

MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS
OPEN SESSION MINUTES
January 12, 2022

1. **CALL TO ORDER/GREETINGS:** Board President, Dr. Mark Bailey called the meeting to order at 1:03 p.m. 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; Robert Bradshaw; Dr. James Kalshoven; Brandon Wylie; Melanie Oppat; Suzanna Kuriadom; Rev. Richard Mosley.

Board Member Absent: Sheria Jennings.

Board Staff Present: Christy Collins, Executive Director; Zakiyyah Holmes, Licensing Coordinator; Jessica Terry, Office Secretary; Deborah Donohue, Esq., Interim Board Counsel; Joshua Frazer, Esq., Board Counsel; Lillian Reese, Legislative and Regulations Coordinator.

December 8, 2021 Meeting Minutes: Rev. Richard Mosley made a motion, which was seconded by Robert Lang, and the Board unanimously approved the minutes as written.

2. **PRESIDENT'S REMARKS:** Dr. Bailey reported that face masks are required at all State agency facilities. Dr. Bailey noted that the coronavirus pandemic continues to present a threat and adherence to public health guidelines is necessary. Dr. Bailey wished all a Happy New Year. Dr. Bailey announced that the office continues to experience minor service delays because of the Maryland Department of Health's network security incident, which occurred in early December. Dr. Bailey announced that the 2022 Session of the General Assembly begins today.
3. **ADMINISTRATIVE REPORT:** Executive Director Collins noted that the office hours remain unchanged (8:30a.m. – 4:30p.m.), and document drop is available until 4:00 p.m. daily. Mrs. Collins announced that a new inspector, Andrew Liberto, has joined the Board office staff. Mrs. Collins reminded licensees that the mortician renewal period starts March 1, 2022, and applications will be mailed out in late February. Mrs. Collins reminded all licensees to update contact information.
4. **COMMITTEE REPORTS:**
 - a. **Executive Committee:** Dr. Bailey reported the FY22 budget update: Fund Balance - \$17,093.53, Revenue - \$59,276, Expenditures - \$186,930.01, Carryover - \$144,747.54. Dr. Bailey reported that attestation of completion of Implicit Bias Training is required for all licensees, however there will be no continuing education credit issued for this mandatory training.

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b. Family Security Trust Fund: Chair Dr. James Kalshoven, reported that the Family Security Trust Fund balance is \$1,146,882.22. Dr. Kalshoven noted an increase of \$1,046.72 from the previous month's report. Dr. Bailey added that one FSTF claim has been processed and completed.

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

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

Old Business: None.

New Business: Mr. Helfenbein announced that the Board is continuing to conduct bi-annual inspections and mortuary transport vehicle inspections. Mr. Helfenbein reported that 14 bi-annual inspections and 1 vehicle inspection have been completed since the last open session meeting.

New Establishment: None.

New Restricted Establishment: None.

Change of Ownership: None.

New Crematory: None.

Mortuary Transport Company Permit: Chair Kirk Helfenbein presented the following applications for approval:

1. Springbok Dignity Services; Owner Ralph Johnson, III. Motion for approval was made by the committee, which was seconded by Dr. James Kalshoven, and the Board unanimously approved the application.

Name Change Request: None.

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

Old Business: None.

New Business: Mrs. Kutta encouraged those in attendance to share pertinent information with fellow licensees - specifically the required Implicit Bias Training.

Apprentice: Chair Michele Kutta presented the following applicants for

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approval **denotes recusal by Kirk Helfenbein:

1. **Audrey Helfenbein; Sponsor - Chad Helfenbein, Fellows, Helfenbein, & Newman Funeral Home. Motion for approval was made by the committee, which was seconded by Robert Lang, and the Board unanimously approved the application.
2. Jules Tetlow; Sponsor - Eric Brown, Resthaven Funeral Home. Motion for approval was made by the committee, which was seconded by Rev. Richard Mosley, and the Board unanimously approved the application.
3. Artez West; Sponsor - Roman Coale, Framptom Funeral Homes (by the Coales, PA). Motion for approval was made by the committee, which was seconded by Melanie Oppat, and the Board unanimously approved the application.

Apprentice Change of Sponsor: Chair Michele Kutta presented the following applications for approval:

1. Diamond H. Quigley; Sponsor - Thomas Allen, Simplicity Cremation and Funeral Services. Motion for approval was made by the committee, which was seconded by Robert Bradshaw, and the Board unanimously approved the change of sponsor.
2. Travis Smith; Sponsor - Robert Heckle, Sol Levinson & Bros, Inc. Motion for approval was made by the committee, which was seconded by Melanie Oppat, and the Board unanimously approved the change of sponsor.

Courtesy Card: None.

