

MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS

OPEN SESSION MINUTES

FEBRUARY 13, 2019

- 1 I. **CALL TO ORDER/GREETINGS**: The public session meeting was called to order by Wayne
2 Cooper, 1st Vice President, at 1:05 p.m. A motion was called to table the December 12, 2018
3 and January 9, 2019 Meeting Minutes for modifications – motion was made, seconded and
4 approved. Minutes for December and January will be acted upon in March.

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6 **Board Members Present:**

7 Wayne Cooper, Esq., 1st Vice President; Michele Kutta, Board Secretary; Mark Bailey; Dr.
8 Ahmed Elzaree; Kirk A. Helfenbein; Victor C. March, Sr.; Robert Bradshaw; Lynn Shuppel;
9 Robert Lang.

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11 **Board Members Absent:**

12 D. Lynn Newman, President

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14 **Board Staff Present:**

15 Thomas Anderson, Health Occupations Inspector; Lisa Woods, Office Secretary; Carla Boyd,
16 Esq., Board Counsel.

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18 **Board Staff Absent:**

19 Gail V. Tucker, Executive Director; Eula Gautreaux, Licensing Chief

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21 II. **PRESIDENT’S REMARKS**: No Report.

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23 III. **ADMINISTRATIVE REPORT**: In the absence of Executive Director Gail Tucker, 1st Vice
24 President Wayne Cooper reported on the following: The Office of Constituent Services is the
25 primary customer service center, and in response to constituents, correspondence (email
26 and written) will be managed on a priority basis. Correspondence managers make initial
27 contact within 24 hours of receipt and have 7 business days to respond, once Dr. Lang
28 assigns correspondence through the Intranet Quorum (IQ) software. The IQ system also
29 offers a Style Manual and template for uniformity and a level of accountability/tracking.
30 The Board addresses correspondence via the IQ repository.

31
32 A legislative briefing for the Health Occupations Boards was held on January 23, 2019 in
33 Annapolis. The Briefing focused on the roles of the Boards and Commissions as well as issues
34 impacting Boards raised by the Senate Education Health and Environmental Affairs
35 Committee. Specifically, SB503-Racial and Ethnic Health Disparities, which recommends
36 Boards offer online trainings that educate with emphasis on reducing/eliminating racial and
37 health disparities. Executive Director Gail Tucker identified four trainings relevant to the
38 industry. The Board will issue (1) CEU to licensees that take one of the online courses
39 identified on the web site, during their renewal cycles.

40
41 Each year, the International Conference of Funeral Service Examining Boards (ICFSEB)
42 appoints members of the National Board of Exam Arts and Science Committee to serve one
43 year. Committee members are dually licensed practitioners from across the country who
44 are responsible for maintaining the National Board Exam and provide a general oversight.

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45 Application deadline for consideration is March 13, 2019 – see the ICFSEB’s website for
46 additional information.

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48 In the absence of Licensing Chief Eula Gautreaux, Board Secretary Michele Kutta reported the
49 renewal period for mortician’s license is approaching and the Board will be sending out an email
50 blast. The Board will open the licensing system the week of February 18, 2019. Currently, there
51 are 64 active apprentices, 65 Courtesy Card Holders, 199 Crematory Operators, 9 Funeral
52 Directors, 964 Morticians, 328 Mortuary Transporters, 9 Surviving Spouse, 57 Corporations, 311
53 Establishments and 49 Mortuary Transport Services.

54
55 Victor March, Sr. announced the Executive Director’s absence was due to a meeting at
56 Headquarters.

57

58 **IV. COMMITTEE REPORTS:**

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

60 **b. Family Security Trust Fund Advisory Committee** – Chair Victor C. March, Sr. reported
61 \$1,097,494.75 in the Fund. Also, there will be Family Security Trust Fund Advisory
62 Committee meeting in March and posted on the web site.

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

64 **d. Establishment Committee** – Chair Dr. Ahmed Elzaree reported on establishments.
65 Motion was seconded and approved for the following:

- 66 i. Gonce Funeral Service, P.A. for full establishment;
- 67 ii. Boal Funeral Home, P.A. for full establishment; and
- 68 iii. McPherson Funeral Service and Cremation, P.A.

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70 **e. Licensure Committee** – Chair Michele Kutta reported on licensing:

71 Motion was seconded and approved for the following:

- 72 i. Apprentice – Ms. Kutta moved for approval of Change of Sponsor.
73 Benjamin Stallings, Hubbard Funeral Home
74 Matthew Wilson, Rausch Funeral Home

75

- 76 ii. Mortician – Ms. Kutta moved for approval of mortician’s license.

77 Beth Ann Smith

78 Tyler Moser

79 Shelby Funk

80

- 81 iii. Mortician via Reciprocity – none

82 iv. Funeral Director – none

83 v. Crematory Operator – none

84 vi. Registered Transporters – none

85 vii. Announcements – none

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87 **f. Continuing Education Units Committee** – Chair Lynn Shuppel reported a total of 8 CEU’s
88 approved, which will be listed individually on the website. Motion was seconded and
89 approved on all CEUs.

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91 V. **OLD BUSINESS:** Green Bag Appointments - Board seats will be presented by Governor Hogan
92 to the Senate on February 27, 2019.
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94 VI. **NEW BUSINESS:** Voting for the 2nd Vice President was tabled until March Board meeting.
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96 VII. **FOR YOUR INFORMATION:** The next Board meeting is scheduled for March 13, 2019.
97 Jurisprudence Exam is scheduled for April 16, 2019. Financial Disclosures are due by April 30,
98 2019.
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100 VIII. **LEGISLATIVE/REGULATION UPDATE:** Senate Budget Hearing will take place on February 14,
101 2019 at 1:00 p.m. in the Senate Miller Building (4th floor). Further dialogue on HB218 –
102 Forfeiture of Waiver of Right of Disposition will take place 1:00 p.m. in the HGO Hearing
103 room #240. The public is encouraged to attend.
104
105 HB977 and SB833 – Criminal procedure with regards to expungement – expungement
106 expansion. A hearing will take place on March 5, 2019 at 1:00 p.m.
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108 IX. **Adjournment:** With no further business, on a motion by 1st Vice President Wayne Cooper,
109 and properly seconded, the Board unanimously voted to conclude the meeting.
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111 Respectfully submitted,

112

113 Lisa Woods, Recording Secretary