

# MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS

## OPEN SESSION MINUTES

SEPTEMBER 12, 2018

1 I. **CALL TO ORDER/GREETINGS:** The public session meeting was called to order by D. Lynn  
2 Newman, President, at 1:10 p.m. President Newman called for the approval of July 13, 2018  
3 Meeting Minutes – motion was made, seconded, and approved.  
4

5 *Board Members Present:*

6 D. Lynn Newman, President; Wayne Cooper, Esq., 1<sup>st</sup> Vice President; Dr. Camille Bryan, 2<sup>nd</sup>  
7 Vice President; Michele Kutta, Board Secretary; Mark Bailey; Dr. Ahmed Elzaree; Kirk A.  
8 Helfenbein; Victor C. March, Sr.; Robert Lang.  
9

10 *Board Members Absent:*

11 Lynn Shuppel; Robert Bradshaw.  
12

13 *Board Staff:*

14 Gail V. Tucker, Executive Director; Thomas Anderson, Health Occupations Inspector; Eula  
15 Gautreaux, Licensing Chief; Lisa Woods, Office Secretary; Carla Boyd, Esq., Board Counsel.  
16

17 II. **PRESIDENT’S REMARKS:** President D. Lynn Newman thanked everyone for the show of  
18 support following the death of his mother.  
19

20 III. **ADMINISTRATIVE REPORT:** Gail V. Tucker, Executive Director, reported making continuous  
21 progress with the office redesign and updates to the Board’s web site. The web site is now  
22 user-friendly, consists of fillable forms, as well as pictorial directories, consumer news and  
23 additional resources. The Board office has converted its standardized forms into  
24 SmartSheets for universal access and real-time updating.  
25

26 Ms. Tucker executed Standard Operating Procedures (SOPs) and a filing system schematic.  
27 SOPs is a procedural repository that details the primary functions/operations of the Board  
28 staff. The schematic is an illustrated filing system that gives the Board access to licensee  
29 information, establishments, crematories, and retention files.  
30

31 Ms. Tucker and President Newman attended a meeting facilitated by Sec. Neall that offered  
32 information on ethic laws effecting Board members, conflicts of interest, public disclosure,  
33 automation progression, attendance requirements, infrastructure to improve customer  
34 service, and The Open Meeting Act.  
35

36 The Board has a total of 5 seats opening in June 2019. Interested candidates must review  
37 the membership criteria and submit a formal application through the Governor’s  
38 Appointments Office, no later than Monday, 11/19/18. Details are posted on our homepage.  
39

40 Having an extensive history in pedagogic writing, Ms. Tucker will produce the “BMFD  
41 Newsletter” – first publication slated for 12/2018. Articles of interest and industry news  
42 should be forwarded her attention - deadline for submission is Friday, 11/30/18.  
43

44 IV. **COMMITTEE REPORTS:**

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

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- 46           **b. Family Security Trust Fund Advisory Committee** – Chair Victor C. March reported that  
47           as of 09/12/18, there is currently \$1,088,776.30 in the Fund.
- 48           **c. Pre-Need Committee** – No Report.
- 49           **d. Establishment Committee** – Chair Dr. Ahmed Elzaree reported on the following  
50           establishments:
- 51                   i. Moved for approval of Bradley J. Duffy Funeral Home, P.A. for full establishment  
52                   pending inspection; and
- 53
- 54                   ii. Moved for approval of Hakim Islamic Funeral Home for full establishment.
- 55
- 56           **e. Licensure Committee** – Chair Michele Kutta reported on the following:
- 57                   i. Apprentice – Ms. Kutta moved for approval of apprentice licenses. Motion was  
58                   seconded and approved for the following:
- 59
- 60                           David C. Berkey II of Loudon Park Funeral Home, Inc.  
61                           Stephanie Brady of Hilton Funeral Home  
62                           Angela Eiss of Fort Lincoln Funeral Home  
63                           Shelby Funk of Thibadeau Mortuary Service, P.A.  
64                           Zhaden Tyquel Myster of Bennie Smith Funeral Home  
65                           Ashley Witzke of Candle Light Funeral Home by Craig Witzke
- 66
- 67                   ii. Mortician – Ms. Kutta moved for approval of mortician’s license. Motion was  
68                   seconded and approved for the following:
- 69
- 70                           Alexandra Wanless  
71                           Daniel Hensley
- 72
- 73                   iii. Mortician via Reciprocity – Ms. Kutta moved for the approval of Jonathan W.  
74                   Meachem, Sr. for mortician’s license – motion was seconded and approved.
- 75
- 76                   iv. Funeral Director – Ms. Kutta moved for approval of Treshawwna Fayson for  
77                   funeral director’s license – motion was seconded and approved.
- 78
- 79                   v. Crematory Operator – Ms. Kutta moved for approval of crematory operator’s  
80                   permit. Motion was seconded and approved for the following:
- 81
- 82                           Monroe Parker of Huntt Funeral Home  
83                           Cynthia Lloyd of Huntt Funeral Home  
84                           Michael Sloan of Robert E. Evans Funeral Home  
85                           John Paul Watts of Montgomery Crematorium  
86                           Bradley Smetzler of Robert A. Pumphrey Funeral Home  
87                           Douglas M. Kyle of Chesapeake Crematory  
88                           Howard McComas IV of McComas Funeral Home
- 89

