

# MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS

## OPEN SESSION MINUTES

**MARCH 13, 2019**

1 I. **CALL TO ORDER/GREETINGS:** The meeting was called to order by D. Lynn Newman,  
2 President, at 1:02 p.m. President Newman called for the approval of December 12, 2018;  
3 January 9, 2019; and February 13, 2019 minutes. A motion was seconded and approved.  
4

5 *Board Members Present:* D. Lynn Newman, President; Wayne Cooper, Esq., Vice President;  
6 Michele Kutta, Board Secretary; Dr. Mark Bailey; Kirk A. Helfenbein; Victor C. March, Sr.;  
7 Robert Bradshaw; Lynn Shuppel; Robert Lang.  
8

9 *Board Members Absent:* Dr. Ahmed Elzaree  
10

11 *Board Staff:* Gail V. Tucker, Executive Director; Eula Gautreaux, Licensing Chief; Thomas  
12 Anderson, Health Occupations Inspector; Lisa Woods, Office Secretary; Carla Boyd, Esq.,  
13 Board Counsel.  
14

15 *Board Staff Absent:* None  
16

17 II. **PRESIDENT’S REMARKS:** None.  
18

19 III. **ADMINISTRATIVE REPORT:**

20 We continue to make improvements to the web site, licensing forms, and streamline our  
21 office processes. We will add: Newsletter; and PreNeed link that includes resources on  
22 Advance Planning, regulations, Family Security Trust Fund, Contracts, and Irrevocable  
23 Assignment of Policy Proceeds. We’ve also added Cultural and Linguistic Competency  
24 trainings under the CEU link to help establish a culture that embraces diversity and  
25 inclusion, which are among the Department’s most critical priorities. To address the  
26 numerous inquiries the Board office receives, we will be creating a FAQ link. The licensing  
27 system now includes a field for the “date of last inspection,” which will help improve upon  
28 inspection reporting.  
29

30 Executive Directors (EDs) received “Active Shooter Planning and Response” instruction on  
31 surviving a shooting event in a healthcare setting. In today’s ever-changing environment, no  
32 organization including MDH is immune from violence – we have had a few incidents;  
33 fortunately, neither rose to the level of physical harm.  
34

35 During the last week in February, ED Tucker attended the International Conference of  
36 Funeral Service Examining Boards in San Diego. The Conference offered a robust agenda for  
37 novice professionals that included Board Member Training which familiarized Funeral  
38 Directors, regulatory Board members, and Executive Directors on roles and responsibilities  
39 of serving on a funeral service regulatory board, political realities of Boards, adjudication-  
40 discipline-enforcement, licensure exam process, and analyzation of scenarios involving  
41 regulations. Day 2-included information on top regulatory cases linking professions  
42 nationwide-and-Legislation Ethics Governance, and an overview on the passage of new  
43 regulations regarding PreNeed and cremation. A PreNeed Law Report Card was provided to  
44 members that depicted a state by state analysis, fundamental consumer protection  
45 features, and the states that offer these resources. ED Tucker also received an update on

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46 the regulatory review of the Funeral Rule from the FTC; a case study-Protecting the Public  
47 by Better Ensuring Licensee Compliance that covered regulatory oversight of trust accounts;  
48 and collaboration with regulatory panelists who shared their experiences with body brokers  
49 and the paths taken to halt improper and unethical activities. Many colloquialisms on ethics  
50 were shared throughout the week at the Conference – ED Tucker recalled one that read “*Do*  
51 *the right thing. It will gratify some people and astonish the rest.*” ~ Mark Twain  
52

53 **IV. COMMITTEE REPORTS:**

54 **a. Executive Committee** – No Report.

55 **b. Family Security Trust Fund Advisory Committee** – Chair Victor C. March reported that  
56 there is currently \$1,087,276.30 in the Fund.

57 **c. Pre-Need Committee** – No Report.

