

MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS
OPEN SESSION MINUTES
JULY 14, 2021

- 1. CALL TO ORDER/GREETINGS:** Board President, Dr. Mark Bailey called the meeting to order at 01:04pm 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; Brandon Wylie; Melanie Oppat; Rev Richard Mosley, and Sheria Jennings.

Board Member Absent: Robert Bradshaw and Suzanna Kuriadom.

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

June 09, 2021 Meeting Minutes: Robert Lang made a motion, which was Seconded by Michele Kutta, and the Board unanimously approved the minutes as written.

PRESIDENT’S REMARKS: Dr. Bailey announced the addition of a new Board member, Rev. Richard Mosley. Dr. Bailey invited Rev Mosley to introduce himself. Rev Mosley introduced himself as an associate pastor in Baltimore, MD. Rev. Mosley expressed appreciation of his appointment and warm welcome from Board members and staff. Dr. Bailey reminded everyone that we have entered a new fiscal year, which began on July 1, 2021. Dr. Bailey announced upcoming committee assignment changes, which will become public soon.

- 2. ADMINISTRATIVE REPORT:** Executive Director Collins announced that the Board will not meet in August 2021, but the Board office remains open. Office hours are from 8am until 4:30pm Monday through Friday. Executive Director Collins reviewed points of contact: physical address, 4201 Patterson Avenue Baltimore, MD 21215 and phone number, 410-764-4792. Executive Director Collins reminded attendees that document drop off is available; however, please call the office prior to ensure a Board staff member is available to accept documents. Executive Director Collins announced that the new Board website template has launched and will continue to be updated and improved.

3. COMMITTEE REPORTS:

- a. **Executive Committee:** Dr. Bailey reported the FY21 budget update: Fund Balance \$144,702.76. Revenue - \$749,305. Expenditures – 604,602.24. Dr. Bailey reminded licensees that the Governor Hogan’s executive order extending licenses has expired. Dr. Bailey encouraged all licensees to check their license status to ensure active status.
- b. **Family Security Trust Fund:** Chair, Dr. James Kalshoven, reported that the Family Security Trust Fund balance is \$1,141,811.35. Dr. Kalshoven noted an increase of \$375.00 from the previous month’s report.

MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS
OPEN SESSION MINUTES
JULY 14, 2021

- c. **Pre-Need Committee**: Dr. Bailey reported, on behalf of Chair Robert Bradshaw, that the committee has no report at this time.
- d. **Establishment Committee**: 1st Vice President Michele Kutta, reported on the following:

Old Business: None.

New Business: None.

New Establishment: None.

New Restricted Establishment: None.

Change of Ownership: 1st Vice President Michele Kutta presented the following change of ownership applications for approval:

1. Henry Funeral Home by Zhaden T. Myster, PA; Supervising mortician – Zhaden Myster/Henry Funeral Home. Motion for approval was made by the committee, which was seconded by Melanie Oppat, and the Board unanimously approved the application.

New Crematory: None.

Mortuary Transport Company Permit: None.

Name Change Request: None.

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

Old Business: Chair Michele Kutta presented a new application due to increased frequency in the need to document apprentice changes in sponsorship. The committee motioned for approval of the *Application for Apprentice Change of Sponsor*, seconded by Dr. James Kalshoven, and the Board unanimously approved the apprentice change of sponsor application.

New Business: Chair Michele Kutta announced changes to apprentice/sponsor interview procedures. These meetings will now be conducted virtually, one day prior to Board meetings.

Apprentice: Chair Michele Kutta presented the following applicants for approval:
**denotes recusal by Sheria Jennings

1. Jaz'mon Churchill – Sponsor Cullen Harris, Chatman Harris Funeral Home. Motion for approval was made by the committee, which was seconded by Dr. James Kalshoven, and the Board unanimously

MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS
OPEN SESSION MINUTES
JULY 14, 2021

approved the application.

2. David Gaines, Jr. – Sponsor Edwin Jackson, Vaughn C. Greene Funeral Services, PA. Motion for approval was made by the committee, which was seconded by Dr. James Kalshoven, and the Board unanimously approved the application. **

Courtesy Card: None.

Crematory Operator: Chair Michele Kutta presented the following applicants for approval: **denotes recusal by Kirk Helfenbein

1. Gregory DeHaven; Chesapeake Cremation Center, LLC. Motion for approval was made by the committee, which was seconded by Dr. James Kalshoven, and the Board unanimously approved the application. **
2. Mikayla DeWitt; Carroll Cremations, Inc. Motion for approval was made by the committee, which was seconded by Dr. James Kalshoven, and the Board unanimously approved the application.

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

1. Lindsey Raymond; Sponsor Joseph Yates, Raymond Funeral Service. Motion for approval was made by the committee, which was seconded by Dr. James Kalshoven, and the Board unanimously approved the application.

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

1. Matthew Claypoole; Sponsor Duane Bartley, Evans Funeral Chapel. Motion for approval was made by the committee, which was seconded by Rev. Richard Mosley, and the Board unanimously approved the crematory operator application.
2. Shantese Dunlap; Sponsor John Williams, John L. Williams Funeral Directors. Motion for approval was made by the committee, which was seconded by Dr. James Kalshoven, and the Board unanimously approved the application.
3. Paul Eun; Sponsor Derek Marble, Francis J. Collins Funeral Home, Inc. Motion for approval was made by the committee, which was seconded by Dr. James Kalshoven, and the Board unanimously approved the application.
4. Robin Hernandez; Sponsor Tyler Clymer, Barranco Severna Park Funeral Home & Cremation Care, P.A. Motion for approval was made by the committee, which was seconded by Dr. James Kalshoven, and the Board unanimously approved the application.
5. Colin Osborne; Sponsor Craig Osborne, Osborne Funeral Home, PA. Motion for approval was made by the committee, which was seconded by Dr. James Kalshoven, and the Board unanimously approved the

MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS
OPEN SESSION MINUTES
JULY 14, 2021

application.

