

MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS

OPEN SESSION MINUTES

May 12, 2021

1. **CALL TO ORDER/GREETINGS:** Board President, Dr. Mark Bailey called the meeting to order at 1:04pm 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. James Kalshoven; Robert Bradshaw; Brandon Wylie; Melanie Oppat; Sheria Jennings; and Dr. Ahmed Elzaree

Board Member Absent: Suzana Kuriadom.

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

April 14, 2021 Meeting Minutes: Robert Lang 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 discussed the upcoming new Board website. Dr. Bailey expressed excitement for the new format and functionality and welcomed feedback once the site becomes live.

3. **ADMINISTRATIVE REPORT:**

Executive Director Collins reminded everyone that the MDH Metro Executive building remains closed to the public. All points of contact for the Board Office are available on our website located at health.maryland.gov/bom. Executive Director Collins reminded licensees that all FY2020 and FY2021 licenses will expire on June 30, 2021 under executive order 21-03-09-03. Executive Director Collins confirmed that late fees will apply after this date. Mrs. Collins announced that an email reminder will be sent out to everyone to ensure that the Board receives any changes to personal contact information in a timely manner. The online portal will remain open for all morticians' renewals. Executive Director Collins reminded morticians that CEU certificates must be sent to the Board office after completing a renewal online. For those requesting exemption of CEUs after 40 years of service, please send in a letter acknowledging your request. Executive Director Collins reminded everyone that each renewal, including those completed online, requires processing by Board staff members. Executive Director Collins reported license processing times vary, but typically you will receive your license 30-45 days from the date your renewal application was received. For your convenience, you may verify your license status on the Board website.

4. **COMMITTEE REPORTS:**

a. Executive Committee: Dr. Bailey reported the FY20 budget update: Revenue – \$729,118.53 Expenditures \$462,280.08 and Fund Balance \$266,910.45. Dr. Bailey reported rent expenditure of \$63,248 and a potential deficit of \$72,709.03. Dr. Bailey reminds licensees to renew all 2020 and 2021 licenses as soon as possible to avoid late fees. Dr. Bailey reminds everyone that the Board office building remains closed.

b. Family Security Trust Fund: Chair, Dr. James Kalshoven, reported that the Family Security Trust Fund balance is \$1,140,919.43. Dr. Kalshoven noted an increase of \$730.00 from the

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previous month's report.

c. Pre-Need Committee: Chair Robert Bradshaw reported the committee has no report at this time.

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

Old Business: None.

New Business: None.

New Establishment: None.

New Restricted Establishment: None.

Establishment Change of Ownership: Chair Kirk Helfenbein presented the following change of ownership applications for approval:

1. Chesapeake Funeral Services, Inc. T/A Simplicity Cremation and Funeral Services (Glen Burnie, MD), New Owner: Service Corporation International (SCI); Supervising Mortician: Celia Kipp. Motion was made by committee, seconded by Melanie Oppat, and the Board unanimously approved the change of ownership.

New Crematory: None.

Crematory Change of Ownership: Chair Kirk Helfenbein presented the following change of ownership applications for approval:

1. Patapsco Crematory (Glen Burnie, MD), New Owner: Service Corporation International (SCI); Supervising Crematory Operator: Robert Hardesty. Motion was made by committee, seconded by Michele Kutta, and the Board unanimously approved the change of ownership.

Mortuary Transport Company Permit: Chair Kirk Helfenbein presented the following mortuary transport companies for approval:

1. Buchanan Family Services, Inc., MD. Owner: Malaika & Buster Buchanan. Motion was made by committee, seconded by Michele Kutta, and the Board unanimously approved the mortuary transport company permit.

Name Change Request: None.

e. Licensure Committee: Chair Michele Kutta reported on the following:

Old Business: None.

