

MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS

OPEN SESSION MINUTES

NOVEMBER 13, 2019

- I. CALL TO ORDER/GREETINGS:** Board President, Dr. Mark Bailey called the meeting to order at 1:00 pm and welcomed everyone to the open session.

October Meeting Minutes: Michele Kutta made a motion, was seconded by Dr. Elzaree, and the Board unanimously approved the minutes as written.

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

Board Staff Present: Christy Collins, Executive Director; Thomas Anderson, Health Occupations Inspector; Carla Boyd, Esq., Board Counsel; Deborah Donohue, Esq., Interim Board Counsel.

- II. PRESIDENT'S REMARKS:**

Dr. Bailey introduced new board member, Suzana Kuriadom.

- III. ADMINISTRATIVE REPORT:**

Executive Director Collins acknowledged complaints regarding the phone lines in the Board office. After an audit of the phone lines, all issues were resolved. Website development was announced - it is still under construction and continues to be a work in progress. The Board office is collaborating with the IT department to ensure the website is user-friendly. Some Application forms have been updated and uploaded to the website in PDF fillable format. The 116th Annual Conference was announced for 19-20 February 2020.

- IV. COMMITTEE REPORTS:**

a. Executive Committee –No report.

b. Family Security Trust Fund: Chair Dr. James Kalshoven reported the fund balance is \$1,120,993.84.

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

d. Establishment Committee: Chair Kirk Helfenbein reported on the following establishments for approval. Michele Kutta made a motion, was seconded by Dr. Elzaree, and the Board unanimously approved the following:

- i. Walker's Life Memorial Center
- ii. Heaven Bound Funeral Services

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

- i. Old Business: Reported website and licensing forms are still under construction; committee is working with Executive Director Collins and Brandon Wylie to make it more user-friendly.

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- ii. New Business: None.
- iii. Apprentice: *Dr. Bailey recused himself for the first vote. Chair Michele Kutta reported on apprenticeships for approval. Dr. Elzaree made a motion, seconded by Kirk Helfenbein, and the Board unanimously approved the following:
 - 1. Rebecca Edmiston, Bailey Funeral Home, P.A.
 - 2. Jenna Strosnider, Resthaven Funeral Services
 - 3. Lauren Walter, Slack Funeral Home, P.A.
 - 4. Xavier Jones, Benny Smith Funeral Home
- iv. Apprentice Change of Sponsor: Chair Michele Kutta reported on change of sponsor for approval. Dr. Elzaree made a motion, was seconded by Melanie Oppat, and the Board unanimously approved the following:
 - 1. Zhaden Myster, Henry Funeral Home
- v. Mortician: Chair Michele Kutta reported on mortician(s) approval. Dr. Elzaree made a motion, was seconded by Sheria Jennings, and the Board unanimously approved the following:
 - 1. Charles Bihl, Eckhart Funeral Chapel
 - 2. Christina Watson-Pender, Lewis N. Watson Funeral Home
 - 3. Stacey Downtin, Marshall March Funeral Home
 - 4. Brishae Kyler, Joseph Brown Funeral Home
 - 5. Stephanie Brady, Hilton Funeral Home
 - 6. Tuesdae Fuller, Pope Funeral Home
 - 7. Tia Cooper, Gasch's Funeral Home
 - 8. Kari Benton, Hines-Rinaldi Funeral Home
 - 9. Lisa Thornton, Wiseman Funeral Home
 - 10. David Berkey Hardesty Funeral Home
 - 11. Jessica Pistoria, Eline Funeral Home
- vi. Mortician by Waiver of Apprenticeship: Chair Michele Kutta reported on approval of morticians by waiver of apprenticeship. Dr. Elzaree made a motion, was seconded by Kirk Helfenbein, and the Board unanimously approved the following:
 - 1. Brian Derlunas, Fairfax Memorial Funeral Home
 - 2. Raina Butler-Bailey, Horton Funeral Home
- vii. Crematory Operator: *Kirk Helfenbein recused himself. Chair Michele Kutta reported on approval of crematory operator permits. Dr. Elzaree made a motion, was seconded by Melanie Oppat, and the Board unanimously approved the following:
 - 1. Christopher Fontana – Fellows, Helfenbein & Newnam Funeral Home
- viii. Registered Transporters: Chair Michele Kutta reported on approval of registered transporters. Dr. Elzaree made a motion, was seconded by Sheria Jennings, and the Board unanimously approved the following:

