

MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS

OPEN SESSION MINUTES

September 9, 2020

1. **CALL TO ORDER/GREETINGS:** Board President, Dr. Mark Bailey called the meeting to order at 1:02 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; Robert Bradshaw; Sheria Jennings; Brandon Wylie.

Board Member Absent: Melanie Oppat and Suzana Kuriadom

Board Staff Present: Christy Collins, Executive Director; Zakiyyah Holmes, Licensing Coordinator; Lillian Reese, Legislative and Regulations Coordinator; Bethan Haaga, Esq., Board Counsel

July 8, 2020 Meeting Minutes: Dr. Ahmed Elzaree made a motion, which was seconded by Kirk Helfenbein, and the Board unanimously approved the minutes as written.

2. **PRESIDENT'S REMARKS:**

Dr. Bailey thanked everyone in advance for their continued patience as we proceed with the September's agenda. He encouraged everyone to pay close attention to all the announcements that will be covered during this open session.

3. **ADMINISTRATIVE REPORT:**

Executive Director Collins reminded everyone MDH Metro Executive building is not open to the public. 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 limited office hours, and that the Board staff office hours are: Tuesday and Thursday, 8am – 4pm, rotating shifts will be implemented to allow staff in the office more frequently. An upcoming renewal reminder notification will be sent out regular mail for all Establishments, Funeral Directors, Courtesy Card, and Surviving Spouse licensees around mid-September. Transport company vehicle inspections will be taking place every Tuesday and Thursday, 9a.m.-12p.m. in the month of September. Pre-registration with our office is required for vehicles that will be inspected. Executive Director Collins reminded all licensees required to submit CEUs, please do so as soon as possible to avoid any future delays.

4. **COMMITTEE REPORTS:**

- a. **Executive Committee:** Dr. Bailey reported the Board office is reporting a rise in initial applicants requesting a refund after the initial application has been reviewed for processing, therefore the executive committee recommends all initial applications fees be nonrefundable. Executive committee made a motion for an administrative policy change making all initial application fees are non-refundable, Michele Kutta seconded, and the Board unanimously approved.

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b. **Family Security Trust Fund:** Chair Dr. James Kalshoven reported that the Family Security Trust Fund balance is \$1,133,688.05. Dr. Kalshoven noted an increase of \$1,267.64.

c. **Pre-Need Committee:** Chair Robert Bradshaw: No report.

d. **Establishment Committee:** Kirk Helfenbein reported on the following:

New Establishment: Change of Ownership – Going Home Cremation and Funeral Care, P.A. by Beverly Heckrotte changes ownership to Going Home Cremation and Funeral Care by Value Choice, P.A. Owners: Edward Sagel and Albert Bloomfield. Motion was made by Kirk Helfenbein, seconded by Michele Kutta, and the Board unanimously approved the issuance of a new establishment license.

Final Journey LLC. Owners: Edward Sagel and Albert Bloomfield. Motion was made by Kirk Helfenbein, seconded by Michele Kutta, and the Board unanimously approved the issuance of a new establishment license.

New Restricted Establishment: Name Change - Value Choice Cremation and Funeral Care, P.A. Rockville, MD changes the name to Going Home Cremation and Funeral Care by Value Choice, P.A. Rockville, MD; restricted out of Going Home Cremation and Funeral Care by Value Choice, Woodbine, MD. Owners: Edward Sagel and Albert Bloomfield. Motion was made by Kirk Helfenbein, seconded by Michele Kutta, and the Board unanimously approved the issuance of a new restricted establishment license.

Mortuary Transport Company Permit: IN TER PRIZE Mortuary Transportation LLC; Owner: Donna Hamilton. Motion was made by Kirk Helfenbein, seconded by Michele Kutta, and the Board unanimously approved the issuance of a new mortuary transport company permit.

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

Old Business: Chair Michele Kutta reported approximately 44 licensees have not renewed and approximately 100 licensees have not sent in their continuing education certificates (CEUs). Chair Michele Kutta encourages all licensees to submit their renewals and CEUs as soon as possible to avoid any delays or late fees once Executive Order is rescinded.

New Business: Chair Michele Kutta announced the Jurisprudence exam is scheduled for October 6, 2020 at John M. Taylor Funeral Home; time will be forthcoming as schedules finalize. Chair Michele Kutta announced the Practical Exam will be hosted by the Anatomy Board on October 8, 2020.

