick Driscoll - Aye
Richard Gormley - Aye
Janet Leombruno - Aye
David Brezniak - Aye

The Motion passed.

3. The Chair led a discussion regarding the review of the open session minutes from November 15, 2022. **A MOTION** to accept the minutes as written was made by PD. Seconded by RG. The Chair called for a roll call vote:

Paul Phaneuf - Aye
Patrick Driscoll - Aye

Richard Gormley - Aye
Janet Leombruno - ABS
David Brezniak - Aye

The Motion passed.

4. The Executive Report regarding the administratively approved license registrations; and the administratively approved continuing education course providers was reviewed. Board Staff advised to the completed update to previously missing notices of registration.

EM Board funeral registrants and establishments

Matthew Joyce (975-EM-FA) – Gillooly Funeral Home, Walpole-9/13/22
Chase Ross (974-EM-FA) – R J Ross Funeral Home, Inc., Wrentham-9/13/22
William F. Spencer (6488-EM-A) – William F Spencer Funeral Service, S. Boston-9/12/22
Matthew Tauro (6489-EM-A) – Ruggiero Mazzarella Memorial Home, E. Boston-9/13/22
Wafaa Torrico (6490-EM-A) – O’Connor Brothers Funeral Home, Worcester-9/13/22
Kylee Mahoney (6491-EM-A) – Dello Russo Funeral Service, Medford-9/22/22
Mathew Sharon (976-EM-FA) – O’Donnell Funeral & Cremation Service, Salem-9/22/22
Jacqueline Smith (6492-EM-A) – Stanetsky-Hymanson Memorial Chapel, Brookline-9/28/22
Bradley Curving (6493-EM-A) – Shaw Majercik Funeral Home, Webster-9/28/22
Kristen Farrar (6494-EM-A) – Daniel T. Morrill Funeral Home, West Brookfield-10/13/22
Tracy Colangelo (6495-EM-A) – Belanger-Bullard Funeral Home, Southbridge-10/31/22
Alivia Recht (977-EM-FA) – Waterman-Langone At Boston Harborside, Concord-10/31/22
Miracle Jones (6496-EM-A) – Western Mass Transfer and Trade Service, Inc., Indian Orchard-11/8/22
J. Luke Ross (6497-EM-A) - Western Mass Transfer and Trade Service, Inc., Indian Orchard-11/8/22
Becky Ayers (978-EM-FA) - Western Mass Transfer and Trade Service, Inc., Indian Orchard-11/8/22
Bridgette Elliott (979-EM-FA) - Western Mass Transfer and Trade Service, Inc., Indian Orchard-11/8/22
Seth Silveira (51386-EM-6) - Cartmell-Davis Funeral & Cremation, Plymouth-11/17/22
Jesus Lugo Soto (980-EM-FA) – Dolan Funeral Home, Milton-11/21/22
Kevin Davis (981-EM-FA) – Forastiere Smith Funeral and Cremation, East Longmeadow-11/21/22
Alexis Horniak (6498-EM-A) – FPG Beers-Story, LLC., Palmer-11/21/22
Adam Annable (51388-EM-6) - Goodrich Funeral Home, Lynn-11/21/22
Timothy O’Brien (6499-EM-A) – C.C. Shepherd Funeral Home, S. Weymouth-11/23/22
Sharon Molden (6500-EM-A) – Riley-Antoine Funeral Home, Inc., Dorchester-11/30/22
Dhally Antoine (6501-EM-A) – Riley-Antoine Funeral Home, Inc., Dorchester-11/30/22
Michael Spellman (983-EM-FA) – Chapman Funerals & Cremations, Falmouth-12/1/22
Matthew Crump (6502-EM-A) – JJ Shepherd Funeral Home, North Easton-12/1/22
Emmanuel E. Colon (6503-EM-A) – Puerta Del Cielo Funeral Home, Springfield-12/14/22
Michael P. McGinn (984-EM-FA) – J B Cole & Sons, Bridgewater-12/15/22
John J. Ierardi (985-EM-FA) – Schlossberg Memorial Chapel, Canton-12/15/22
Alayna A. Martin (986-EM-FA) – Martin Funeral Services, dba Tyngsboro FH., Tyngsboro-12/15/22

Continuing Education Courses

United South and Eastern Tribes, Inc.

