

MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS

OPEN SESSION MINUTES

February 12, 2020

1. **CALL TO ORDER/GREETINGS:** Board President, Dr. Mark Bailey called the meeting to order at 1:09 pm 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; Dr. Ahmed Elzaree; Dr. James Kalshoven; Brandon Wylie; Robert Bradshaw, Melanie Oppat, Sheria Jennings.

Board Member Absent: Suzanna Kuriadom.

Board Staff Present: Christy Collins, Executive Director; Zakiyyah Holmes, Licensing Coordinator; Thomas Anderson, Health Occupations Inspector; Deborah Donohue, Esq., Interim Board Counsel.

January 8, 2020 Meeting Minutes: Michele Kutta made a motion, which was seconded by Dr. Ahmed Elzaree, and the Board unanimously approved the minutes as written.

January 20, 2020 Legislative Meeting Minutes: Dr. Bailey reported that the minutes for the January 20, 2020 legislative meeting were approved during the January 28, 2020 meeting.

January 28, 2020 Legislative Meeting Minutes: Dr. Ahmed Elzaree made a motion, which was seconded by Robert Lang, and the Board unanimously approved the minutes as written.

2. **PRESIDENT'S REMARKS:**

Dr. Bailey highlighted the Board's strategic plan moving forward for the development of adopting new processes and procedures.

3. **ADMINISTRATIVE REPORT:**

Executive Director Collins introduced new Licensing Coordinator, Zakiyyah Holmes. Executive Director Collins reminded everyone to review website to ensure that the correct forms are being utilized before submission to the Board.

4. **COMMITTEE REPORTS:**

- a. **Executive Committee:** Dr. Bailey stated that the committee's recent meeting agenda included the budget update and evaluating ways to increase funds without raising licensing fees. Dr. Bailey also reported that the mid-year evaluation was completed for Executive Director Collins.
- b. **Family Security Trust Fund:** Chair Dr. James Kalshoven reported that the Family Security Trust Fund balance is \$1,125,506.66, which an increase of \$3,311.03 since January 2020 meeting.
- c. **Pre-Need Committee:** No report.

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- d. **Establishment Committee:** Chair_Kirk Helfenbein reported on the following:
- i. **Old Business:** None.

New Business: Chair Kirk Helfenbein stated the committee has discussed and makes a recommendation to remove verbiage from 10.29.03.04.E. (4). (c). The regulation 10.29.03.04.E. (4). (c) states “each establishment with a holding room or preparation room shall have floor drainage.” Chair Kirk Helfenbein made a motion to remove language from the regulation, Dr. Ahmed Elzaree seconded, and the Board unanimously approved striking the language.
 - ii. **New Establishment:** Chair Kirk Helfenbein made motion to approve a new establishment, which was seconded by Michele Kutta, and the Board unanimously approved issuing an establishment license to:
 1. Black Funeral Home, P.A., Owner: Colt Black
- e. **Licensure Committee:** Chair Michele Kutta reported on the following:
- i. **Old Business:** None.
 - ii. **New Business:** 2020 license renewals will open online via website portal on March 2, 2020. A renewal reminder will be sent by regular mail and email to all affected licensees with renewal forms. The continuing education verification will remain the same. Licensees will need to present continuing education credits in order to receive renewal. Recent inquiries for duplicate transporter permits have prompted the need for a tracking system. Michele Kutta made a motion to enforce the \$50 fee for duplicate transporter permits if lost or stolen. Dr. Ahmed Elzaree seconded, and the Board unanimously approved.
 - iii. **Apprentice:** Chair Michele Kutta presented the following apprenticeship applications for approval:
 1. Sydnie Sparzak; Sponsor: Michele Vetula, Hines-Rinaldi Funeral Home. Motion was made by Melanie Oppat, seconded by Dr. Ahmed Elzaree, and the Board unanimously approved the issuance of an apprentice license.
 2. Sakiyah TaQee; Sponsor: Wes Chavis, Compassion Serenity Funeral Home. Motion was made by Melanie Oppat, seconded by Dr. Ahmed Elzaree, and the Board unanimously approved the issuance of an apprentice license.
 3. Sydney Watts; Sponsor: Claudette Gasch Lanning; Gasch’s Funeral Home, PA. Motion was made by Dr. Ahmed Elzaree, seconded by Brandon Wylie, and the Board unanimously approved the issuance of an apprentice license.
 - iv. **Apprentice Change of Sponsor:** Dr. Ahmed Elzaree moved for approval of

