

MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS

OPEN SESSION MINUTES

May 13, 2020

1. **CALL TO ORDER/GREETINGS:** Board President, Dr. Mark Bailey called the meeting to order at 1:05 pm and welcomed everyone to the open session.

Board Members Present: Dr. Mark Bailey, President; Michele Kutta, 1st Vice President; Robert Lang, 2nd Vice President; Kirk Helfenbein, Secretary; Dr. Ahmed Elzaree; Dr. James Kalshoven; Suzana Kuriadom; Robert Bradshaw, Melanie Oppat, Sheria Jennings. Brandon Wylie.

Board Member Absent: None.

Board Staff Present: Christy Collins, Executive Director; Zakiyyah Holmes, Licensing Coordinator; Thomas Anderson, Health Occupations Inspector; Bethan Haaga, Esq., Board Counsel

April 8, 2020 Meeting Minutes: Sheria Jennings made a motion, which was seconded by, Michele Kutta and the Board unanimously approved the minutes as written.

2. **PRESIDENT'S REMARKS:**

Dr. Bailey reminds licensees the proper protocol for filing death certificates within the EDRS system: within 24 hours for a physician signature, and within 72 hours for Funeral Homes. If funeral homes are filing after 72 hours, please provide a written explanation to the Division of Vital Records in order for death certificates to be processed in a timely manner.

Dr. Bailey asked for individuals to continue to monitor Board website with any updated news or changes, which will be posted as they become available. Dr. Bailey reminds everyone the Board staff still remains in a level II status and have limited availability in the office. Please refer to the website for additional contact information should you have any questions.

3. **ADMINISTRATIVE REPORT:**

Executive Director Collins reminds everyone MDH Metro Executive building is not open to the public. This includes all vehicle inspections and package drop-offs. All applications or inquiries should be submitted by regular mail, email, or by phone. Executive Director Collins confirms the best way to contact the Board staff is by email at MDH.BOMFD@maryland.gov. Executive Director Collins announced the Board staff continues to be on a limited basis, and the Board staff office operation hours are: Monday, Tuesday, Thursday, 9 – 1pm. Executive Director Collins reminds everyone all exams are suspended until further notice. Approximately 230 renewals have been processed since 2 March 2020. Please ensure all required CEUs (12) certificates are submitted to the Board Office. Executive Director Collins encourages everyone to review the Board website daily for updates. The current Governor's Executive Orders can be viewed on the website's homepage.

4. **COMMITTEE REPORTS:**

- a. **Executive Committee:** Dr. Bailey highlighted funds received for the 2020 Licensee

MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS

OPEN SESSION MINUTES

May 13, 2020

Renewal Period through 30 April 2020 - \$82,300 checks and \$161,700 in online renewals. Dr. Bailey reminds everyone of the current Governor's Executive Order for temporary extension on licensees. Dr. Bailey encourages all licensees to complete license requirements as soon as possible to avoid any delays.

- b. **Family Security Trust Fund:** Chair Dr. James Kalshoven reported that the Family Security Trust Fund balance is \$1,131,155.14. Dr. Kalshoven noted an increase from previous reporting of \$1,952.77.
- c. **Pre-Need Committee:** No report.
- d. **Establishment Committee:** Chair Kirk Helfenbein reported on the following:
 - Old Business: None.
 - New Business: None.

 - New Establishment: None.

 - New Restricted Establishment: None.
- e. **Licensure Committee:** Chair Michele Kutta reported on the following:
 - Old Business: None.

 - New Business: Chair Michele Kutta reported approximately 129 licensees have not completed their 2020 Renewal period. Ms. Kutta encourages all licensees to submit renewals in a timely manner to avoid any hardships once the Governor's Executive Order is lifted. Licensees will have until the 30th day after the Governor's Executive Order is lifted to submit renewals.

 - Apprentice: Chair Michele Kutta presented the following apprenticeship applications for approval:
 - 1. Paul Eun; Sponsor: Derek Marble; Francis J. Collins Funeral Home. Motion was made by Michele Kutta, seconded by Kirk Helfenbein, and the Board unanimously approved the issuance of an apprentice license.

 - Apprentice Change of Sponsor: Chair Michele Kutta presented the following apprenticeship change of sponsor applications for approval:
 - 1. None.