Apprentice: Chair Michele Kutta presented the following apprenticeship applications for approval:

1. Destiny Barnes; Sponsor: Darrell Hunter; Brooks Clinton Funeral

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- Services, PA. Motion was made by Michele Kutta, seconded by Robert Lang, and the Board unanimously approved the issuance of an apprentice license.
2. Nicole Freeman; Sponsor: Arlene Ricanek; JB Jenkins Funeral Home, PA. Motion was made by Michele Kutta, seconded by Robert Lang, and the Board unanimously approved the issuance of an apprentice license.
 3. Dellarease Harvey; Sponsor: Matthew Buscher; Advent Funeral and Cremation Services. Motion was made by Michele Kutta, seconded by Robert Lang, and the Board unanimously approved the issuance of an apprentice license.
 4. Melanie Hazzard; Sponsor: James Thibadeau; Thibadeau Mortuary Services, PA. Motion was made by Michele Kutta, seconded by Robert Lang, and the Board unanimously approved the issuance of an apprentice license.
 5. Jennifer Keeney; Sponsor: Robert Heckle; Sol Levinson and Brothers Funeral Home. Motion was made by Michele Kutta, seconded by Robert Lang, and the Board unanimously approved the issuance of an apprentice license.
 6. Melanie MacConnell; Sponsors: Christine Coulling; Witzke Funeral Homes and Inc and Elizabeth Dowell; Gary L. Kaufman Funeral Home at Meadowridge Memorial Park, Inc. Motion was made by Michele Kutta, seconded by Robert Lang, and the Board unanimously approved the issuance of an apprentice license.
 7. Hunter Martin; Sponsor: Scott Osborne; Osborne Funeral Home. Motion was made by Michele Kutta, seconded by Robert Lang, and the Board unanimously approved the issuance of an apprentice license.
 8. Scott Polyniak; Sponsor: John Collins; McCully-Polyniak Funeral Home, PA. Motion was made by Michele Kutta, seconded by Robert Lang, and the Board unanimously approved the issuance of an apprentice license.
 9. Maurice Smith; Sponsor: Willie Howell; Howell Funeral Home, PA. Motion was made by Michele Kutta, seconded by Robert Lang, and the Board unanimously approved the issuance of an apprentice license.
 10. Travis Smith; Sponsor: Josh Willet; Sol Levinson and Brothers Funeral Home. Motion was made by Michele Kutta, seconded by Robert Lang, and the Board unanimously approved the issuance of an apprentice license.
 11. Caitlin Starkweather; Sponsor: Henry Eckhardt; Eckhardt Funeral Chapel, PA. Motion was made by Michele Kutta, seconded by Robert Lang, 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:

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1. John Zavrotny; Sponsor: William Pumphrey; Robert A. Pumphrey Funeral Home Bethesda/Chevy Chase Inc. Motion was made by Michele Kutta, seconded by Robert Lang, and the Board unanimously approved the issuance of an apprentice license.

Mortician: Chair Michele Kutta presented the following applicants for mortician for approval:

1. Jordan Fenner, Jon C. Fredlock/C&S Fredlock Funeral Home. Motion was made by Michele Kutta, seconded by Robert Lang, and the Board unanimously approved the issuance of a mortician license.

Funeral Director: Chair Michele Kutta presented the following applicants for 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. Brian Bieman, Metro Crematory. Motion was made by committee, seconded by Robert Lang, and the Board unanimously approved the issuance of a crematory operator permit.
2. Jay Cleaver, Mid-Atlantic Crematory. Motion was made by committee, seconded by Robert Lang, and the Board unanimously approved the issuance of a crematory operator permit.
3. Stephen Fabian, Metro Crematory. Motion was made by committee, seconded by Robert Lang, and the Board unanimously approved the issuance of a crematory operator permit.
4. Darrel Jackson, Metro Crematory. Motion was made by committee, seconded by Robert Lang, and the Board unanimously approved the issuance of a crematory operator permit.
5. Robert Lemaitre, Metro Crematory. Motion was made by committee, seconded by Robert Lang, and the Board unanimously approved the issuance of a crematory operator permit.
6. Faith Smith, Metro Crematory. Motion was made by committee, seconded by Robert Lang, and the Board unanimously approved the issuance of a crematory operator permit.