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apprentice change of sponsor, seconded by Melanie Oppat, and the Board unanimously approved the change of apprentice sponsor for the following:

1. Caitlin Gawlik; Sponsor: Charlie Fisher; Schimunek Funeral Home
- v. Mortician: Chair Michele Kutta presented the following applicants for mortician for approval:
1. Connor Eline, Eline Funeral Home. Motion was made by Dr. Ahmed Elzaree, seconded by Sheria Jennings, and the Board unanimously approved the issuance of a mortician license.
 2. Tamika Kinney, Marshall March Funeral Home of Maryland. Motion was made by Dr. Ahmed Elzaree, seconded by Brandon Wylie, and the Board unanimously approved the issuance of a mortician license.
 3. Natalie Smirnoff, Robert A. Pumphrey Funeral Home. Motion was made by Dr. Ahmed Elzaree, seconded by Robert Lang, and the Board unanimously approved the issuance of a mortician license.
 4. Matthew Wilson, Rausch Funeral Home. Motion was made by Dr. Ahmed Elzaree, seconded by Robert Bradshaw, and the Board unanimously approved the issuance of a mortician license.
- vi. Funeral Director: None.
- vii. Mortician by Waiver of Apprenticeship: Chair Michele Kutta presented the following applicant for mortician by waiver of apprenticeship for approval:
1. Nathan Nardi, New Cathedral Cemetery-Archdiocese MD. Motion was made by Dr. Ahmed Elzaree, seconded by Brandon Wylie, and the Board unanimously approved the issuance of a mortician license.
- viii. Crematory Operator: None.
- ix. Registered Transporters: Chair Michele Kutta presented the following applicants for registered transporters for approval:
1. Christina Farabee, Alvin's Anointed Hands, Inc. Motion was made by Dr. Ahmed Elzaree, seconded by Robert Lang, and the Board unanimously approved the issuance of a transporter registration.
 2. Tyronna Johnson, Alvin's Anointed Hands, Inc. Motion was made by Dr. Ahmed Elzaree, seconded by Robert Lang, and the Board unanimously approved the issuance of a transporter registration.
- x. Courtesy Card: None.
- xi. Reinstatement: None.
- f. Continuing Education Units Committee: Chair Melanie Oppat reported on the

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following:

