

MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS
OPEN SESSION MINUTES
JANUARY 9, 2019

- I. **CALL TO ORDER/GREETINGS:** The public session meeting was called to order by D. Lynn Newman, President, at 1:10 p.m. President Newman. President Newman reported the December 12, 2018 Minutes require finalization. Minutes for December and January will be acted upon in February.

Board Members Present:

D. Lynn Newman, President; Wayne Cooper, Esq., 1st Vice President; Michele Kutta, Board Secretary; Mark Bailey; Dr. Ahmed Elzaree; Victor C. March, Sr.; and Robert Lang.

Board Members Absent:

Kirk A. Helfenbein; Lynn Shuppel; and Robert Bradshaw.

Board Staff Present:

Gail V. Tucker, Executive Director; Thomas Anderson, Health Occupations Inspector; Eula Gautreaux, Licensing Chief; Lisa Woods, Office Secretary; Carla Boyd, Esq., Board Counsel.

- II. **PRESIDENT'S REMARKS:** President Newman welcomed everyone in attendance.

- III. **ADMINISTRATIVE REPORT:** Executive Director Gail Tucker began her report by wishing everyone a Happy New Year. Mrs. Tucker was pleased to report the completion and submission of the following end of year statistical reports: ADA for Reasonable Accommodations reporting; Public Information Acts; Criminal Data reporting per HB1597. Sexual Misconduct Investigation reporting per SB495; Corporate Purchasing Card reporting and submission of all Performance Planning and Evaluations. Complaint reporting is as follows: a total of 118 complaints were received in FY18; 54 complaints were closed w/in 30 days; 31 complaints were closed w/in 180 days; 6 complaints were closed in over 180 days; and 27 complaints remain open.

The Budget Office is streamlining its process with a remote deposit software program. Audit rules require all checks received by the Board be deposited within 48 hours of receipt. To help adjust to this process, we request all renewal applications (including establishments) include the License # - this will help the timeline for entering into the Cash Log System.

The Board projects in May 2019 to have a budget balance of zero – a detailed financial presentation will soon follow. The new mileage reimbursement rate is .58 per mile.

Licensing Chief Eula Gautreaux provided End-of-Year Reporting: There are currently 50 mortuary transport services, 304 registered transporters, 38 crematories, 198 crematory operators, 57 corporations, 110 establishments, 64 courtesy card holders, 9 funeral directors, 9 surviving spouse, 76 apprentices, and 962 morticians.

- IV. **COMMITTEE REPORTS:**

- a. **Executive Committee** – No report.
- b. **Family Security Trust Fund Advisory Committee** – Chair Victor March, Sr. reported a fund balance of \$1,096,744.75.

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- c. **Pre-Need Committee** – No Report.
- d. **Establishment Committee** – Chair Dr. Ahmed Elzaree reported on the following establishment:
 - i. Moved for approval of John L. Williams Funeral Service for a full service establishment.
- e. **Licensure Committee** – Licensure Chair Michele Kutta moved for approval of the following. The motion was seconded and approved.
 - i. Apprentice/Change of Sponsorship – Jessyca Hart of Briscoe-Tonic Funeral Home for change of sponsorship.
Timothy Casey of Evans Funeral Chapel for change of sponsorship.
Nikita Ogard of Evans Funeral Chapel for change of sponsorship.
Angela Eiss of Fort Lincoln Funeral Home for change of sponsorship.
Krysten Colon Hart of Briscoe-Tonic Funeral Home for change of sponsorship.
Natalie Smirnoff of Robert A. Pumphrey Funeral Home for apprentice license.
Julian Rivera of Vaughn Greene Funeral Services for apprentice license.
Jason Rush of R.T. Foard Funeral Homes & Cremation for apprentice license.
 - ii. Mortician – Ms. Kutta moved for approval of the following for mortician’s license. The motion was seconded and approved.

Shelley Curreri
Lily Buerkle
 - iii. Mortician by Waiver – Ms. Kutta moved for approval Teresa Johnson for Mortician by Waiver. The motion was seconded and approved.
 - iv. Crematory Operator – Ms. Kutta moved for approval of Robert Hardesty, Jr. of Simplicity Cremation & Funeral Services. The motion was seconded and approved.
 - v. Registered Transporters – Ms. Kutta moved for approval of the following registered transporters. The motion was seconded and approved.

Trina Jackson of Alvin’s Anointed Hands Inc.
Anton Bynum of Compassionate Care Transportation
Carlissa Hawkins of Compassionate Care Transportation
Richard Nachajski of J.J. Hartenstein MTS

Ms. Kutta reported on correspondence she received from NFDA seeking clarification on the requirements for renewal of cremation certification training every five years and that individuals must retake the training course in order to renew. The Board voted to remove

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this stipulation, thereby refuting the cremation certification training expiration date on certificates.

f. Continuing Education Units Committee – Tabled until February.

- V. **OLD BUSINESS:** Executive Director Gail Tucker reported that she is putting the finishing touches on the BMFD Newsletter – she welcomes your candid feedback as a catalyst for improvement.

As a reminder, there is no need to contribute to the Family Security Trust Fund if renewing, as it remains at its \$1,000,000.00 ceiling. Any updates to the Fund can be found on the right side of the Board's website.

- VI. **NEW BUSINESS:** The Jurisprudence Exam will be held at the Board office on January 15, 2019 at 10:00 a.m. in room 545.

Ronn Wade would like to offer, in-person, CEU training in spring 2019.

The Board will elect a 2nd Vice President to replace the seat vacated by consumer member, Dr. Camille Bryan. An election for the seat began; however, in order to obtain advice on proxy and quorum voting from Board Counsel, the Board went into closed session. The Board reconvened and decided to table voting until February.

- VII. **FOR YOUR INFORMATION:** The next monthly Board meeting is 02/13/19. President Newman reported that the State has changed its Financial Disclosure Form, you can re-do the form online. Financial Disclosures are due 04/30/19. Termination Disclosures are due for seats that end in June 2019.

- VIII. **LEGISLATIVE/REGULATION UPDATE:** The Maryland General Assembly (MGA) convenes today. A MGA calendar is posted on the Board's website. Board Chairs were notified of a legislative briefing on 01/23/19. Carlton Curry, Esq., Executive Director for the Board of Physical Therapy also serves as the Legislative Liaison for all Boards. The 01/23/19 briefing will not focus on specific legislation, it will define what Boards do in general. Executive Directors in attendance will be introduced. There will be a House Budget hearing on 02/07/19, and a Senate Budget hearing on 02/14/19. Board seats "Green Bag Appointments" will be submitted to the Senate by 02/17/19.

- IX. **Adjournment:** With no further business, on a motion by President D. Lynn Newman, and properly seconded, the Board unanimously voted to conclude the meeting at 3:00 p.m.

Respectfully submitted,

Lisa Woods
Recording Secretary