6. Joanna Putnam Higgs; Sponsor Kelli Breuer, Lee Funeral Home. Motion for approval was made by the committee, which was seconded by Dr. James Kalshoven, and the Board unanimously approved the application.

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

1. Dennis Caple, Sr.; Howell Funeral Home, PA and James A. Morton and Sons Funeral Homes, Inc. Motion for approval was made by the committee, which was seconded by Dr. James Kalshoven, and the Board unanimously approved the application.
2. Danielle Ward; Lee Funeral Home. Motion for approval was made by the committee, which was seconded by Dr. James Kalshoven, and the Board unanimously approved the application.
3. Leonard Zeller; Zeller Funeral Home. Motion for approval was made by the committee, which was seconded by Dr. James Kalshoven, and the Board unanimously approved the application.

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

1. Joseph Eckart; Employer(s) – Kraft Sussman Funeral & Cremation Services in Nevada. Motion for approval was made by the committee, which was seconded by Dr. James Kalshoven, and the Board unanimously approved the application.
2. Taneesha Smith; Employer(s) - Meachem & Prioleau Funeral Home, Inc in Delaware and Bennie Smith Funeral Home in Delaware. Motion for approval was made by the committee, which was seconded by Dr. James Kalshoven, and the Board unanimously approved the application.

Personal Representative: None.

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

1. Tiba Aldridge; Alvin's Anointed Hands, Inc. Motion for approval was made by the committee, which was seconded by Dr. James Kalshoven, and the Board unanimously approved the application.
2. Joseph Glatts; R.A. Ferris & Co, Inc. Motion for approval was made by the committee, which was seconded by Dr. James Kalshoven, and the Board unanimously approved the application.
3. Richard Thompson, Jr; Alliance Mortuary Transport & Support, LLC. Motion for approval was made by the committee, which was seconded by Dr. James Kalshoven, and the Board unanimously approved the application.

Surviving Spouse: None.

MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS
OPEN SESSION MINUTES
JULY 14, 2021

- f. **Continuing Education Units Committee:** 2nd Vice President Kirk Helfenbein reported on the following:
Old Business: Kirk Helfenbein 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.

New Business: Kirk Helfenbein remind CEU applicants that submissions must occur within 30 days of the event for Board consideration and approval. For detailed information, please refer to COMAR 10.29.05.

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

Cremation Association of North America (CANA). *CANA's 103rd Cremation Innovation Convention* (9 CEUs). Seattle, WA: 9/12-13/2021

Funeral Directors Association of Metropolitan Washington, DC. Repeated Courses. 9/14/2021, Virtual.

1. *FTC Review* (1 CEU)
2. *OSHA Updates* (1 CEU)
3. *ADA Updates* (1 CEU)

Graystone Associates, Inc. *Cremation Intensive* (6 CEUs). Pumphrey Funeral Home: 9/8/2021.

Maryland State Funeral Directors Association (MSFDA). *MSFDA 102nd Annual Convention* (10.5 CEUs). Ocean City, MD: 6/20-23/2021

National Funeral Directors Association (NFDA). *Embalming & Restorative Arts Seminar* (9.25 CEUs). Pittsburgh, PA: 9/16-17/2021.

Selected Independent Funeral Homes. *2021 Annual Meeting* (10 CEUs). San Antonio, TX: 9/22-25/2021.

Kirk Helfenbein presented the following continuing education credits for approval:
Chesapeake Health Education Program, Inc. (CHEP). Sponsored by Health & Human Services Office of the Assistant Secretary for Preparedness & Response *2021 National Disaster Medical System (NDMS) Training Summit* (40.75 CEUs ((max 6 per day per licensee))). Orlando, FL: 9/2-4/2021. Motion for approval was made by the committee, which was seconded by Robert Lang, and the Board unanimously approved the course application.

- g. **Legislative Committee:** Co-chair Brandon Wylie reported on the following:
Old Business: None.

New Business: Brandon Wylie announced that a meeting will take place tomorrow, 07/15/21, to review updates on COMAR 10.29.06, 10.29.09, 10.29.12, and 10.29.03.

OLD BUSINESS: None.

4. **NEW BUSINESS:** Dr. Bailey discussed a new threat to public safety – the COVID Delta variant. Dr. Bailey urged licensees to prepare for this threat accordingly, specifically

MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS
OPEN SESSION MINUTES
JULY 14, 2021

by ensuring proper protective equipment is utilized and stocked appropriately.

5. **UPCOMING REMINDERS:** Dr. Bailey announced reminders of the following:
- FY20 & FY21 License Renewals
 - June 30, 2021 was the “hard stop” expiration date (Ref: EO 21-03-09-03)
 - Please review updates to COMAR 10.29.05 concerning CEU submission.
 - Next Open Session Board Meeting – Wednesday September 8, 2021 at 1pm, Location: TBD
 - Jurisprudence Exam – Tuesday October 5, 2021. Location: TBD
 - Practical Exam – Thursday, October 7, 2021 at the Maryland State Board of Anatomy: 655 West Baltimore Street, Baltimore MD 21201
6. **CLOSING STATEMENT:** At this time the Board, Board Counsel, ED, and staff will be moving to our Administrative and closed session on this day July 14, 2021 at 1:33pm 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:
- 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.
 - 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).
 - 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).
7. **ADJOURNMENT:** Dr. Bailey made a motion for adjournment, seconded by Dr. James Kalshoven, and with no objection, the meeting was adjourned at 01:35 p.m.