

**MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS**  
**OPEN SESSION MINUTES**  
**February 9, 2022**

1. **CALL TO ORDER:** Board President, Dr. Mark Bailey called the meeting to order at 1:04 p.m.

Board Members Present: Dr. Mark Bailey, President; Michele Kutta, 1<sup>st</sup> Vice President; 2<sup>nd</sup> Vice President; Kirk Helfenbein; Robert Lang, Secretary; Dr. James Kalshoven; Brandon Wylie; Melanie Oppat; Suzanna Kuriadom

Board Member Absent: Robert Bradshaw; Sheria Jennings; Rev. Richard Mosley

Board Staff Present: Christy Collins, Executive Director; Zakiyyah Holmes, Licensing Coordinator; Jessica Terry, Office Secretary; Andrew Liberto, Inspector/Investigator; Joshua Frazer, Esq., Board Counsel; Lillian Reese, Legislative and Regulations Coordinator.

January 12, 2022, Meeting Minutes: Robert Lang made a motion, which was seconded by Dr. James Kalshoven, and the Board unanimously approved the minutes as written.

2. **PRESIDENT'S REMARKS:** Dr. Bailey welcomed everyone to the open session and expressed gratitude for attendance. Dr. Bailey noted the start of Black History Month.
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 (Monday – Friday). Mrs. Collins reminded licensees that the mortician renewal period starts March 1, 2022, and applications will be mailed out in late February. Dr. Bailey added that licensees should update contact information with the Board office.
4. **COMMITTEE REPORTS:**
  - a. Executive Committee: Dr. Bailey reported the FY22 budget update: Fund Balance – \$17, 055.50. Dr. Bailey reiterated that the Mortician renewal period is approaching, which will have a positive effect on revenue. Dr. Bailey noted the Maryland Department of Health security incident, which caused some disruption to the process for issuing ID cards for registered transporters. Dr. Bailey announced that the office staff was able to remedy this disruption with a budget friendly work around. Dr. Bailey added that inspections are actively being completed. Dr Bailey recommended that establishments utilize the Board's website resources to obtain inspection reports and periodically self-inspect.
  - b. Family Security Trust Fund: Chair Dr. James Kalshoven, reported that the Family Security Trust Fund balance is \$1,147,513.29. Dr. Kalshoven noted an increase of \$632.07 from the previous month's report. Dr. Kalshoven

**MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS**  
**OPEN SESSION MINUTES**  
**February 9, 2022**

announced that the next committee open session meeting is available on the Board's website.

- c. Pre-Need Committee: Dr. Bailey shared on behalf of Chair Robert Bradshaw that the committee has no report at this time.
- d. Establishment Committee: Chair Kirk Helfenbein reported that the committee has no report at this time.
- e. Licensure Committee: Chair Michele Kutta reported on the following:

Old Business: None.

New Business: None.

Apprentice: Chair Michele Kutta presented the following applications for approval:

- 1. Charlene Lockhart Jones; Sponsor – Sharmanita Rush-Ahmad, Fort Lincoln Funeral Home. Motion for approval was made by the committee, which was seconded by Robert Lang and the Board unanimously approved the application.
- 2. Jonathan Loudenslager; Sponsor Rebecca Musto, Ambrose Funeral Home. Motion for approval was made by the committee, which was seconded by Melanie Oppat, and the Board unanimously approved the application.
- 3. Madison Wharton; Sponsor – Robert Adams, Jr., Adams Family Funeral Home, PA. Motion for approval was made by the committee, which was seconded by Dr. Kalshoven, and the Board unanimously approved the application.