- i. The following educational offerings are considered automatically approved pursuant to COMAR 10.29.05.03:
 1. APEXCES.COM: Online Classes
 - a. Funeral Service Ethics (2 CEUs)
 - b. Telephone Inquiry Manual for Funeral Homes (2 CEUs)
 - c. Creative Marketing for Funeral Homes (1 CEU)
 - d. Working with Difficult People (2 CEUs)
 - e. Sexual Harassment in the Workplace (3 CEUs)
 - f. The FTC Funeral Rule (3 CEUs)
 - g. OSHA Essentials (3 CEUs)
 - h. A Brief History of Preservation and Burial Practices (1 CEU)
 - i. After Suicide: How To Support Survivors Of The Loss (2 CEUs)
 - j. Green Burial 101 (2 CEUs)
 - k. The Funeral Director & Organ and Tissue Donation (2 CEUs)
 - l. Infant Embalming Techniques (3 CEUs)
 - m. Restoration of a Tissue Donor (3 CEUs)
 - n. Understanding Grief (3 CEUs)
 - o. Are You Stressed & Signed & Solutions (4 CEUs)
 - p. Funerals and Mental Health (4 CEUs)
 2. FuneralCE (Effective 2/20/2020 name change: WebCE): Home Study
 - a. Bloodborne Pathogens (3 CEUs)
 - b. Communicating Effectively with Seniors (2 CEUs)
 - c. Conflict Resolution for Funeral Directors (3 CEUs)
 - d. Cremation Prearrangement Conference Best Practices (2 CEUs)
 - e. Ethical Business Practices for Funeral Directors (2 CEUs)
 - f. Final Expense Insurance (3 CEUs)
 - g. Funeral Customs with Military Honors (2 CEUs)
 - h. Funeral Personalization and Family Engagement (3 CEUs)
 - i. High Risk Direct Disposal: Lessons Learned from Ebola Outbreak (2 CEUs)
 - j. Intercultural Burials (5 CEUs)
 - k. Managing Grief: A Guide for the Funeral Professional (5 CEUs)
 - l. Maryland Mortuary Transport Service (1 CEU)
 - m. OSHA Emergency Action Plans for Funeral Homes (2 CEUs)
 - n. OSHA Practice Standards for Funeral Professionals (4 CEUs)
 - o. OSHA Workplace Rights (2 CEUs)
 - p. Public Speaking for Funeral Directors (5 CEUs)
 - q. Top 5 Things They Didn't Teach in Mortuary School (2 CEUs)
 - r. Understanding Maryland Pre-Need Law – (1 CEU)
 - s. Understanding Social Security: Case Studies for Funeral Directors (4 CEUs)

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- t. When Disaster Strikes: Mass Fatalities and Community Impact (2 CEUs)
 - u. Working Ethically with Seniors (5 CEUs)
3. ICCFA 2020 Annual Convention and Exposition, San Antonio, TX: Date: March 30 – April 2, 2020. (16.5 CEUs)
4. National Funeral Directors Association. Date: Various
- a. Approaching Trauma Class with Confidence – Online (3 CEUs)
 - b. Conflict Management for Funeral Directors: Successful Interpersonal Communication Practices – Online (4 CEUs)
 - c. Deathcare Marketing: 25FAQs – Online (6 CEUs)
 - d. Demonstration of Soft Tissue Repair – Online (4 CEUs)
 - e. Do-It-Yourself Memorials (with a Little Help from the Funeral Director) – Online (2 CEUs)
 - f. Embalming Perspectives & Paradigms Challenged – Online (6 CEUs)
 - g. Embalming Risk Management 4.0 – Online (3 CEUs)
 - h. Embalming the Obese Case – Online (3 CEUs)
 - i. Funeral Service Ethics – Online (2 CEUs)
 - j. Marketing a Funeral Home for Long-Term Profitability – Online (3 CEUs)
 - k. Mastering the Art of Funeral Home Phone Etiquette – Online (1 CEU)
 - l. Offering Funeral Packages in Compliance with the FTC Funeral Rule – Online (2 CEUs)
 - m. Professional Ethics in Funeral Service: NFDA's Code of Professional Conduct – Online (1 CEU)
 - n. Relevance of Restorative Art – Online (3 CEUs)
 - o. RSVP: I'll See You at My Living Funeral – Online (2 CEUs)
 - p. Supporting Pregnancy Loss Families – Online (3 CEUs)
 - q. Ten Tools for Stress Relief – Online (3 CEUs)
 - r. The Funeral: A Chance to Touch, A Chance to Serve, A Chance to Heal – Online (4 CEUs)
 - s. Understanding a Child's Grief Insights for Funeral Home Owners, Directors, and Staff – Online (3 CEUs)
 - t. Understanding and Managing Grief – Online (6 CEUs)
 - u. Understanding the Practice of the FTC Funeral Rule – Online (3 CEUs)
 - v. Cremation Litigation: How to Avoid the Courthouse and What to Do When You Can't – Date: April 16, 2020 (1 CEU)
 - w. A Funeral Home Facelift for Today's Modern Family – Date: April 25, 2020 (1 CEU)
 - x. Prospecting to Women Influencers – Date: April 25, 2020 (1.5 CEUs)
 - y. The Millennial Funeral Director – Date: April 25, 2020 (1 CEU)
 - z. Inside the Courthouse – Date: April 25, 2020 (1 CEU)