58 **d. Establishment Committee** – In Dr. Ahmed Elzaree’s absence, Michele Kutta reported on  
59 establishments. Motion was seconded and approved for the following:

60 i. Moved for approval of Golds Funeral Service, P.A. for full establishment;

61 ii. Moved for approval of Boal Funeral Home, P.A. for full establishment; and

62 iii. Moved for approval of McPherson Funeral Service and Cremation, P.A.  
63

64 **e. Licensure Committee** – Licensure Chair Michele Kutta reported on the following:

65 i. Apprentice – Ms. Kutta moved for approval for apprenticeship. Motion was  
66 seconded and approved for the following:

67 Jessie Lee Gladhill, Stauffer Funeral Home;

68 Antoinette Johnson, Freeman Funeral Service, P.A.; and

69 Payton McFadden, J.B. Jenkins Funeral Home, Inc.  
70

71 ii. Mortician – Ms. Kutta moved for approval of mortician’s license. Motion was  
72 seconded and approved for the following:

73 Leann Parr

74 Cora Parrish  
75

76 iii. Crematory Operator – Ms. Kutta moved for approval of crematory operator  
77 permit. Motion was seconded and approved for the following:

78 Jeffrey A. Hubbard, Mid Shore Cremation Center by Roman Coale, P.A.  
79

80 iv. Registered Transporters - Ms. Kutta moved for approval of registered  
81 transporters. Motion was seconded and approved for the following:

82 Kimberly Michel, Alpha State Concepts, Inc.

83 Kevin Bakey, Alpha State Concepts, Inc.

84 Amy Costa, Alpha State Concepts, Inc.

85 Christina Willingham, Anatomy Gifts Registry

86 Faith Ledford, Anatomy Gifts Registry

87 Ronald R. Allen Jr., Allen Agencies, Inc.

88 Robert Murphy, Noble August LLC  
89  
90

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- 91 v. Announcements – Licensing Chief Eula, Gautreaux reported there are 61 active  
92 apprentices, 65 Courtesy Card Holders, 200 Crematory Operators, 9 Funeral  
93 Directors, 969 Morticians, 342 Mortuary Transporters, 9 Surviving Spouse, 57  
94 Corporations, 315 Establishments, and 51 Mortuary Transport Services.  
95
- 96 **f. Continuing Education Units Committee** – CEU Chair Lynn Shuppel reported on the  
97 following CEUs –motion was seconded and approved.  
98 1. Victor March Sr. - March Funeral Homes – Maryland Prened Law and The Family  
99 Security Trust Fund – 4/11/2019 – 2 CEUs.  
100 2. Victor March Sr. - March Funeral Homes – Lineage – Rights of Disposition – 4/11/2019 –  
101 1 CEU.  
102 3. Northern Virginia District of Virginia Morticians’ Association – Maryland Prened and  
103 Legislative Updates – 3/16/2019 – 2 CEUs  
104 4. Delmarva Funeral Service Association – What is the Right Insurance for Me, My Families  
105 and my Business? – 4/11/2019 – 1 CEU  
106 5. Delmarva Funeral Service Association – The Value of Funeral Celebrant – 4/11/2019 – 1  
107 CEU.  
108 6. NFDA – Mortuary Mission: Dover’s Silent History – 4/13/2019 – 1 CEU.  
109 7. NFDA – Is it Sexual Harassment? – 4/13/2019 - 1.5 CEUs  
110 8. NFDA - Alleviating Disenfranchised Grief – 4/13/2019 – 1.5 CEUs  
111 9. NFDA – Techniques for Edema and Long Bone Donation – 4/14/2019 – 1.5 CEUs.  
112 10. NFDA – How End of Life Doulas are Changing the Face of Dying – 4/14/2019 – 1.5 CEUs.  
113 11. NFDA – Success Signals: Body Language in Business – 4/14/2019 – 1.5 CEUs.  
114 12. NFDA – Embalming and Restorative Arts Seminar – 5/16-5/17/2019 – 9.75 CEUs.  
115 13. NFDA – Death Café Culture and Before I Die- 4/18/2019 – 1 CEU.  
116 14. The Dodge Institute for Advanced Mortuary Studies – 2019 Dodge Technical Series –  
117 Savannah, GA – 5/8-5/9/2019 – 9 CEUs.  
118 15. Mathews International – Understanding the Hardwood Casket Manufacturing Process  
119 from A-Z – spring 2019 and ongoing - 2 CEUs.  
120 16. Practicum Strategies – Various previously approved Programs – Various CEUs.  
121 17. Edward Ranier – OSHA Prep Room and Removal Compliance – 4/16/2019 – 3 CEUs.  
122 18. Maryland State Funeral Directors Association – Annual Embalming Seminar – 9/11/2019  
123 – 6 CEUs.  
124 19. CCBC Mortuary Science Program / Brian Burke – CCBC Studies Anatomy with Poland &  
125 Germany - 4/3/2019 & 4/24/2019 – 1 CEU.  
126 20. CCBC Mortuary Science Program / Brian Burke – Cuban Funeral Customs – 4/3/2019 and  
127 4/24/2019 – 1 CEU.  
128 21. CCBC Mortuary Science Program / Brian Burke – Primary Right of Disposition – 4/3/2019  
129 and 4/24/2019 – 1 CEU.  
130 22. CCBC Mortuary Science Program / Brian Burke – Ghana Studies Abroad– 4/3/2019  
131 & 4/24/2019 - .5 CEUs.  
132 23. CCBC Mortuary Science Program / Brian Burke – CCBC Update/Tour – 4/3/2019 &  
133 4/24/2019 – 1 CEU.

