

MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS

OPEN SESSION MINUTES

October 14, 2020

1. **CALL TO ORDER/GREETINGS:** Board President, Dr. Mark Bailey called the meeting to order at 1:04 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, Melanie Oppat.

Board Member Absent: Suzana Kuriadom

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

September 9, 2020 Meeting Minutes: Dr. Ahmed Elzaree made a motion, which was seconded by Dr. James Kalshoven, 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 forward and adapt to the many challenges we are currently facing during these unprecedented times. He encouraged everyone to reach out to the Board office with any concerns or issues they are experiencing.

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. All licensees with upcoming renewals are encouraged to submit as soon as possible to avoid any delays. Transport company vehicle inspections will be taking place every Tuesday, 9a.m.-12p.m. in the month of October. Please register with the Board Office for all Transport company inspections. All complaints should be forwarded to the Executive Director office at christy.collins@maryland.gov. 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 our budget has a short fall under evaluation with our Fiscal Officer and Executive Director Collins. Approximately 91 licensees are still outstanding on CEU submissions for license renewals. The AG budget fees have been adjusted to reflect Board of Morticians – 40 percent, Audiology – 30 percent, and Occupational Therapy – 30 percent. Dr. Bailey announced in lieu of the Anatomy Board able to host our State Practical Exam, the executive committee would like to make a motion to rescind the MDH Secretary Order for temporary exemption of the State

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Practical Exam, Robert Lang seconded, and the Board unanimously approved.

b. **Family Security Trust Fund:** Chair Dr. James Kalshoven reported that the Family Security Trust Fund balance is \$1,134,659.07. Dr. Kalshoven noted an increase of \$971.02.

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

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

New Establishment: None.

New Restricted Establishment: Brooks Clinton Funeral Service PA, 6419 York Road, Baltimore, MD 21212; restricted out of 2222 West North Avenue, Baltimore, MD, 21216 Supervising Mortician: Darrell Hunter. Motion was made by Michele Kutta, seconded by Dr. James Kalshoven, and the Board unanimously approved the issuance of a new restricted establishment license.

Brooks Clinton Funeral Service, PA, 9968 Liberty Road, Randallstown, MD 21133; restricted out of 2222 West North Avenue, Baltimore, MD 21216, Supervising Mortician: Darrell Hunter. Motion was made by Michele Kutta, seconded by Dr. James Kalshoven, and the Board unanimously approved the issuance of a new restricted establishment license.

Change of Ownership: None.

New Crematory: Mid Atlantic Crematory, 6512 Crain Highway, Bowie, MD 20715; Supervising Crematory Operator: Jay Cleaver. Motion was made by Michele Kutta, seconded by Dr. James Kalshoven, and the Board unanimously approved the issuance of a new crematory permit.

Mortuary Transport Company Permit: Douglas Conveyance LLC, Hyattsville, MD 20784; Owner: Michael Douglas, Jr. Motion was made by Michele Kutta, seconded by Dr. James Kalshoven, and the Board unanimously approved the issuance of a new mortuary transport company permit.

Lay to Rest Services, Fairfax, Virginia 22033; Owner: Tremain Bradley and Rose Pergeron. Motion was made by Michele Kutta, seconded by Dr. James Kalshoven, 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: None.

New Business: None.

Apprentice: Chair Michele Kutta presented the following apprenticeship

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applications for approval:

1. Rachel Aulton; Schimunek Funeral Home of Bel Air, Inc. Motion was made by Michele Kutta, seconded by Sheria Jennings, and the Board unanimously approved the issuance of an apprentice license.
2. Edwin Jolley-Lashley; Jolley Memorial Chapel, PA. Motion was made by Michele Kutta, seconded by Sheria Jennings, and the Board unanimously approved the issuance of an apprentice license.
3. Shaquan Lyons; JB Jenkins Funeral Home, PA. Motion was made by Michele Kutta, seconded by Sheria Jennings, and the Board unanimously approved the issuance of an apprentice license.
4. Donna Mabry; Donald V. Borgwardt. Motion was made by Michele Kutta, seconded by Sheria Jennings, and the Board unanimously approved the issuance of an apprentice license.
5. Joshua Mason; Barranco Severna Park Funeral Home & Crematorium Care, PA. Motion was made by Michele Kutta, seconded by Sheria Jennings, and the Board unanimously approved the issuance of an apprentice license.