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- 90 vi. Registered Transporters – Ms. Kutta moved for approval of registered mortuary  
91 transporters. Motion was seconded and approved for the following:  
92  
93 James Coker of Alvin’s Anointed Hands, Inc.  
94 Patricia Fisher of Alvin’s Anointed Hands, Inc.  
95 Ashley McLean of Anatomic Gift Foundation, Inc.  
96 Nicole Denise Pittman of EW Mortuary Transport  
97 LaKeitha Weeden of Alliance Mortuary Transport  
98 Steve Skazia of Statewide Removal Services, Inc.  
99
- 100 vii. Announcements – No Report.
- 101
- 102 **f. Continuing Education Units Committee** –In Chair Lynn Shuppel’s absence, Kirk  
103 Helfenbein reported on the following CEUs – the motion was seconded and approved.  
104
- 105 1. Delmarva Funeral Service Association – Doric Vault and Chesapeake Plant Tour –  
106 September 28, 2018 – 1 CEU.
  - 107 2. Delmarva Funeral Service Association – Safety in the Funeral Home - October 18,  
108 2018 – 2 CEUs.
  - 109 3. Delmarva Funeral Service Association – Opioid: An Epidemic Through the Medical  
110 Examiners Eyes – September 20, 2018 – 1 CEU.
  - 111 4. NFDA – Branding and Beyond – Achieving Peak Marketing Success – October 14,  
112 2018 – 1 CEU.
  - 113 5. NFDA – Breakout 2018 NFDA Professional Women’s Conference Canada –  
114 November 17, 2018 – 1 CEU.
  - 115 6. NFDA – Business Success Planning – September 27, 2018 – 1 CEU.
  - 116 7. MSFDA – MSFDA Mid-Winter Retreat – February 8-10, 2019 – 6 CEUs.
  - 117 8. MSFDA – MSFDA Quarterly Membership Meeting – March 13, 2019, September 11,  
118 2019, December 11, 2019 – 1.5 CEUs.
  - 119 9. What’s Your Grief LLC – Beyond the 5 Stages: Understanding Modern Grief Theory. –  
120 October 18, 2018 – 6 CEUs.
  - 121 10. Funeral CE – Ethical Business Practices for Funeral Directors – Home Study – 2 CEUs.
  - 122 11. Babylon Fault Company – How Vaults are Made and How We Can Serve You. –  
123 October 9, 2018 – 3 CEUs.
  - 124 12. Tri-County Funeral Directors Association – Suicide Prevention - September 13, 2018  
125 – 1 CEU.
  - 126 13. Cremation Association of North America – CANA’s Crematory Operations  
127 Certification Program. – September 14, 2018 and October 24, 2018 – 6 CEUs.
  - 128 14. Edward Ranier – OSHA Funeral Home Compliance, Open to Pope Funeral Home  
129 Employees only – September 28, 2018 – 3 CEUs.
  - 130 15. Sol Levinson & Bros. FH – Anatomical Donations 2018 – October 1, 2018 – 2 CEUs.
  - 131 16. David L. Bednar – 2018 Annual OSHA Required Training – September 18-20, 2018 – 2  
132 CEUs.
  - 133 17. Selected Independent Funeral Homes – 2019 NextGen Seminar – January 27-31,  
134 2019 – 8.5 CEUs.

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- 135 18. Montgomery Hospice – Narratives of Healing: Presence With Others’ Stories an Our  
136 Own - October 12, 2018 – 6 CEUs.  
137 19. ICCFA – 2018 Fall Management Conference – September 26-28, 2018 – 9 CEUs.  
138 20. Earl Schley – Pre-need Insurance – 10/3/2018 & 11/9/2018 -2 CEUs.  
139 21. FD&MA of MD – Meet & Greet – September 5, 2018 – 2 CEUs.

140

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

142

143 VI. **NEW BUSINESS:** No Report.

144

145 VII. **FOR YOUR INFORMATION:** Effective August 1, 2018, the International Conference of  
146 Funeral Service Examining Boards reported a fee increase for the National Board Exam Arts  
147 & Sciences of \$285 for each session – the fee for the full exam is \$570.

148

149 Establishment renewals take place in November – No contributions to the Family Security  
150 Trust Fund necessary this renewal period.

151

152 VIII. **LEGISLATIVE/REGULATION UPDATE:** No Report.

153

154 IX. **Adjournment:** With no further business, upon motion by President D. Lynn Newman, and  
155 properly seconded, the Board unanimously voted to conclude the meeting at 2:30 p.m.

156

157 Respectfully submitted,

158

159 Lisa Woods, Recording Secretary