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

- 1. Destiny Barnes; Sponsor - Beverly Cromartie, Beverly D. Cromartie Funeral Service. Motion for approval was made by the committee, which was seconded by Dr. Kalshoven, and the Board unanimously approved the application.
- 2. Shayla Brooks; Sponsor - Beverly Cromartie, Beverly D. Cromartie Funeral Service. Motion for approval was made by the committee, which was seconded by Dr. Kalshoven, and the Board unanimously approved the application.
- 3. Faith Reyes; Sponsor - Thomas Smith, Simplicity Cremation and Funeral Services. Motion for approval was made by the committee,

**MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS**  
**OPEN SESSION MINUTES**  
**February 9, 2022**

which was seconded by Dr. 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. \*Danielle Flynn, 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. \*Robert Harnett, 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.
3. \*Robert Lippy, 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.
4. Jamie Zuelsdorff, Final Journey Crematory, LLC. Motion for approval was made by the committee, which was seconded by Dr. James Kalshoven, and the Board unanimously approved the application.

Funeral Director: None.

Mortician: None.

Mortician Reinstatement/Reactivation: None.

Mortician by Waiver of Apprenticeship: None.

Personal Representative: None.

Registered Transporters: None.

Surviving Spouse: None.

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

Old Business: Chair Melanie Oppat reminded vendors to submit

**MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS**  
**OPEN SESSION MINUTES**  
**February 9, 2022**

applications to the Board at least 6 weeks in advance of a continuing education course. 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 discussed that the following education applications are considered pre-approved pursuant to COMAR 10.29.05.03. Mrs. Oppat advised attendees that further details about these courses have been added to the list of Board approved courses, available on the Board's website.

1. Cremation Association of North America (CANA) – 9 courses
2. Graystone Associates – Summit 2022
3. Selected Independent Funeral Homes – 2022 NextGen Seminar
4. WebCE, Inc – 24 courses

Requires Motion:

1. The International Conference of Funeral Service Examining Boards, *118<sup>th</sup> Annual Meeting of The Conference, February 22-24, 2022, submitted a continuing education vendor request for 15 CEUs.* Committee recommended disapproval due to requirements detailed in COMAR 10.29.05.03(D) not being satisfied. The motion was seconded by Michele Kutta, and the Board unanimously disapproved the continuing education vendor application request.

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

Old Business: None.

New Business: Mr. Wylie presented the following:

1. HB292 Occupational Licensing Boards and Commission on Judicial Disabilities- Reporting Disciplinary Activities. Committee recommends: no position, which was seconded by Dr. James Kalshoven, and the Board unanimously supported no position.
2. HB407/SB440 Health Occupations – Health Care Staffing Shortage Emergency – Declaration and Licensing and Practice Requirements (Health Care Heroes Act of 2022). Committee recommends: no position, which was seconded by Dr. James Kalshoven, and the Board

**MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS**  
**OPEN SESSION MINUTES**  
**February 9, 2022**

unanimously supported no position.

3. HB533 Occupation and Professions – Licenses, Certifications, and Registration – Immigrants. Committee recommends: no position, which was seconded by Dr. James Kalshoven, and the Board unanimously supported no position.
4. SB269 Open Meetings Act – Application and Enhanced Requirements (Maryland State Agency Transparency Act of 2022). Committee recommends: no position, which was seconded by Dr. James Kalshoven, and the Board unanimously supported no position.
5. **OLD BUSINESS:** None.
6. **NEW BUSINESS:** None.
7. **UPCOMING REMINDERS:** Dr. Bailey announced reminders of the following:
  - Next Open Session Board Meeting – Wednesday March 9, 2022, at 1:00 p.m., Location: virtual, Google Meet
  - Practical Exam: Thursday April 7, 2022, at the Maryland State Anatomy Board (655 W Baltimore Street in Baltimore, MD).
  - Jurisprudence Exam –Tuesday April 12, 2022, Location: TBD
  - Family Security Trust Fund Open Session Meeting- Wednesday May 11, 2022, 12:00 p.m., Location: virtual, Google Meet
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 February 9, 2022, at 1:31 p.m. In particular, the Board will be discussing administrative office matters, complaints, inspections, and investigations.
9. **ADJOURNMENT:** Michelle Kutta made a motion for adjournment, seconded by Dr. James Kalshoven and by general consensus with no objection, the meeting was adjourned at 1:32 p.m.