Apprentice Change of Sponsor: ***Denotes recusal by active Board Member. Chair Michele Kutta presented the following apprenticeship change of sponsor applications for approval:

1. None.

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

1. Christopher Boggs; Harry H. Witzke's Family Funeral Home Inc. Motion was made by Michele Kutta, seconded by Sheria Jennings, and the Board unanimously approved the issuance of a mortician license.
2. Jeffery DeWitt; Minnich Funeral Home. Motion was made by Michele Kutta, seconded by Sheria Jennings, and the Board unanimously approved the issuance of a mortician license.
3. Michael Flowers; Thibadeau Mortuary Service PA. Motion was made by Michele Kutta, seconded by Sheria Jennings, and the Board unanimously approved the issuance of a mortician license.
4. Melissa Martelli***; Fellows, Helfenbein & Newman Funeral Home PA. Motion was made by Michele Kutta, seconded by Sheria Jennings, and the Board unanimously approved the issuance of a mortician license.
5. Allison Mullens; Mattingley Gardiner Funeral Home. Motion was made by Michele Kutta, seconded by Sheria Jennings, and the Board unanimously approved the issuance of a mortician license.
6. Julia Muko; Charles F. Evans & Sons, Inc. Motion was made by Michele Kutta, seconded by Sheria Jennings, and the Board unanimously approved the issuance of a mortician license.
7. Benjamin Stallings; Donaldson Funeral Home, PA, Motion was made by Michele Kutta, seconded by Sheria Jennings, and the Board unanimously approved the issuance of a mortician license.

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8. Christina Smith***; Fellows, Helfenbein, & Newman. Motion was made by Michele Kutta, seconded by Sheria Jennings, 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. Thomas Cimino; Metro Crematory. Motion was made by committee, seconded by Sheria Jennings, and the Board unanimously approved the issuance of a crematory operator permit.
2. Anna Dulaney; Metro Crematory. Motion was made by committee, seconded by Sheria Jennings, and the Board unanimously approved the issuance of a crematory operator permit.
3. Cody Plog; Metro Crematory. Motion was made by committee, seconded by Sheria Jennings, and the Board unanimously approved the issuance of a crematory operator permit.
4. John H. Robinson; Lee Funeral Home & Crematorium. Motion was made by committee, seconded by Sheria Jennings, 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. Adrian Alexander; EC Whitaker Company. Motion was made by committee, seconded by Sheria Jennings, and the Board unanimously approved the issuance of a transporter registration.
2. Michael Douglas; Douglas Conveyance, LLC. Motion was made by committee, seconded by Sheria Jennings, and the Board unanimously approved the issuance of a transporter registration.
3. Granison Edwards; Mid-Atlantic Removal Service, LLC. Motion was made by committee, seconded by Sheria Jennings, and the Board unanimously approved the issuance of a transporter registration.
4. Steven Evans; Mid-Atlantic Removal Services, LLC. Motion was made by committee, seconded by Sheria Jennings, and the Board unanimously approved the issuance of a transporter registration.
5. Jalen Hagans; EC Whitaker Company. Motion was made by committee, seconded by Sheria Jennings, and the Board unanimously approved the issuance of a transporter registration.
6. Monica Mayo; Compassionate Care Transport Service. Motion was made by committee, seconded by Sheria Jennings, and the Board unanimously approved the issuance of a transporter registration.

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7. Miles Water; Mid-Atlantic Removal Services, LLC. Motion was made by committee, seconded by Sheria Jennings, and the Board unanimously approved the issuance of a transporter registration.
8. Lisa Williams; Alvin's Anointed Hands, Inc. Motion was made by committee, seconded by Sheria Jennings, 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. Althea Trower; Bennie Smith Funeral Home Delaware. Motion was made by committee, seconded by Sheria Jennings, and the Board unanimously approved the issuance of a courtesy card.