 - Mortician: Chair Michele Kutta presented the following applicants for mortician for approval:
 - 1. None.

 - Funeral Director: Chair Michele Kutta presented the following applicants for

MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS

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May 13, 2020

funeral director for approval:

1. None.

Mortician by Waiver of Apprenticeship: Chair Michele Kutta presented the following applicants for mortician via waiver for approval:

1. None.

Crematory Operator: Chair Michele Kutta presented the following applicants for crematory operator permit for approval:

1. None.

Registered Transporters: Chair Michele Kutta presented the following applicants for registered transporters for approval:

1. Nicole Freeman, Alvin's Anointed Hands. Motion was made by committee, seconded by Robert Lang, and the Board unanimously approved the issuance of a transporter registration.

Courtesy Card: Chair Michele Kutta presented the following applicants for courtesy card for approval:

1. None.

Reinstatement: Chair Michele Kutta presented the following applicants for reinstatement for approval:

1. None.

Executor License: Chair Michele Kutta presented the following applicants for executor license for approval:

1. Ryanne Lashley-Camper, Co-Executor of Patricia Jolley's Estate, Jolley Memorial Chapel, PA. Motion was made by committee, seconded by Sheria Jennings, and the Board unanimously approved the issuance of an executor license.
2. Edwin Jolley-Lashley, Co-Executor of Patricia Jolley's Estate, Jolly Memorial Chapel, PA. Motion was made by committee, seconded by Sheria Jennings, and the Board unanimously approved the issuance of an executor license.

f. Continuing Education Units Committee: Chair Melanie Oppat reported on the following:

i. The following educational offerings are considered automatically approved pursuant to COMAR 10.29.05.03:

1. None.

ii. Chair Melanie Oppat presented the following continuing education credits for approval:

1. None.

MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS

OPEN SESSION MINUTES

May 13, 2020

- g. **Legislative Committee:** Chair Sheria Jennings reported on the following:

Old Business: Chair Sheria Jennings reported on the following:

1. Chair Sheria Jennings acknowledged the committee is continuing to work with Board Staff, Board Counsel, and Board Legislative Liaison on the Board approved post nominals added to a Licensees name: LM – Licensed Mortician and LFD – Licensed Funeral Director. More information to follow at the next board meeting.

New Business: Chair Sheria Jennings reported on the following:

1. Maryland Department of Health Secretary, Robert R. Neall signed into legislation: COMAR 10.29.02 Examination, 10.29.05 Continuing Education, 10.29.09 Requirements for Apprenticeship, 10.29.17 Crematories – Permit, Licensing, and Fees, and 10.29.18 Crematories – Inspections, Complaints, Investigations, Ground will be effective May 18, 2020. Please review updated regulations on the Board website.

5. **Old Business:** Dr. Bailey recognized the services and efforts of all professionals in the deathcare field to include: morticians, funeral directors, transport services during the pandemic of COVID-19. Dr. Bailey wanted to extend his greatest appreciation for everyone's tirelessly hard work and efforts during this unprecedented time. All information on the most current Executive Orders can found on Governor Larry Hogan's website at <https://governor.maryland.gov/covid-19-pandemic-orders-and-guidance/>.

New Business: Chair of nominating committee, Dr. Kalshoven recommended the following slate of nominees: President: Dr. Mark E. Bailey; 1st Vice-President: Michele Kutta; 2nd Vice-President: Robert Lang; Secretary: Kirk Helfenbein. Motion was made by committee, seconded by Sheria Jennings, and the Board unanimously approved the nominees for FY 2021 election.

6. **Upcoming Reminders:** Dr. Bailey announced reminders of the following:
 - a. 2020 License Renewals will remain open online. Reminder all 12 CEUs will be accepted from online classes temporary approved on March 13, 2020.
 - b. Next Board Meeting – June 10, 2020, 1:00 p.m., Conference Room# 106 (pending building reopening)
 - c. Jurisprudence Exam – Suspended until further notice.
 - d. Practical Exam – Suspended until further notice.
7. **Adjournment:** Dr. James Kalshoven made a motion for adjournment, seconded by Sheria Jennings, and with no objection, the meeting was adjourned at 1:32 p.m.