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- aa. Obituaries with More Love Than Money – Date: April 25, 2020
(1.5 CEUs)
- bb. Helpful Embalming Tips – Date: April 25, 2020 (1.5 CEUs)
- cc. What Holds Us Back at Work: How to Communicate with
Colleagues, Managers and Clients – Date: April 25, 2020 (1.5 CEUs)

- ii. Chair Melanie Oppat made a motion for approval of the following continuing education credits, seconded by Dr. Ahmed Elzaree, and the Board unanimously approved:
 - 1. Delmarva Funeral Service Association – Maryland Pre-Need Law –
Date: 2/13/2020 (1 CEU)
 - 2. Delmarva Funeral Service Association – Wreaths Across America –
Date: 3/26/2020 (2 CEUs)
 - 3. Edward Rainer – OSHA/MOSH Training Course – Date: 2/19/2020 (3
CEUs)
 - 4. PIMS (Pittsburgh Institute of Mortuary Science) – Date: 3/13/2020
(6 CEUs)
 - a. Funeral Service 2020: Fear and Opportunity
 - b. Crucial Conversations: Tools for Communicating More
Effectively in Funeral Service

- g. **Legislative Committee:** Chair Sheria Jennings reported on the following:
 - i. **Old Business:** Chair Sheria Jennings reported on the following:
 - 1. Position - Letter of Support with Amendments Submitted: Bill Number:
SB0084
Bill Title: Funeral Establishments and Crematories – Unclaimed Remains of
Veterans – Notification, Disposition, and Reporting

 - 2. Position – Opposed (Physicians Opposition Letter Submitted) Bill Number:
SB0067
Bill Title: Public Information Act – Applications for Inspection – Responses
and Time Limits

 - 3. Position – Letter of Support Submitted: Bill Number: CF - SB 439/HB106
Bill Title: Health Occupations – Morticians and Funeral Directors -
Apprenticeships

 - ii. **New Business:** Chair Sheria Jennings presented the following bills for Board
consideration:
 - 1. SB528/HB1229F – Public Health Disposition of Remains – Authorizing
Agent. Motion was made by Sheria Jennings, seconded by Michele Kutta, and
unanimously approved by the Board to take No Position.

 - 2. SB297/HB483 Administrative Procedure Act – Dispositions and Summary
Suspensions Time Periods. Motion was made by Robert Lang, seconded by
Melanie Oppat, and unanimously approved by the Board to take No

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Position.

3. SB514/HB717 – Public Information Act – Required Denials – Distribution List. Motion was made by Sheria Jennings, seconded by Brandon Wylie, and unanimously approved by the Board to take No Position.
4. HB1447 – Department of Information Technology – Study of a Common Information Technology Platform for Health Occupations Boards. Motion was made by Robert Lang, seconded by Brandon Wylie, and unanimously approved by the Board to take No Position.
5. SB799 – Maryland Department of Labor – Occupational Licenses – Waiver of Application Fees. Motion was made by Sheria Jennings, seconded by Dr. Ahmed Elzaree, and unanimously approved by the Board to take No Position.
6. **Old Business:** Professional Board Pin Ceremony was conducted to issue each current Board member with lapel pins.
7. **New Business:** Dr. Bailey informed members of the Novel Coronavirus (2019-nCoV) precaution measures link available on the Board’s website home page.

Upcoming Reminders: Dr. Bailey announced reminders of the following:

1. 2020 License Renewals Open Online – March 2, 2020
 2. Next Board Meeting – March 11, 2020, 1:00 p.m., Conference Room# 106
 3. Jurisprudence Exam - April 14, 2020, 10:00 a.m., Room# 545
 4. Practical Exam – April 16, 2020, 1:00 p.m., State Anatomy Board, 655 West Baltimore Street, Baltimore, MD 21201
8. **Adjournment:** After public introductions and comments, Dr. Ahmed Elzaree made a motion for adjournment, seconded by Brandon Wylie, and with no objection, the meeting was adjourned at 1:42 p.m.