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- 134 24. CCBC Mortuary Science Program / Brian Burke – Pre-Arrangements – 4/3/2019 &  
135 4/24/2019 – 1 CEU. This Course is pending until appropriate documentation to reflect  
136 the name of the program and submission of credentials for Mr. Jim Govoni.  
137
- 138 V. **OLD BUSINESS:**  
139 For establishments that are renewing, there is no need to contribute to the Family Security  
140 Trust Fund. The International Conference of Funeral Service Examining Boards (ICFSEB) are  
141 looking for appoint licensees to serve on the National Board Exam Arts and Sciences  
142 Committee. Paid travel expenses – today is the final day to apply – refer to ICFSEB web site.  
143
- 144 VI. **NEW BUSINESS:**  
145  
146 The Board has received one Green Bag Appointment, Consumer Member Melanie Oppat  
147 from Carroll County – we await her confirmation and welcome her expertise to the Board.  
148 The remaining Board seats will be filled during recess in April.  
149  
150 Carlton Curry, Esq. and Eva Schwartz delivered voting results declaring Dr. Mark Bailey as 2<sup>nd</sup>  
151 Vice-President.  
152
- 153 VII. **FOR YOUR INFORMATION:**  
154 Next Board Meeting - 04/10; Jurisprudence Exam - 04/16; Practical Exam - 04/18; Financial  
155 and Termination Disclosures (terms ending in June) - 4/30. The State Ethics Commission has  
156 a new financial disclosure filing system, go to <https://efds.ethics.maryland.gov>.  
157
- 158 VIII. **LEGISLATIVE/REGULATION UPDATE:**  
159 The Board entered its support of HB218 - Disposition of Remains – Forfeiture or Waiver of  
160 Rights of Disposition – requires a person to forfeit the right of final disposition of the body of  
161 a decedent and that the right pass to the next qualifying person under certain  
162 circumstances. It was adopted “favorable with amendments” by the Senate on March 5<sup>th</sup>.  
163 The Board collaborated with 11 Boards to enter its opposition on SB974 - Occupational  
164 Licenses or Certificates – Application Determinations – Use of Criminal History - this bill  
165 prohibits executive depts. or local licensing authorities that issue occupational licenses or  
166 certificates from denying an application for an occupational license for reasons associated  
167 with an applicant’s criminal history if a certain period of time has passed since conviction.  
168 Legislative Liaison Carlton Curry, Esq. will testify on behalf of all Boards tomorrow.  
169  
170 On March 18<sup>th</sup>, each Chamber will send to the other Chamber those bills it intends to pass  
171 favorably – known as Opposite Chamber Bill Crossover. On April 1<sup>st</sup>, the Budget Bill will be  
172 passed by both Chambers. On April 8<sup>th</sup>, the General Assembly adjourns.  
173
- 174 IX. **Adjournment:** With no further business, on a motion by President D. Lynn Newman and  
175 properly seconded, the Board unanimously voted to conclude the meeting.  
176
- 177 Respectfully submitted,  
178 Lisa Woods, Recording Secretary