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

1. Francis Dooley; Fairfax Memorial Funeral Home. Motion was made by committee, seconded by Sheria Jennings, 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:** Melanie Oppat reported on the following:

New Business: Melanie Oppat provided a reminder all Mortician Licensee Renewals please submit CEU certificates to ensure there isn't a delay in receiving your paper license. If you would like 1 CEU credit for attending today's virtual meeting please email your name and license number to our Board Office at mdh.bomfd@maryland.gov.

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

1. MSFDA: *June Quarterly Meeting* (1.5 CEUs)
Quarterly Membership Meetings 2021 (1.5 CEUs each)
2. National Funeral Director Association (NFDA):
October 22, 2020: *The Relevance of Restorative Art* (1CEU)
All Stressed Out and Ready to Blow (1CEU)
November 12, 2020: *Defusing Conflict in the Arrangement Office* (1CEU)
November 18, 2020: *Supporting Survivors of Suicide Loss: A Guide for Funeral Directors* (1CEU)

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3. Graystone Associates: *Funeral Director Skills: Module Three* – 9/28 – 9/30/2020 (7CEUs)

Melanie Oppat 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. Trigard Babylon Vault: *Vaults 2020* – 10/21/2020. (2CEUs)
2. KAVOD Independent Jewish Funeral Chapels:
The Devil's in the Details: Customer Loyalty is Not Built from 30,000 Feet – 10/25/2020 (1.5CEUs)
The Results of the Foresight Companies 2020 Funeral and Cemetery Consumer Behavior Study – What Do They Tell Us? – 10/26/2020 (1.5CEUs)
3. Education Workers Group (FuneralContinuingEducation.com) – *Preneed in Funeral Service* - Ongoing (2CEUs)
4. Warfield – Rohr Casket Co (Andrew Osmeyer) – *Background on Wood Funeral Service* – 11/12/2020, 11/19/2020. (3CEUs)

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

New Business: Chair Sheria Jennings proposed a series of regulation clean-up with the following changes:

1. 10.29.06.02 (Definitions) removal of 10.29.06.02 (B1) due to no longer applicable; Committee made motion, seconded by Dr. James Kalshoven, and the Board unanimously approved.
2. 10.29.06.03 (Execution of Preneed Contract) removal of (E1) and (E2) due to no longer applicable; Committee made motion, seconded by Dr. James Kalshoven, and the Board unanimously approved.
3. 10.29.09.11 (General Requirements)(A2) remove the current language concerning 2/3 education requirements and replace with “before an applicant appears before the Board approval of an apprenticeship license the applicant shall enrolled in or have graduated from a mortuary science program at a school accredited by the American Board of Funeral Service or approved by the Board, with a 2.0 or higher grade point average verified by certified copy of the college transcript” Committee made motion, seconded by Robert Bradshaw, and the Board unanimously approved.
4. Post-nominals (LM or LFD) placement in 10.29.12.03 (Advertising) and 10.29.12.05 (Prohibitions). Committee made motion, seconded by Robert Bradshaw, and the Board unanimously approved.

5. **OLD BUSINESS:** Dr. Bailey reminds everyone to remain diligent in their planning operations to include keep a healthy supply of PPE on hand in case a 2nd wave of COVID should occur.

NEW BUSINESS: None.

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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
- Next Board Meeting – Monday, November 9, 2020, 1:00 pm, Virtual, Google Meet

7. CLOSING STATEMENT: At this time the Board, Board Counsel, ED, and staff will be moving to our Administrative and closed session on this day October 14, 2020 at 2p.m. The Board will discuss matters not subject to the Open Meetings requirements contained in the General Provisions Article, Section 3. In particular, the Board will be discussing:

- 1) Disciplinary matters, application deficiencies, and complaints which are required to be kept confidential pursuant to Gen. Prov. 3-305(b)(2) which protects the privacy of individuals, and COMAR 10.31.01.05 which provides that Board investigations are confidential.
- 2) An open job posting for a temporary inspector and investigator position, which is a personnel matter to be discussed in closed session pursuant to Gen. Prov. 3-305(b)(1).
- 3) Paperwork required to be filed by board members, which is an administrative function to which the Open Meetings Act doesn't apply, per Gen. Prov. 3-103(a) (1).

8. ADJOURNMENT: Dr. James Kalshoven made a motion for adjournment, seconded by Robert Bradshaw, and with no objection, the meeting was adjourned at 1:52 p.m.