

**COMMONWEALTH OF MASSACHUSETTS**  
**BOARD OF REGISTRATION IN EMBALMING AND FUNERAL DIRECTING**  
**MINUTES OF THE MAY 16, 2023, OPEN PUBLIC MEETING**

**Board Members Present:**

Paul Phaneuf, Chair  
Patrick Driscoll, Secretary  
Richard Gormley, Member  
David Brezniak, Member  
Janet Leombruno, Member, attended by telephone

**DOL Staff Present at various times during the meeting:**

Colleen Maloney, Associate Deputy Commissioner of Policy and Boards  
Kathleen McNally, Executive Director  
Jenna Hentoff, Board Counsel  
Robert Williams, Investigations  
Seth Henderson, Prosecutions  
John Hill, Board Staff

**Public attendees:**

None

Board Members and Staff attended in person with one Board Member by call in.

A **MOTION** was made at approximately 10:06AM to open the meeting by PD. Seconded by DB. The Chair called for a roll call vote:

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

The Motion passed and the Chair called the meeting to order.

1. The Chair made note of the Board Members and Staff in attendance.
2. KM advised to the recording of the public meeting.
3. Chair advised to the location of Rest Rooms, Exits and Fire alarm procedures.

4. The Chair led the discussion of the Open Public Meeting Minutes from April 18, 2023. A **MOTION** to accept the minutes as submitted was made by PD. Seconded by DB. The Chair called for a roll call vote:

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

The Motion passed.

5. The Chair led the discussion of the Executive Session Minutes from April 18, 2023. A **MOTION** to accept the minutes as submitted was made by DB. Seconded by PD. The Chair called for a roll call vote:

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

The Motion passed.

6. The Administratively Approved License Registrations Report was provided by JH for acceptance:

**EM Board Licensed Registrants and Establishments**

Kathleen Gallagher, Badger Funeral Home, Littleton, 5/5/2023 – 1011-EM-FA  
Abigail Pardo, Cataudella Funeral Home, Methuen, 5/8/2023 – 6519-EM-A  
Brian P. Rousseau, Western Mass Transfer Trade Service, Springfield, 5/8/2023 – 1012-EM-FA  
Colin A. Alessi, Schlossberg Chapel, Canton, 5/9/2023 – 1013-EM-FA  
Gianna T. Oppedisano, Doane, Beal & Ames, Hyannis, 5/9/2023 – 1014-EM-FA  
Alyssa Brown, Richardson-Gaffey Funeral Home, Scituate, 5/9/2023 – 1015-EM-FA

After a brief discussion, a **MOTION** to accept the Administratively Approved License Registration Report as presented was made by DB. Seconded by RG. The Chair called for a roll call vote:

Paul Phaneuf - Yes  
Patrick Driscoll - Yes  
Richard Gormley - Yes  
David Brezniak - Yes

Janet Leombruno - Yes

The Motion passed.

7. The Administratively Approved CE Course Report was provided by JH for acceptance,

National Funeral Directors Association

• Meet the Mentors	10 Hours
• Certified Preplanning Consultant – Self Study Option	15 Hours
• Online Course – Current Burial and Cremation Trends	2 Hours
• How to Get More Calls in 2024	1 Hour
• Annual All-Staff FTC Training	2 Hours
• Dying at Work Isn't a Succession Plan:	
○ The Psychology of a Stress-Free Family Business Transition	1 Hour
• Building the Human for Tomorrow	1 Hour
• Break by Office	1.5 Hours
• Strategic Plans that Work:	
○ Development and Implementation	1.5 Hours
• Her Majesty Queen Elizabeth's Funeral:	
○ A Behind the Scenes Look	1 Hour
• Compassion Fatigue in Funeral Service	
○ How to Mitigate Burnout	1.5 Hours
• Girls Don't Whistle	1 Hour
• The Meaning of Success	1.5 Hours
• Owning your History	
○ Cultivating Your Future	1.5 Hours
• It's Not a Competition	1.5 Hours
• The Good, The Bad, The Ugly	
○ The Science of Embalming	1.5 Hours
• You'll Love it Here	
○ How to Make Workplace Culture a Competitive Advantage	1.5 Hours
• Live Through Love	1 Hour
• Chemical Safety Do's and Don'ts	1 Hour
• NFDA Future's Forum	9 Hours
• DEI: Are You Just Checking the Box	1 Hour