Working with Native American Families: The Funeral Director’s Role

4.00 CE Hours

The National Funeral Directors Association

Empathic Communication Strategies Following Suicide Death	1.00 CE Hour
NFDA Cremation Success Seminar	6.00 CE Hours
Bereavement Groups and the Role of Social Support	8.00 CE Hours
Control the Conversation: How to charm, deflect and defend your position through any line of questioning	4.00 CE Hours
Embalming and Renal Failure: A silent danger for embalmers	4.00 CE Hours
Embalming Standards of Care	6.00 CE Hours
Thrive: Strategies to turn uncertainty to competitive advantage	6.00 CE Hours
2022 Annual All-Staff FTC Training	3.00 CE Hours
A radically simple blueprint for success and growth	2.00 CE Hours
A reimagined funeral and cemetery profession	2.00 CE Hours
Connecting with the LGBTQ community	2.00 CE Hours
Conversation Café: The defense never rests	3.00 CE Hours
Final acts of care following the death of a child	2.00 CE Hours
Is it sexual harassment?	3.00 CE Hours
It's not just a cremation	2.00 CE Hours
The delicate balance of your family, your life, and your family business	2.00 CE Hours
Conflict Management for Funeral Directors:	
Successful Interpersonal Communication Practices	4.00 CE Hours
Deathcare Marketing: 25 FAQs	6.00 CE Hours
Do-It-Yourself Memorials (with little help from the Funeral Director)	2.00 CE Hours
Embalming Perspectives & Paradigms Challenged	6.00 CE Hours
Embalming Risk Management 4.0	2.00 CE Hours
Embalming the Obese Case	3.00 CE Hours
Funeral Service Ethics	2.00 CE Hours
Marketing a Funeral Home for Long-Term Profitability	3.00 CE Hours
Mastering the Art of Funeral Home Phone Etiquette	1.00 CE Hour
Offering Funeral Packages in Compliance with the FTC Funeral Rule	2.00 CE Hours
Professional Ethics in Funeral Service: NFDA's Code of Professional Conduct	1.00 CE Hour
RSVP's: I'll See You at My Living Funeral	2.00 CE Hours
Support Pregnancy Loss Families	3.00 CE Hours
Ten Tools for Stress Relief	3.00 CE Hours
The Funeral: A Chance to Touch, A Chance to Serve, A Chance to Heal	4.00 CE Hours
Understanding a Child's Grief:	
Insight for Funeral Home - Owners, Directors, and Staff	3.00 CE Hours
Understanding and Managing Grief	6.00 CE Hours
Understanding the Practice of the FTC Funeral Rule	3.00 CE Hours

A **MOTION** to accept the Executive Report, was made by PD. Seconded by RG. The Chair called for a Roll Call Vote:

Paul Phaneuf - Aye
Patrick Driscoll - Aye
Richard Gormley - Aye

Janet Leombruno - Aye
David Brezniak - Aye

The Motion passed.

5. The Board Counsel reported on the examination subcommittee. All questions but for one have been reviewed and discussed with PCS, who will implement the changes effectively 1/1/2023. One additional question needs to be rewritten and will be presented to the full Board at a future meeting. **A MOTION** to accept the Counsel's report was made by PD. Seconded by RG. The Chair call for a roll called vote:

Phil Phaneuf - Aye
Patrick Driscoll - Aye
Richard Gormley - Aye
Janet Leombruno - Aye
David Brezniak - Aye

The Motion passed.