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

1. Adam Bowers, Final Journey Crematory, LLC. Motion for approval was made by the committee, which was seconded by Rev. Richard Mosley, and the Board unanimously approved the application.
2. Elena Judd, Salisbury Crematory. Motion for approval was made by the committee, which was seconded by Robert Bradshaw, and the Board unanimously approved the application.
3. Jessica Parsons, Salisbury Crematory. Motion for approval was made by the committee, which was seconded by Melanie Oppat, and the Board unanimously approved the application.
4. Ryan Weinberger, Atlantic Crematory, LLC. Motion for approval was made by the committee, which was seconded by Rev. Richard Mosley, and the Board unanimously approved the application.

Funeral Director: None.

Mortician: Chair Michele Kutta presented the following applicants for

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approval:

1. Maranda Storm, Donaldson Funeral Home & Crematory, PA. Motion for approval was made by the committee, which was seconded by Robert Bradshaw, and the Board unanimously approved the application.

Mortician Reinstatement/Reactivation: None.

Mortician by Waiver of Apprenticeship: None.

Personal Representative: None.

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

1. Tyrone Graves, Alvin's Anointed Hands. Motion for approval was made by the committee, which was seconded by Robert Bradshaw, and the Board unanimously approved the application.

Surviving Spouse: None.

- f. Continuing Education Units Committee**: Chair Melanie Oppat reported on the following:

Old Business: Chair Melanie Oppat reminded all licensees that if they would like to receive one CEU credit for attending today's virtual meeting to please email their name and license number to the Board Office at mdh.bomfd@maryland.gov.

New Business: None.

Pre-Approved Submissions: Chair Melanie Oppat disclosed that a significant number of continuing education applications submitted this month were considered pre-approved pursuant to COMAR 10.29.05.03. Mrs. Oppat advised attendees that these courses have been added to the list of Board approved courses, available on the Board's website.

Requires Motion: Chair Melanie Oppat presented the following applicants for approval:

1. David L. Bednar, *2022 Annual OSHA Training* (2 CEUs). Motion for approval was made by the committee, which was seconded by Dr. James Kalshoven and the Board unanimously approved the application.

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

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Old Business: Co- Chair Brandon Wylie announced that proposed legislation - COMAR 10.29.03.01-07 - Inspection of Funeral Establishments, received no public comments, therefore, the committee recommends the Board approve final adoption of the regulations as proposed. Motion to adopt COMAR 10.29.03.01-07 as proposed was made by the committee, which was seconded by Dr. James Kalshoven and the Board unanimously approved the adoption of the regulations as proposed.

New Business: Co-chair Brandon Wylie reported on the following:

1. House Bill 112 - Health Occupations: Service Members, Veterans, Military Spouses, Temporary Licensing Certification/Registration, & Permitting. The committee recommended ratifying the previous Letter of Support with Amendments as applicable to 2022 provisions. Motion for approval was made by the committee, which was seconded by Dr. James Kalshoven and the Board unanimously approved the Letter of Support, as applicable.
2. House Bill 169 - Elections, Voter Registry, Notification & Removal of Deceased Individuals. The committee recommended no position at this time due to the Department of Vital Statistics Administration already providing an annual report.
3. Senate Bill 111 - Occupational Licenses or Certificates Pre-application for Criminal Convictions. The committee recommended submitting a Joint Letter of Concern with 10 other boards. Motion for approval of a joint letter of concern was made by committee, which was seconded by Robert Lang and the Board unanimously approved submitting the joint letter of concern.
4. Senate Bill 77 - Health Occupations: Investigations & Right to Counsel. The committee recommended submitting a Joint Letter of Concern with 14 other boards. Motion for approval of a joint letter of concern was made by committee, which was seconded by Robert Lang and the Board unanimously approved submitting the joint letter of concern.

5. **OLD BUSINESS:** Dr. Bailey acknowledged the ongoing global coronavirus pandemic and the importance of proper personal protective equipment (PPE). Dr. Bailey reminded attendees that the Board's website is a valuable resource.
6. **NEW BUSINESS:** Dr. Bailey announced the addition of Joshua Frazer, Esq. as the Board's new Board Counsel. Dr. Bailey welcomed Mr. Frazer and expressed gratitude for his addition to the team.
7. **UPCOMING REMINDERS:** Dr. Bailey announced reminders of the following:

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1. Next Open Session Board Meeting – Wednesday February 9, 2022, at 1:00 p.m., Location: virtual, Google Meet
2. Jurisprudence Exam – An update will be provided on the Board's website once a date is confirmed.
3. Practical Exam: April 7, 2022, at the Maryland State Anatomy Board located at 655 W Baltimore Street in Baltimore, MD.

8. ADJOURNMENT STATEMENT: At this time the Board, Board Counsel, ED, and investigator will be moving to our Administrative/Quasi-judicial session on this day January 12, 2022, at 1:42 p.m. In particular, the Board will be discussing: administrative office matters, complaints, inspections, and investigations.

9. ADJOURNMENT: Dr. James Kalshoven made a motion for adjournment, seconded by Melanie Oppat and by general consensus with no objection, the meeting was adjourned at 1:43 p.m.