

# MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS

## OPEN SESSION MINUTES

**December 11, 2019**

1. **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.

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

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

Board Members Present: Dr. Mark Bailey, President; Michele Kutta, 1<sup>st</sup> Vice President; Kirk Helfenbein, Secretary; Dr. Ahmed Elzaree; Melanie Oppat; Sheria Jennings; Dr. James Kalshoven; Brandon Wylie; Suzana Kuriadom.

Board Member Absent: Robert Bradshaw and Robert Lang

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

2. **PRESIDENT'S REMARKS:**

Dr. Bailey wished everyone a Happy and Safe Holiday with their friends and family.

3. **ADMINISTRATIVE REPORT:**

Executive Director Collins acknowledged inquiries concerning licensees' wall certificates. The Board office is working with IT to find a compatible printer to accommodate these requests. Please keep checking Board Website for any additional upcoming changes or developments.

4. **COMMITTEE REPORTS:**

a. **Executive Committee** –No report.

b. **Family Security Trust Fund:** Chair Dr. James Kalshoven reported election of independent committee: Chair: Dr. James Kalshoven, Vice-Chair: Dr. Ahmed Elzaree, Mr. Brandon Wylie: Secretary. The Security Trust Fund balance given to Dr. Kalshoven is believed to be incorrect: \$1,120,993.84. Dr. Kalshoven will review with Fiscal Officer and provide update in January.

c. **Pre-Need Committee:** 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. Sol Levinson Funeral Services
- ii. Advent Funeral & Cremation Services – Change of Ownership
- iii. RAPP – Change of Ownership

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- e. **Licensure Committee:** Chair Michele Kutta reported on the following:
- i. Old Business: None.
  - ii. New Business: Courtesy Card Licensee Kirk Szymanski – Administrative error out of cycle. Chair Michele Kutta made motion to recommend a refund of \$300, pro-rate one-year license for adjustment back into cycle. Dr. Ahmed Elzaree seconded, and the Board unanimously approved.
  - iii. Apprentice: Chair Michele Kutta made motion of apprenticeships for approval. Seconded by Dr. Ahmed Elzaree, and the Board unanimously approved the following:
    1. Carlin McLamb, Rausch Funeral Home
  - iv. Mortician: Chair Michele Kutta motioned for approval of mortician(s). Seconded by Dr. Ahmed Elzaree, and the Board unanimously approved the following:
    1. Jamie Cummings, Harmon Funeral Home
    2. J. Whitney Keiller, Pope Funeral Home
  - v. Funeral Director: None.
  - vi. Mortician by Waiver of Apprenticeship: None.
  - vii. Mortician by Reciprocity: None.
  - viii. Crematory Operator: Chair Michele Kutta motioned for approval of crematory operator permits. Seconded by Dr. Ahmed Elzaree, and the Board unanimously approved the following:
    1. Allen Williams – Joseph H Brown
    2. Timothy Carroll – Joseph H Brown
    3. Dupondo Pinket – Joseph H Brown
  - ix. Registered Transporters: Chair Michele Kutta motion for approval of registered transporters. Seconded by Dr. Ahmed Elzaree, and the Board unanimously approved the following:
    1. Antonio Mohr, Heartfelt Transport
    2. Matthew Mohr, Heartfelt Transport
  - x. Courtesy Card: None.
  - xi. Reinstatement: None.
- 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. Cremation Association of North America – Date: Various