New Business: Chair Michele Kutta presented an expenditure request for Board approval. This expenditure in the amount of \$5000-7000 would allow for online testing,

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administered by a third party, for the jurisprudence exam. Motion was made by committee, seconded by Robert Bradshaw, and the Board unanimously approved the expenditure request.

Apprentice: Chair Michele Kutta presented the following apprenticeship applications:

1. Keely Aranibar, Sponsor: Daniel Simons, Going Home Cremation and Funeral Care by Value Choice PA. Motion was made by the committee, seconded by Robert Lang, and the Board unanimously approved the issuance of an apprentice license.
2. Oliva Arnold, Sponsor: Robert Godack Jr. & Michael Kaczorowski, Kaczorowski Funeral Home. Motion was made by the committee, seconded by Robert Lang, and the Board unanimously approved the issuance of an apprentice license.
3. Diamond Quigley, Sponsor: Joseph Brown III, Joseph H. Brown Jr. Funeral Home. Motion was made by the committee, seconded by Robert Lang, and the Board unanimously approved the issuance of an apprentice license.
4. Faith Reyes, Sponsor: Thomas Allen, Simplicity Cremation & Funeral Services. Motion was made by the committee, seconded by Robert Lang, and the Board unanimously approved the issuance of an apprentice license.
5. Danielle Schott, Sponsor: Justin Jones & Johnny Gibbs; Duda-Ruck Funeral Home of Dundalk. Motion was made by the committee, seconded by Robert Lang, and the Board unanimously approved the issuance of an apprentice license.
6. Katy Schultz, Sponsor: Robert Godack Jr. & Michael Kaczorowski, Kaczorowski Funeral Home. Motion was made by the committee, seconded by Robert Lang, and the Board unanimously approved the issuance of an apprentice license.
7. Elise Walley, Sponsor: Larry Reese; William Reese & Sons Mortuary, PA. Motion was made by the committee, seconded by Robert Lang, and the Board unanimously approved the issuance of an apprentice license.
8. Matthew Whitehead, Sponsor: Carmelita March-Harris, Marshall March Funeral Home. Motion was made by the committee, seconded by Robert Lang, and the Board unanimously approved the issuance of an apprentice license.

Apprentice Change of Sponsor: Chair Michele Kutta presented the following applicants for apprentice change of sponsor for approval:

1. Shantese Dunlap: Sponsor John L. Williams; John L. Williams Funeral Home, PA. Motion was made by the committee, seconded by Robert Lang, and the Board unanimously approved the change of sponsor.

Courtesy Card: Chair Michele Kutta presented the following applicants for courtesy card for approval:

1. None.

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

1. None.

Funeral Director: Chair Michele Kutta presented the following applicants for funeral director for approval:

1. None.

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

1. Jillian Kroos, Sponsor: Eric Brown, Rest Haven Funeral Home. Motion was made for approval by the committee, seconded by Robert Lang, and the Board unanimously approved the issuance of a mortician license.

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

1. None.

Mortician by Waiver of Apprenticeship: Chair Michele Kutta presented the following applicants for mortician via waiver for approval:

1. None.

Personal Representative: Chair Michele Kutta presented the following applicants for personal representative for approval:

1. None.

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

1. Buster Buchanan; Buchanan Family Services, Inc. Motion for approval was made by the committee, seconded by Robert Lang, and the Board unanimously approved the issuance of a transporter registration.
2. Safiya Howard, Buchanan Family Services, Inc. Motion for approval was made by the committee, seconded by Robert Lang, and the Board unanimously approved the transporter registration.

Surviving Spouse: Chair Michele Kutta presented the following applicant for surviving spouse for approval:

1. Deborah Rinaldi; Spouse: Philip Rinaldi, Philip D. Rinaldi Funeral Services, PA. Motion for approval was made by the committee, seconded by Robert Lang, and the Board unanimously approved the issuance of a surviving spouse license.

