

**MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS**  
**OPEN SESSION MINUTES**  
**JANUARY 13, 2016**

The meeting was called to order at 1:09 pm with a quorum by Victor C. March, Sr., President.

**BOARD MEMBERS PRESENT**

Victor C. March, Sr., President  
James Govoni, 2<sup>nd</sup> Vice President  
Vernon Strayhorn, Sr., Secretary  
Gladys Sewell  
Wayne Cooper  
Robert Bradshaw, Jr.  
Mark Bailey  
Lynn Shuppel  
Dr.Ahmed Elzaree

**ABSENT BOARD MEMBERS**

D. Lynn Newman, 1<sup>st</sup> Vice President  
Camille Bryan

**STAFF**

Ruth Ann Arty, Executive Director  
Darlene Cline, Licensing Chief  
Thomas Anderson, Health Occupations Inspector  
Anthony DeFranco, Board Counsel

Victor C. March, President began by wishing everyone a healthy and prosperous New Year. A motion was made to approve December's minutes.

**ADMINISTRATIVE REPORT**

Ms. Arty started the meeting on a sad note, reporting the death of C. Virgil Moore who had been recently honored by the Board as Maryland's oldest living mortician. Mr. Moore turned one hundred years old in August of 2015. He had been a licensee for seventy-eight years, receiving his license in 1937.

Ms. Arty reported the executives had a meeting, and security in the building was addressed, and there may be some changes that could keep you in the lobby when visiting the building. These are not Board changes, the building manager would make any changes. Some people in the building believe the cafeteria is not a public space and it may be closed off. We have also been told we can no longer have people sent up to our office, therefore we ask for patience if we are on the phone or otherwise detained.

To date all establishments have paid the Family Security Trust Fund and late fees except one and the Board has that on their closed agenda to discuss in executive session to decide an appropriate action.

Ms. Arty and Marilyn Harris-Davis, Executive Director Office of Cemetery Oversight are working on a pamphlet to combine some FAQ's, for consumers that establishments can hand out, and will also be available on both websites.

Some mortician licenses are expiring on April 30<sup>th</sup> and a lot of people are starting to express concern regarding the fact that they did not yet complete their CEU's. It has been the Board's practice over the past several years to give free CEU's, so that all licensees have an opportunity to get free CEU's. The program will be in conjunction with Ronn Wade, so there may be a nominal fee. The Board is planning a CEU session with several different topics. Licensees can sign up for some or all. If you choose all day it will be 6 CEU's, all in person CEU's needed for the year. The topics will be lineage, preneed, cremation regulations, mortuary transportation and human dignity. The program is scheduled for February 20<sup>th</sup>.

We have two sets of regulations that went in and were signed by the Secretary, the complaint procedure revision and the sanctioning guidelines with revisions for the two new programs the Board has acquired. There has been several comments, and the Board is in the process of answering those comments. If you made comments on the sanctioning guidelines, the Board will have all its responses out by the end of next week. Complaint procedures are still up on the Register. The Board feels there was a lot of misunderstanding regarding the sanctioning guidelines, given the comments. Our guidelines are consistent in practice, and are somewhat lenient compared to other Boards. They are available for public view.

The cremation inspections have begun. We are in need of doing them before the two years are up and we have only done a few. A lot of firms are still not using the Board required forms for cremation. Some of that is due to people not knowing they were on the website, although everyone was told during the first inspection where to find them and how they were to be utilized. In the cremation CEU course that is given free by the Board, we go over these forms.

## **EXECUTIVE COMMITTEE REPORT**

No report.

## **FAMILY SECURITY TRUST FUND ADVISORY COMMITTEE**

Gladys Sewell, Chair reported there is currently \$941,320.11 in the fund.

## **PRE-NEED COMMITTEE REPORT**

In D. Lynn Newman's absence, Lynn Shuppel reported, in examining the pre-need contracts we are finding there are still a lot of funeral homes that are not using the correct language and/or format. We want to give every opportunity for funeral homes to come into compliance with the requirements. There is a sample of the correct form on the Board's website.

## **FUNERAL ESTABLISHMENT / INSPECTION COMMITTEE REPORT**

James Govoni, Chair reported on the following establishments.

### New Establishment

James Lincoln Funeral Home, P.A. is requesting a full service establishment at 2431 East Oliver Street, Baltimore, Maryland. A motion was made and approved pending final inspection, which has been scheduled.

### Mortuary Transport Permit

TR&W Transport LLC is requesting a mortuary transport permit. A motion was made and approved pending bondable letter.

W.H. Bacon Funeral Home is requesting a mortuary transport permit. A motion was made and approved.

## **LICENSURE COMMITTEE REPORT**

James Govoni, Chair reported on the following licensees.

### Mortician

Mr. Govoni moved for approval of Michael Garrison Sr. for mortician's license. A motion was made and approved.

Mr. Govoni moved for approval of Calvin Cherry for mortician's license. Mr. March recused himself from the vote. A motion was made and approved.

### Apprenticeship

Mr. Govoni moved for approval of Kavita Pavimini for apprenticeship. A motion was made and approved.

### Crematory Operator

Mr. Govoni moved for approval of Staci Spahr for a 6 month crematory operator license, pending machine training. A motion was made and approved.