The Dodge Company / The Dodge Institute for Advanced Mortuary Studies

• 2023 Dodge Technical Seminar, 11/9-10/23	9.0 Hour
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After a brief discussion, a **MOTION** to accept the Administratively Approved Continuing Education Report as presented was made by DB. Seconded by PD. The Chair called for a roll call vote:

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

The Motion passed.

8. KM advised the Board to the status of Pre-Need report findings with total number of 53 complaints to be filed and confirmed same will be sent to prosecutions with fine imposition. Board discussed the type of settlement and penalty imposed for each violation of failure to submit Pre-Need Report. Discussed filing complaint against the Funeral Director with ownership, and not the Funeral Establishment. Some Funeral Directors have ownership in more than one Funeral Establishment. No Board action was needed at this time.
9. Board Counsel advised that there were no additional items to present to the Board for review. No Board action was taken at this time.
10. A Request to Waiver (Mario Camargo) of the Massachusetts written practical exam requirement was presented by Board Counsel. After a brief discussion, A **MOTION** to accept the request and provide exemption from the written practical exam, provided that all other licensure requirements are met, was made by DB. Seconded by RG. The Chair called for a roll call vote:

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

The Motion passed.

11. The Chair made a request to add a discussion item to the next Board Meeting Agenda of amending applications and the time between schooling to licensure. The Board discussed allowing the applicant to take the exam upon finishing school, and before the apprenticeship is completed, and to hold the license until after apprenticeship is completed. The item will be added into the June 20, 2023, Agenda. No further Board action taken at this meeting.

12. A brief discussion regarding the National Exams and the Massachusetts State Written Practical Exam for first time applicants, and the current Board Policy, was discussed to clarify the matter for Board Staff – JH. No further Board action was taken.
13. A brief discussion for informational purpose to the Board was led by BW in regard to a funeral establishment fire with no compromised matters. No further Board action was taken.
14. A **MOTION** to adjourn the Open meeting and enter the Quasi-Judicial, Adjudicatory conference pursuant to G.L. c.30A, §18, ¶5(d), and not return to an Open Meeting was made by PD. Seconded by RG. After a brief discussion, the Chair called for a roll call vote:

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

The Motion passed and the Open Public meeting closed at approximately 10:46 AM.

15. The following action took place within the Quasi-Judicial Session:

- Revocation and a Stay on the right to renew. Motion by DB. 2<sup>nd</sup> by PD. Unanimous Yes.

16. A **MOTION** to adjourn the Quasi-Judicial session and enter into the Closed, Investigatory Conferences and Settlement Offers pursuant to G.L. c.112, ss 65C, after a brief break, was made by JL. Seconded by DB. The Chair called for a roll call vote:

Paul Phaneuf  
Patrick Driscoll  
Richard Gormley  
David Brezniak  
Janet Leombruno

The Motion passed and the Quasi-Judicial session closed at approximately 10:58 AM.

17. The following actions took place during the Closed, Investigatory and Settlement session:

- 2022-000721-IT-ENF                      Dismissal
- 2023-000051-IT-ENF                      Dismissal
- 2023-000106-IT-ENF                      Forward to Prosecutions

18. A **MOTION** to adjourn and close the meeting was made by DB, seconded by RG. The Chair called for a Roll Call Vote:

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

The Motion passed and the Meeting was closed at approximately 11:47 AM.

The above minutes were taken at the meeting held on May 16, 2023.

Respectfully submitted,



Kathleen McNally, Executive Director

Documents used in public session:

- Agenda for the May 16, 2023 Open Meeting
- Draft minutes of the April 18, 2023 Open Meeting
- Draft minutes of the April 18, 2023 Closed Meeting
- List of approved license registrants and establishments
- List of continuing education courses