- f. **Continuing Education Units Committee**: Chair Melanie Oppat reported on the following:
Old Business: Chair Melanie Oppat reminded all licensees if they would like to receive one CEU credit for attending today's virtual meeting to please email their name and license number to our Board Office at mdh.bomfd@maryland.gov.

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New Business: None.

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

APEX continuing education solutions: Previously approved, repeated courses. Various dates.

1. *A Brief History of Preservation and Burial Practices*, Todd Van Beck (1 CEU)
2. *After Suicide: How to Support Survivors of the Loss*, Dee Ann Mrovka (2 CEUs)
3. *Are You Stressed? Signs & Solutions*, Remo Portelli (4 CEUs)
4. *Creative Marketing for Funeral Homes*, Todd Van Beck (1 CEU)
5. *Funeral and Mental Health*, Todd Van Beck (4 CEUs)
6. *Funeral Service Ethics*, Dee Mrovka (2 CEUs)
7. *Green Burial 101*, Joe Sehee (2 CEUs)
8. *Infant Embalming Techniques*, Todd Van Beck (3 CEUs)
9. *OSHA Essentials*, Elaine Canning (3 CEUs)
10. *Restoration of a Tissue Donor*, Steve Martin (3 CEUs)
11. *Sexual Harassment in the Workplace*, Dee Ann Mrovka (3 CEUs)
12. *Telephone Inquiry Manual for Funeral Homes*, Todd Van Beck (2 CEUs)
13. *The FTC Funeral Rule*, Gene Allen (3 CEUs)
14. *The Funeral Director & Organ and Tissue Donation*, Cynthia Adkins (2 CEUs)
15. *Understanding Grief*, Jerry Keller (3 CEUs)
16. *Working with Difficult People*, Remo Portelli (2 CEUs)

Chair Melanie Oppat presented the following continuing education credits for approval:

**denotes that request exceeds Board accepted CEUs of 6 per day

1. Graystone Associates: New course. 05/13/21, Holloway Funeral Home. *Cremation Intensive*, Alan McGrew (6 CEUs**). Committee made a motion, seconded by Kirk Helfenbein, and the Board unanimously approved the course.
2. WebCE, Inc.: New course. Ongoing (self-study, online). *Funeral Operations During a Pandemic*, self-guided (3 CEUs). Committee made a motion, seconded by Robert Bradshaw, and the Board unanimously approved the course.
3. Warfield-Rohr Casket Company: New course. 06/23/21, 9/15/21, 10/27/21, 11/10/21. *Metal Casket Manufacturing*, Andrew Osmeyer (1 CEU). Committee made a motion, seconded by Robert Bradshaw, and the Board unanimously approved the course.

g. **Legislative Committee:** Brandon Wylie reported on the following:

Old Business: None.

New Business:

1. Brandon Wylie presented revisions of COMAR 10.29.03 - .07 for Board review and approval. Revisions include: additions to definitions relating to

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sponsoring funeral establishments and restricted funeral establishments, minor changes in language, and re-formatting to include numbering adjustments to accommodate additions to the legislation. A motion to accept the revised legislations was made by the committee, seconded by Michele Kutta, and the Board unanimously approved revisions of COMAR 10.29.03 - .07.

5. **OLD BUSINESS:** None.

NEW BUSINESS: None.

6. **UPCOMING REMINDERS:** Dr. Bailey announced reminders of the following:

- FY 2020 & 2021 License Renewals are due by June 30, 2021
 - Online portal remains open for morticians only.
 - Please review updates to COMAR 10.29.09.05 concerning CEU submission.
- Jurisprudence Exam – Tuesday, July 13, 2021, location TBD
- Practical Exam – Thursday, October 7, 2021 at the Maryland State Board of Anatomy: 655 West Baltimore Street, Baltimore MD 21201

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 May 12, 2021 at 1:40 p.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. Employment vacancy for an inspector/investigator, 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:** Michele Kutta made a motion for adjournment, seconded by Robert Lang, and with no objection, the meeting was adjourned at 1:40 p.m.