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

1. Jerome Couplin, EC Whitaker Company. Motion was made by committee, seconded by Robert Lang, and the Board unanimously approved the issuance of a transporter registration.
2. Donald Hamilton, IN.TER.PRIZE Mortuary Transportation. Motion was made by committee, seconded by Robert Lang, and the

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- Board unanimously approved the issuance of a transporter registration.
2. Donna Hamilton, IN.TER.PRIZE Mortuary Transportation. Motion was made by committee, seconded by Robert Lang, and the Board unanimously approved the issuance of a transporter registration.
 3. Patricia Hamilton, IN.TER.PRIZE Mortuary Transportation. Motion was made by committee, seconded by Robert Lang, and the Board unanimously approved the issuance of a transporter registration.
 4. Albert Taylor, IN.TER.PRIZE Mortuary Transportation. Motion was made by committee, seconded by Robert Lang, and the Board unanimously approved the issuance of a transporter registration.
 5. Heavenly Taylor, IN.TER.PRIZE Mortuary Transportation. 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/Reactivation: Chair Michele Kutta presented the following applicants for reinstatement for approval:

1. Gerianne Bates, Bounds Funeral Home. Motion was made by committee, seconded by Robert Lang, and the Board unanimously approved the issuance of a mortician license.

Personal Representative: Chair Michele Kutta presented the following applicants for personal representative for approval:

1. None.

Surviving Spouse: Chair Michele Kutta presented the following applicants for personal representative for approval:

1. None.

- f. **Continuing Education Units Committee:** Kirk Helfenbein reported on the following:
New Business: Kirk Helfenbein provided a reminder that all 12 CEUs can be completed online. Kirk Helfenbein stated approximately 100 licensees have not submitted their CEU credits with a renewal application; please complete as soon as possible.

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

1. ICCFA: 2020 Executing Excellence: An ICCFA Virtual Leadership Conference – 9/16 – 9/17/2020 (5.00 CEUs)
2. National Funeral Director Association (NFDA): Grief Therapy – Therapy Dogs: A Man’s Best Friend – 9/10/2020(1CEU)
3. Selected Independent Funeral Homes: 2020 Annual Meeting – 9/30 – 10/3/2020 (10CEUs)

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4. Virginia Morticians Association: Virginia Morticians Association Education Seminar – 11/12/2020 (5CEUs)

Kirk Helfenbein presented the following continuing education credits for approval: Committee made a motion, seconded by Robert Bradshaw, and the Board unanimously approved the following continuing education credits:

1. Edward Rainer, Evans Funeral Home: *OSHA Funeral Home Compliance* – 10/27 – 10/28/2020. (2.00 CEUs)
2. Andrew Osmeyer, Warfield-Rohr Funeral Casket Co. – Levinson Funeral Home: *Background on Wood Species and Wood Casket Manufacturing* – 9/14, 9/21, 9/30/2020. (3.00 CEUs)
3. Matthews International – Live Webinar: *Funeral...FUNeral...Moving Families from Grieving to Remembrance* – Late August or September, 2020 Ongoing (1.00CEU)

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

New Business: Chair Sheria Jennings proposed a series of regulation clean-up changes to 10.29.06.02 (Definitions), 10.29.06.03 (Execution of Preneed Contract), and 10.29.09.11 (General Requirements). Chair Sheria Jennings suggested a proposal concerning the placement of Board approved post-nominals in 10.29.09.06 (Commencement of Apprenticeship) and 10.29.12.05 (Advertising). Chair Sheria Jennings stated the committee will continue to review options with the Legislative Liaison and Board Counsel. The committee will provide an update during the next Board meeting.

5. **OLD BUSINESS:** Mr. Brandon Wiley is currently conducting transport vehicle inspections on Tuesday and Thursdays, 9a.m. – 12p.m. All transport companies requiring an inspection must register through the Board office to receive an appointment.

NEW BUSINESS: Dr. Bailey advised until further notice all complaints or inquiries about open investigations be addressed to the Executive Director's office.

6. **UPCOMING REMINDERS:** Dr. Bailey announced reminders of the following:

- 2020 License/Permit Renewals *****ONLY Morticians Licenses can be renewed online***:**
 - Mortician License – expiration date: 4/30/2020
 - Transport Company Permit – expiration date: 9/30/2020
 - Crematory Permit – expiration date: 9/30/2020
 - Crematory Operator - expiration date: 9/30/2020
 - Establishment License: expiration date: 11/30/2020
 - Funeral Director License: expiration date: 11/30/2020
 - Courtesy Card License: expiration date: 11/30/2020
 - Surviving Spouse License: expiration date: 11/30/2020
- Jurisprudence Exam Update – October 6, 2020
- Practical Exam – October 8, 2020, 1p.m., Location: Anatomy Board, 655 W. Baltimore St., Baltimore, MD 21201
- Next Board Meeting – October 14, 2020, 1:00 pm, Virtual, Google Meet

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7. **ADJOURNMENT:** Dr. James Kalshoven made a motion for adjournment, seconded by Dr. Ahmed Elzaree, and with no objection, the meeting was adjourned at 2:12 p.m.