

MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS
OPEN SESSION MINUTES
JUNE 10, 2015

The meeting was called to order at 11:35 am with a quorum by Victor C. March, Sr., President.

BOARD MEMBERS PRESENT

Victor C. March, President
D. Lynn Newman, 1st Vice President
Robert Bradshaw, 2nd Vice President
Vernon Strayhorn, Sr., Secretary
Dr. Hari P. Close
Gladys Sewell
James Govoni
Dr. Camille Bryan
Wayne Cooper, Esq.
Lynn Shuppel, CPA

ABSENT BOARD MEMBERS

Dr. Ahmed Elzaree

STAFF

Ruth Ann Arty, Executive Director
Darlene Cline, Licensing Chief
Robert Lessels, Compliance Officer
Thomas Anderson, Health Occupations Inspector/Investigator
Anthony DeFranco, Board Counsel

Mr. March moved for approval of May's minutes. A motion was made and seconded.

ADMINISTRATIVE REPORT

Ms. Arty began by introducing the newest staff member Mr. Robert Lessels. Mr. Lessels is the new Compliance Officer for the Board. His position will encompass all credentialing, compliance and support for the licensing unit.

There was a Mortuary Transport training on June 3rd here at the Board, which was well attended because licensees and funeral homes are beginning to understand that even if they don't want a mortuary transport permit, it is important to understand the regulations. We continue to get the list from the medical examiner's office of who is picking up, and there are still people picking up, which under the regulations should not be. We will be paying close attention to the transporters in the upcoming months. We will allow

everyone time for training. On June 30th, Ms. Arty will be at the Delmarva Association in Salisbury for mortuary transport training.

Registered transport companies are now in the verification system. Data sheets are being mailed to transport companies for additional information on registered transporters. Transporters only have to be registered with the Board one time, but they do need to be able to be verified and we need additional information to do so.

EXECUTIVE COMMITTEE REPORT

No report.

FAMILY SECURITY TRUST FUND ADVISORY COMMITTEE

Gladys Sewell, Chair reported there was \$839,583.07 in the fund.

PRE-NEED COMMITTEE REPORT

Lynn Newman, Chair reported July 1st will make the first full year of the guarantee, versus non-guarantee, versus partial guarantee contracts. The Board has been trying to educate and correct any discrepancies in the paperwork, and look more closely at the forms for compliance in the future months.

When a death insurance product is being used, it is advised that the individual make the check directly payable to the insurance company, which solves a lot of questions as to where the money went. If families make it payable to the funeral home, the funeral home should then make it payable to the insurance company.

FUNERAL ESTABLISHMENT / INSPECTION COMMITTEE REPORT

Dr. Close allowed Jim Govoni to chair the meeting.

Restricted Establishment

Thomas Fletcher is requesting a restricted establishment, Central Maryland Cremation Services by Fletcher, operating out of Fletcher Funeral and Cremation Service. A motion was made and approved pending paper work.

Corporate License

Eric Brown is requesting approval for a corporate license for Rest Haven Funeral Home, Inc. A motion was made and approved.

Melanie Dunaway is requesting approval for a corporate license **The Hysong Company, a Maryland Corporation Melanie Wilhelm Dunaway**. A motion was made and approved.

LICENSURE COMMITTEE REPORT

Mr. Bradshaw, allowed Mr. Govoni to chair the meeting.

Apprentice

Mr. Govoni moved for approval of Annette Klinksiek for apprenticeship. A motion was made and approved.

Mr. Govoni moved for approval of Kimberly Moore for apprenticeship. A motion was made and approved.

Mortician

Mr. Govoni moved for approval of Vanessa Brown for mortician. A motion was made and approved.

Mr. Govoni moved for approval of Lori Howell for mortician. A motion was made and approved.

Mr. Govoni moved for approval of Tonya Osborn for mortician. A motion was made and approved.

Mr. Govoni moved for approval of Brian Liller for mortician. Mr. Govoni recused himself from the vote. A motion was made and approved pending final paperwork.

CEU COMMITTEE REPORT

Mr. Robert Bradshaw gave the following CEU report:

New CEU's

Maryland State Funeral Directors Association is requesting 5 CEU's for its Mid-Winter Retreat, February 12-14, 2016. A motion was made and approved.

Maryland State Funeral Directors Association is requesting 1 CEU for its course Funeral Service: A Global Perspective, September 9, 2015. A motion was made and approved.

NFDA is requesting 1 CEU for Annual All Star Training with FTC Rule Coordinator, May 14, 2015. A motion was made and approved.

NFDA is requesting 1 CEU for Tech Tools & Tips for the 21st Century Funeral Home, August 27, 2015. A motion was made and approved.

Delmarva Funeral Services Association is requesting 2 CEU's for Tour of Maryland's Forensic Medical Center. A motion was made and approved.

OLD BUSINESS

Ms. Arty reported we are still getting a lot of requests for inspection of vehicles from funeral homes, she and Mr. Anderson are looking for other dates and locations to inspect since so many establishments are asking for inspection stickers. If you are a funeral establishment that would like an inspection before the bi-annual inspection, please email Tom Anderson at thomas.anderson@maryland.gov. and he will contact you with a date, time and location.

F.Y.I.

There has been a lot of interchange between Vital Statistics and the Board. With the electronic system "M" numbers are entered and the information comes up on the forms you are typing. A lot of funeral homes are still using the paper copy. The problem is once Vital Statistics receives the paper from the health department, they cannot read the handwriting. Therefore, Vital Statistics asks that either sign your signature legibly or include your "M" number next the signature.

LEGISLATIVE UPDATE

We are required to review regulations, and must submit the reviewed regulations to the State by August 1st. Also, all regulations older than 10 years may be reviewed and resubmitted to the State. After the full Board reviews the work, we will have a public meeting on the regulation changes for feedback.

VOTE OF NEW OFFICERS

Vernon Strayhorn, Chair of Nomination Committee made the following announcement.

President – Victor C. March, Sr.

1st Vice President – D. Lynn Newman

2nd Vice President – Jim Govoni

Secretary – Vernon Strayhorn, Sr.

A motion was made and seconded to close the nomination.

Mr. March took time to acknowledge Dr. Close and Keith Downey, who have diligently been a part of this Board, but their time with the Board has come to an end. We wish them well.

AJOURNMENT

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