Mr. Govoni moved for approval of David Stewart for crematory operator. A motion was made and approved.

### Mortuary Transporter

Mr. Govoni moved for approval of Lewis Rogers of W.H. Bacon Funeral Home. A motion was made and approved.

Mr. Govoni moved for approval of Wendell Bacon of W.H. Bacon Funeral Home. A motion was made and approved.

Mr. Govoni moved for approval of Wyatt P. Bishop of Bishop Hastings Funeral Home. A motion was made and approved.

Mr. Govoni moved for approval of Katie Haugh of Bailey Funeral Home. Mark Bailey recused himself from the vote. A motion was made and approved.

Mr. Govoni moved for approval of Roderick Wilkes of TR&W Transport LLC. A motion was made and approved.

Mr. Govoni moved for approval of Ralph Johnson of Drew Removal Service. A motion was made and approved.

### **CEU COMMITTEE REPORT**

Dr. Elzaree, Chair reported on the following CEU's.

MKJ Marketing is requesting 8 CEU's for their 2016 Seminar Series: Improving Your Funeral Business, 2/29/16-3/2/16. A motion was made and approved.

International Order of the Golden Rule is requesting 1 CEU for Maintaining Quality & Productive Personnel, 3/8/16. A motion was made and approved.

International Order of the Golden Rule is requesting 1 CEU for All You Need to Know to Reach Your Families – Creating a Facebook Business Page, 2/11/16. A motion was made and approved.

International Order of the Golden Rule is requesting 1 CEU for Do's and Don'ts: A Closer Look at Prep Room Safety, 4/7/16. A motion was made and approved.

Brian Burke is requesting 3 CEU's for The Art of Airbrushing: Learning Application Techniques, 4/13/16-4/15/16. A motion was made and approved.

Edward Ranier is requesting 3 CEU's for OSHA Prep Room and Removal Compliance, 2/24/16. A motion was made and approved.

David Bednar is requesting 1 CEU for Reviewing the Changes to the Bloodborne Pathogen Standard, Formaldehyde, STD & Hazard 2/25/16. A motion was made and approved.

David Bednar is requesting for OSHA – Initial Safety Training, 1/26/16. A motion was made and approved.

Delmarva Funeral Service Association is requesting 2 CEU's for Chesapeake AED/CPR Services Presentation, 3/24/16. A motion was made and approved.

Delmarva Funeral Service Association is requesting 2 CEU's for Maryland Preneed Law and Update. 1/28/16. A motion was made and approved.

Funeral Service Academy is requesting 3 CEU's for Complying with the FTC Rule, ongoing dates. A motion was made and approved.

Funeral Service Academy is requesting 1 CEU for Funeral Home Safety Overview, ongoing dates. A motion was made and approved.

Funeral Service Academy is requesting 1 CEU for Grief and Cultural Competence: Jewish Traditions, ongoing dates. A motion was made and approved.

Funeral Service Academy is requesting 1 CEU for Grief and Cultural Competence: Hispanic Traditions, ongoing dates. A motion was made and approved.

Funeral Service Academy is requesting 1 CEU for Grief and Cultural Competence: The African American Diaspora, ongoing dates. A motion was made and approved.

Funeral Service Academy is requesting 6 CEU's for OSHA Compliance Guidance for Funeral Homes, ongoing dates. A motion was made and approved.

Funeral Service Academy is requesting 2 CEU's for Safety within Funeral Homes, ongoing dates. A motion was made and approved.

NFDA is requesting 6 CEU's for NFDA Arranger Training, 2/25/16. A motion was made and approved.

NFDA is requesting 1.5 CEU's for Building Superior Customer Relationship through Online Marketing, 3/24/16. A motion was made and approved.

NFDA is requesting 1 CEU for Leading the Conversation: How to Connect with Senior Adults, 5/26/16. A motion was made and approved.

NFDA is requesting 1 CEU for Marketing Cremation for Profitability, 3/10/16. A motion was made and approved.

NFDA is requesting 1 CEU for New Campaign Tools to Inspire Families to Have the Talk of a Lifetime, 2/25/16. A motion was made and approved.

NFDA is requesting 6 CEU's for NFDA Certified Crematory Operator Program, 3/16/2016. A motion was made and approved.

NFDA is requesting 6 CEU's for NFDA Certified Preplanning Consultant Correspondence Option, Open dates. A motion was made and approved.

NFDA is requesting 1-6 CEU's for various Online Learning Courses. A motion was made and approved.

## **LEGISLATIVE UPDATE**

Mr. March stated today is the opening of the General Assembly, and the start of all new legislative bills that will be introduced. The Board has no bills in this year.

The Board would like to get any input from licensees who are having issues with the medical examiner's office. We have received a number of complaints because it has been difficult to get changes to death certificates issued by the medical examiner's office when incorrect information has been placed on the death certificates. We have asked for a meeting with the medical examiner's office and vital records to try to address some of the concerns.

### **AJOURNMENT**

Pursuant to Maryland State Government Article, Annotated Code § 10-501 et. Seq., on a motion by Victor C. March, Sr., President, and Seconded, Board unanimously voted to close its meeting.