6. The Chair called on the request made for Apprentice License Extension by Ms. Arline Figueroa. The Chair led the discussion. The applicant works for the Joseph W. Casper FH. Discussed duties and responsibilities. Graduated August 12, 2022. After Board review, **A MOTION** to approve the request for extension for the second and last time to 10/20/2023, was made by PD. Seconded by JL. The Chair called for a roll call vote:

Phil Phaneuf - Aye
Patrick Driscoll - Aye
Richard Gormley - Aye
Janet Leombruno - Aye
David Brezniak - Aye

The Motion passed.

7. The Chair recused himself in the matter of a request made for Apprentice License Extension by Ms. Tracy Woodfield. Patrick Driscoll led the discussion on the Chair's behalf. Ms. Woodfield currently works for Toomey O'Brien Funeral Home. Board discussed duties and responsibilities; schooling has been completed in GA. After Board review, **A MOTION** to approve the request for extension through to 10/20/2023 was made by JL. Seconded by RG. Mr. Driscoll called for a roll call vote:

Phil Phaneuf - RECUSED
Patrick Driscoll - Aye
Richard Gormley - Aye
Janet Leombruno - Aye
David Brezniak - Aye

The Motion passed.

8. Board Staff advised to the updated version of the Pre-Need form and its status for online posting and processing. As it was not working at the time of this meeting, guidance was requested. A **MOTION** to extend the pre-need filing deadline date to January 31, 2023, and offer authority to the Chair to make any final decision that may be necessary regarding the form and its' contents was made by PD. Seconded by RG. The Chair called for a roll call vote:

Phil Phaneuf - Aye
Patrick Driscoll - Aye
Richard Gormley - Aye
Janet Leombruno - Aye
David Brezniak - ABS

The Motion passed.

9. Board Staff introduced an email from Mr. Stephen Raymond and his request for information regarding his current Type 3 license and his considering opening an e-commerce cremation business, supposedly separate from the funeral home but would be operated at the same location. As a totally separate business, what paperwork should be submitted, if any.

After Board discussion, the Board decided that a Funeral Home cannot hold two separate businesses under one establishment location. In order to operate a discounted crematory service, there must be another establishment license at a different location.

10. A **MOTION** in note of the next scheduled meeting to be January 17, 2023, at 10:00am, to exit Open Session, take a short break, and to enter the Executive Session for the purpose of reviewing reputation or character rather than professional competence pursuant to G. L. c. 30A, §21(a)(1) and not to return to an open session was made by JL. Seconded by RG. The Chair announced the Open Meeting would not resume and called for a roll call vote:

Phil Phaneuf - Aye
Patrick Driscoll - Aye
Richard Gormley - Aye
Janet Leombruno - Aye
David Brezniak - Aye

The Motion passed and the Open session concluded at approximately 10:47 AM

At approximately 11:44 AM, a **MOTION** to exit the Executive Session and enter the Closed Session in order to conduct Investigative Conferences pursuant to G. L. c. 112, § 65C was made by JL. Seconded by RG. The Chair called for a Roll Call Vote.

Phil Phaneuf - Aye
Patrick Driscoll - Aye
Richard Gormley - Aye
Janet Leombruno - Aye
David Brezniak - Aye

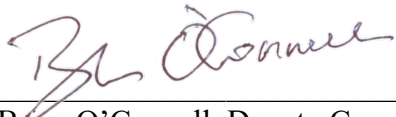
The Motion passed

A **Motion** to exit closed session and enter open session thereupon to adjourn the meeting was made by JL, seconded by DB. The Chair called for a Roll Call Vote:

Paul Phaneuf - Aye
Patrick Driscoll - Aye
Richard Gormley - Aye
Janet Leombruno - Aye
David Brezniak - Aye

The Motion passed and the meeting adjourned approximately 12:20 PM.

The above minutes were taken at the open meeting held on December 20, 2022.
Respectfully submitted,



Brian O'Connell, Deputy Commissioner of Boards

Documents used in public session:

- Agenda for the December 20, 2022 Open Meeting
- Draft Minutes of the November 15, 2022 Open Meeting
- Report on Administratively approved license registrations
- Report on Administratively approved continuing education course providers
- Requests for Apprentice Extension