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- CANA's Crematory Operations Certification Program (8CEUs)
  - CANA's Online Crematory Operations Certification Program (8CEUs)
  - Cremation (12CEUs)
  - Cremation Arrangement Conference Best Practices (2CEUs)
  - Cremation & the Environment Online Course (2CEUs)
  - Phone Shoppers: Your Best First Impression (1CEU)
2. Funeral Service Academy: Date – Ongoing
- Communicable Disease and Funeral Professionals (1CEU)
  - Complying with the Federal Trade Commission Funeral Rule (3CEUs)
  - Embalming: Autopsies & Organ/Tissue Donors (1CEU)
  - Embalming: Diseases & Conditions (3CEU)
  - Funeral Home Safety Overview (1CEU)
  - Funeral Service Ethics (3CEUs)
  - Grief and Cultural Competence: The African American Diaspora (1CEU)
  - Grief and Cultural Competence: Hispanic Traditions (1CEU)
  - Grief and Cultural Competence: Jewish Traditions (1CEU)
  - OSHA Compliance Guidance for Funeral Homes (6CEUs)
  - OSHA Compliance Guidance for Funeral Homes – Part 1 (3CEUs)
  - OSHA Compliance Guidance for Funeral Homes – Part 2 (3CEUs)
  - Safety within Funeral Homes (2CEUs)
  - Today's Funeral: What's New? (3CEUs)
3. Maryland State Funeral Directors
- Opioid Epidemic (2CEUs)
  - Grieving Memorials (1CEU)
  - Renewing the Spirit of the Funeral Director (1CEU)
  - Peer Support and Crisis Intervention (1CEU)
  - Ritual and Rite of Passage (1CEU)
  - Preneed Law (1CEU)
4. National Funeral Directors Association: NFDA Business Education Regulatory Support Services, Inc.- Date: Various
- OSHA Workplace Safety Its No Laughing Matter (2CEUs)
  - FTC Trivia – Back to Basics (1CEU)
  - Words Matter – The Language we use and effective communication with Families we serve (1CEU)
  - Americans with Disability Act Compliance (1CEU)
5. Selected Independent Funeral Home: **2020 Next Gen Seminar** – Date: January 26-30, 2020. (8.5CEUs)

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- ii. \*\*\*Mr. Brandon Wylie recused himself. Ms. Melanie Oppat made a motion for approval, was seconded by Michele Kutta, and the Board unanimously approved the following educational offerings:
  1. Babylon Vault: Tri Gard Vaults & Cremation Vaults – Date: 1/16/2020 (1CEU)
  2. Compliance Plus – David L Bednar, CFSP – Date: Various (2CEUS)
  3. Ruck Towson Funeral Homes, Inc.: Dates Below.
    - FTC Funeral Rule – 1/6/2020 (1CEU)
    - Cremation Required Authorizations & Disposition of Body – 1/13/2020 (1CEU)
    - Maryland Statue and Regulations – 1/20/2020 (1CEU)
    - Cremations Decisions & Options – 1/27/2020 (1CEU)
  4. Wylie Funeral Home: Edward M. Rainer, Esq. – OSHA Compliance Funeral Home Compliance – Date: 2/1/2020 (3CEUs)
5. **OLD BUSINESS:** No Report.
6. **NEW BUSINESS:** Ms. Michele Kutta reported for 2020 renewals will no longer have stickers; a brand-new license will be printed and issued. Pictures are no longer required for new licenses. 1st Jurisprudence Exam for 2020 announced - January 14, 2020.
  - i. End of Year Statistics:
    - 9 Surviving Spouse Licenses
    - 10 Funeral Director Licenses
    - 66 Courtesy Card Holders
    - 75 Apprentices
    - 221 Crematory Operator Permits
    - 363 Mortuary Transporters
    - 1,000 Active Mortician Licenses
7. **FOR YOUR INFORMATION:**

Dr. Bailey announced the next board meeting will be January 8, 2020 at 1:00pm in Room 110.
8. **LEGISLATIVE/REGULATION UPDATE:**
  - i. Ms. Sheria Jennings proposed two proposals made a motion, was seconded by Dr. Ahmed Elzaree, and the Board unanimously approved the following:
    1. 10.29.17.04c: change “supervisor mortician” to “crematory operator.”
    2. 10.29.03 Inspection of Funeral Establishment was withdrawn from consideration.

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3. Accepted as final for items not amended
  - 10.29.02.04
  - 10.29.05.05
  - 10.29.09.03 and .04
  - 10.29.17.04
  - 10.29.18.02

VIV. **ADJOURNMENT**: Motion for adjournment was made, seconded by Dr. Ahmed Elzaree, and the meeting was adjourned at 1:27 pm.