

MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS

OPEN SESSION MINUTES

July 8, 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; Melanie Oppat; Sheria Jennings.

Board Member Absent: Brandon Wylie 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

June 10, 2020 Meeting Minutes: Dr. Ahmed Elzaree made a motion, which was seconded by Robert Bradshaw, and the Board unanimously approved the minutes as written.

2. **PRESIDENT'S REMARKS:**

Dr. Bailey reminded everyone the Board will not convene in August, but will be back in session September 9, 2020. Dr. Bailey reminded licensees and consumers to continue to monitor the Board website periodically for the latest updates. Dr. Bailey encouraged licensees to review all updated legislative changes that can be viewed the Board website.

3. **ADMINISTRATIVE REPORT:**

Executive Director Collins reminded everyone MDH Metro Executive building is not open to the public. This included 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 limited office hours, and that the Board staff office hours are: Tuesday and Thursday, 8am – 4pm potentially adding an additional work day in the near future. Executive Director Collins stated approximately 58 licensees have not renewed and encourages licensees to avoid any possible delays when Executive Order is rescinded. An upcoming renewal reminder notification will be sent out via regular mail for all Crematory Operators, Crematories, and Mortuary Transport Companies around mid-August.

4. **COMMITTEE REPORTS:**

- a. **Executive Committee:** Dr. Bailey announced the budget report is still pending some numbers, and currently has a projected deficit of approximately \$64,252.00. Dr. Bailey stated the Board staff will be taking planned vacation

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time(s) during the month of August just in case constituents see a small disruption. Dr. Bailey encouraged all licensees to attempt to work around any delays.

- b. **Family Security Trust Fund:** Chair Dr. James Kalshoven reported that the Family Security Trust Fund balance is \$1,132,420.41. Dr. Kalshoven noted an increase of \$1,265.27.
- c. **Pre-Need Committee:** Chair Robert Bradshaw: No report.
- d. **Establishment Committee:** Michele Kutta 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: Chair Michele Kutta reported due to the COVID-19 building closure of MDH Metro Executive Building, the Jurisprudence exam was held on July 7, 2020 within two sessions at John M. Taylor Funeral Home. Social distancing measures were practiced and 18 applicants were afforded the opportunity to take the Jurisprudence exam. Future opportunities to have the Jurisprudence exam at John M. Taylor will also be available should it be necessary. Chair Michele Kutta announced the Practical Exam will be hosted by the Anatomy Board on July 9, 2020 utilizing safety precautions.
 - New Business: Chair Michele Kutta announced in the event the Anatomy Board is unable to provide facilities for Statute 7-304 (2i) requirement of Practical exam, an exemption would need to be requested. Therefore the committee is making a motion to formally request the Secretary's office for the ability to provide an exemption during these extenuating circumstances until further notice or the EO has been terminated or rescinded. Committee made a motion, seconded by Dr. Ahmed Elzaree, and the Board unanimously approved requesting Secretary for an exemption for the State Practical Exam.
 - Apprentice: Chair Michele Kutta presented the following apprenticeship applications for approval:
 - 1. Colin Osborne; Sponsor: Craig Osborne; Osborne Funeral Home PA. Motion was made by Michele Kutta, seconded by

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Sheria Jennings, and the Board unanimously approved the issuance of an apprentice license.

2. Ashley Jo Guy; Sponsor: Michael K. Gardiner; Mattingley-Gardiner Funeral Home, PA. Motion was made by Michele Kutta, seconded by Sheria Jennings, and the Board unanimously approved the issuance of an apprentice license.
3. Robin Hernandez; Sponsor: Tyler Clymer; Barranco Severna Park Funeral Home and Cremation. Motion was made by Michele Kutta, seconded by Dr. Ahmed Elzaree, 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. Michael Flowers; Sponsor: Jaime Thibadeau; Thibadeau Mortuary Service PA. Motion was made by Michele Kutta, seconded by Dr. Ahmed Elzaree, and the Board unanimously approved the issuance of an apprentice license.