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1. Jordan Prendergast, Mid-Atlantic Removal Service
2. Ian Clark, Mid-Atlantic Removal Service
3. Samuel Green, Alliance Mortuary Transport and Support, LLC
4. Rhonda Perry, Noble August

- f. **Continuing Education Units Committee:** Chair Melanie Oppat reported:
- i. The following educational offerings are considered automatically approved pursuant to COMAR 10.29.05.03:
 1. Education's Workers Group: FuneralContinuingEducation.com
 - **Burial with Military Honors Best Practices** (3 CEUs)
 - **Complying with the FTC Funeral Rule** (2 CEUs)
 - **Ethics, Attitudes and Customer Service** (3 CEUs)
 - **Funeral Products and the Environment** (2 CEUs)
 - **Funerary Ethics and Best Practices** (3 CEUs)
 - **Helping Parents Cope with Unexpected Death** (1CEU)
 - **Helping Parents Help Children Coper with Death** (1 CEU)
 - **Limiting Exposure to HIV/AIDS** (2 CEUs)
 - **Modern Funeral Customs** (1 CEU)
 - **OSHA Compliance for Funeral Homes** (2 CEUs)
 - **Understanding Hospice and Palliative Care** (1 CEU)
 - **Upselling Without Upsetting the Client** (1 CEU)
 - **When Children Die: Guidance for the Final Arrangements** (1 CEU)
 - **Working with the Cemetery** (2 CEUs)
 - **Sociology of Death** (2 CEUs)
 - **Restorative Art and Modern Technologies** (3 CEUs)
 - **Perinatal Bereavement and Memorialization** (2 CEUs)
 - **Funeral Home and Heroin Overdose Training** (2CEUs)
 2. Funeral CE: **Maryland Pre-Need Law**, Date: On-going. (1 CEU).
 3. Graystone Associates, Inc.: **When and How**, Date: 2/19/2020 and 2/20/2020. (3.4 CEUs).
 4. Graystone Associates, Inc.: **Funeral Directors' Skills: Module Three**; Date: 5/6/2020 – 7/2020. (7 CEUs).
 5. ICCFA: **DEAD Talks: Focus on Success 2020**; Date: 1/15/2020 – 1/17/2020
 6. National Funeral Directors Association: **Pre-Planning**; Date: Home Study. (15 CEUS).
 - ii. Dr. Elzaree made a motion, was seconded by Michele Kutta, and the Board unanimously approved the following educational offerings:
 1. Holloway Funeral Home – Graystone Associates, Inc.: **Cycle of Excellence: Financial Fundamentals**; Date: 24-26 September 2020. (18 CEUs).
 2. KBSTM, CPA's: **Funeral Industry Issues**. Date: 12/18/2019. (2 CEUs).

V. **OLD BUSINESS:** No Report.

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VI. NEW BUSINESS: No Report.

VII. FOR YOUR INFORMATION:

Dr. Bailey announced the next board meeting will be December 11, 2019 at 1:00pm in Room 110.

VIII. LEGISLATIVE/REGULATION UPDATE:

- Dr. Bailey highlighted that there will be a 30-day comment period for regulatory changes that will expire on November 25, 2019 for:
 - 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, and Ground
 - COMAR 10.29.03 Inspection of Funeral Establishments and Funeral Service Businesses

VIV. ADJOURNMENT: Motion for adjournment was made, seconded, and the meeting was adjourned at 1:27 pm.