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

1. Michael Wineicki, Pritts Funeral Home and Chapel PA. 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. Kevin Barnett, Joseph Gawlers Sons, LLC. Motion was made by Chair Michele Kutta, and seconded by Dr. Ahmed Elzaree, and the Board unanimously approved the issuance of a mortician license.
2. Harvey Bollinger, Independent Funeral Planning. Motion was made by Chair Michele Kutta, and seconded by Dr. Ahmed Elzaree, and the Board unanimously approved the issuance of a mortician license.

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

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1. None.

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

1. Angela Davis, Alvin's Anointed Hands. Motion was made by committee, seconded by Dr. Ahmed Elzaree, and the Board unanimously approved the issuance of a transporter registration.
2. Bradford Yori, RA Ferris & Co. Motion was made by committee, seconded by Dr. Ahmed Elzaree, 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. Kevin Hostetler, Randolph Funeral Home in West Virginia. Motion was made by committee, seconded by Dr. Ahmed Elzaree, and the Board unanimously approved the issuance of a courtesy card.

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

1. None.

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. Ivory Buck, Henry Funeral Home PA. Motion was made by committee, seconded by Dr. Ahmed Elzaree, and the Board unanimously approved the issuance of a surviving spouse license.

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

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

1. Cremation Association of North America (CANA): CANA's 102nd Virtual Convention – 8/5 – 8/6/2020 (4.00 CEUs)
2. National Funeral Director Association (NFDA):
July 14 – 28, 2020
The New Customer Satisfaction (1CEU)

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Paradigm: What Customer Expect from You Right Now

Optimizing the Customer Journey: How to Create Memorable Experiences
Inside Your Funeral Home (1CEU)

Building a Brand for Your Business: How to Distinguish Your Funeral Home from
the Competitions (1CEU)

August 3 – 20, 2020

Breakout by Office (2CEUs)

Associations: A Plan for Recovery Part 1 (1.5CEUs)

Why I Walked 444 Miles to Make a Memory (1CEU)

Associations: A Plan for Recovery Part 2 (1CEU)

Finding Success in an Age of Uncertainty (1CEU)

Connecting with the LGBTQ Community (1CEU)

Chair Melanie Oppat presented the following continuing education credits for approval:
Committee made a motion, seconded by Dr. Ahmed Elzaree, and the Board
unanimously approved the following continuing education credits:

1. Graystone Associates, Pumphrey Funeral Home: *Talking Points* – 7/20 – 7/22/2020.
(6.5 CEUs)
2. Graystone Associates, Pumphrey Funeral Home: *Funeral Director Skills: Module 3* –
7/23 – 7/25/2020 (6.25 CEUs)
3. WebCE (formerly FuneralCE): Online - Ongoing
Maryland Pre-Need Law – Online (1CEU)
Death Care Trends That are Changing Traditions (2CEUs)

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

Old Business: Chair Sheria Jennings reported on the following:

1. Effective 5/18/2022: 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
effective May 18, 2020. Please review updated regulations on the
Board website.

New Business: Chair Sheria Jennings reported on the following:

1. Chair Sheria Jennings reported the committee will continue to work on
post nominal placement and work to provide some clean-up on newly
passed regulations. The committee will provide an agenda status report
in September.

5. **OLD BUSINESS:** None.

NEW BUSINESS: Dr. Bailey reminded all Crematories and Crematory Operators of
renewals coming up September 30, 2020. The Board Staff will be sending out renewal
reminder packets in August, and to please ensure you renew in a timely manner to avoid any

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disruptions. Dr. Bailey gently reminded all licensees to not wait until the last moment to renew their licenses.

6. **UPCOMING REMINDERS:** Dr. Bailey announced reminders of the following:
 - a. 2020 License Renewals will remain open online. Please ensure all 12 required CEUs are sent via regular mail, fax, or email to the Board staff.
 - b. Next Board Meeting – September 9, 2020, 1:00 p.m., Conference Room# 106(pending building reopening).
 - c. Jurisprudence Exam – has taken place on 7/7/2020 at 9:00am and 10:30am. Please continue to watch website for updates.
 - d. Practical Exam – Will take place on 7/9/2020 at 10:00am at the Maryland State Anatomy Board in Baltimore, MD.

7. **ADJOURNMENT:** Dr. Ahmed Elzaree made a motion for adjournment, seconded by Michele Kutta, and with no objection, the meeting was adjourned at 1:30 p.m.