

MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS

OPEN SESSION MINUTES

March 09, 2022

1. CALL TO ORDER/GREETINGS: Board President, Dr. Mark Bailey called the meeting to order at 1:04 p.m. and welcomed everyone to the open session.

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

Board Member Absent: Rev. Richard Mosley & Sheria Jennings.

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

February 9, 2022 Meeting Minutes: Robert Lang made a motion, which was seconded by Robert Bradshaw, and the Board unanimously approved the minutes as written.

February 15, 2022 Meeting Minutes: Robert Lang made a motion, which was seconded by Melanie Oppat, and the Board unanimously approved the minutes as written.

2. PRESIDENT'S REMARKS: Dr. Bailey thanked everyone for attending the open session meeting.
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 mortician renewal packets were mailed out on February 17, 2022 and the online renewal portal is now open. Mrs. Collins asked licensees to contact the office if they have not received renewal information.
4. COMMITTEE REPORTS:
  - a. Executive Committee: Dr. Bailey reported the FY22 budget update: FY21 Carry Over - \$144,747.54; Revenue - \$83,481; Expenditures - \$271,833.26; Fund Balance is in the red - \$43,604.72. Dr. Bailey noted the current renewal period for 507 licensees will increase revenue by approximately \$300,000.
  - b. Family Security Trust Fund: Chair Dr. James Kalshoven, reported that the Family Security Trust Fund balance is \$1,147,889.60. Dr. Kalshoven noted an increase of \$376.33 from the previous month's report.
  - 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: None

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New Establishment: None.

New Restricted Establishment: Mr. Helfenbein presented the following applications:

- 1) Cremation Society of MD; Restricted out of Myers-Durboraw in Taneytown, MD. Supervising mortician – James Schwartz. Motion for approval was made by the committee, which was seconded by Michele Kutta and the Board unanimously approved the application.

Change of Ownership: Mr. Helfenbein presented the following applications:

- 1) Metro Crematory, Inc., new owner - James Schwartz. Motion for approval was made by the committee, which was seconded by Robert Lang and the Board unanimously approved the application.
- 2) MacNabb Funeral Home, P.A., new owner - James Schwartz. Motion for approval was made by the committee, which was seconded by Michele Kutta and the Board unanimously approved the application.
- 3) Cremation Society of MD corporate change of ownership, new owner - James Schwartz. Motion for approval was made by the committee, which was seconded by Michele Kutta and the Board unanimously approved the application.

New Crematory: None.

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

- 1) DMV Transport Services LLC. Motion for approval was made by the committee, which was seconded by Robert Bradshaw 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: None.

Apprentice: Mrs. Kutta presented the following applications:

- 1) Christy Bland; Sponsor Ashley Anders, Sol Levinson and Bros., Inc. Motion for approval was made by the committee, which was seconded by Robert Lang and the Board unanimously approved the application.

Apprentice Change of Sponsor: Mrs. Kutta presented the following applications for approval:

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1. Danielle Schott; Sponsor - Eric Avant, Sol Levinson & Brothers Inc. Motion for approval was made by the committee, which was seconded by Robert Lang and the Board unanimously approved the application.

Courtesy Card: None.

Crematory Operator: Mrs. Kutta presented the following applications for approval:

- 1) Jovan Benjamin; Metro Crematory Inc. Motion for approval was made by the committee, which was seconded by Robert Lang and the Board unanimously approved the application.
- 2) David Berkey; Patapsco Crematory. Motion for approval was made by the committee, which was seconded by Robert Lang and the Board unanimously approved the application.
- 3) Christopher Boggs; Metro Crematory Inc. Motion for approval was made by the committee, which was seconded by Robert Lang and the Board unanimously approved the application.
- 4) Scott Burkhardt, Jr.; Patapsco Crematory. Motion for approval was made by the committee, which was seconded by Robert Lang and the Board unanimously approved the application.
- 5) Kyle Glenn; George P. Kalas Funeral Home (Crematory). Motion for approval was made by the committee, which was seconded by Robert Lang and the Board unanimously approved the application.
- 6) Katie Myers; Patapsco Crematory. Motion for approval was made by the committee, which was seconded by Robert Lang and the Board unanimously approved the application.
- 7) Jennifer Snyder; Metro Crematory Inc. Motion for approval was made by the committee, which was seconded by Robert Lang and the Board unanimously approved the application.

Funeral Director: None.

Mortician: Mrs. Kutta presented the following applicants for approval:

1. Morgan Kenney. Motion for approval was made by the committee, which was seconded by Robert Lang and the Board unanimously approved the application.
2. Donna Mabry; Donald V. Borgwardt Funeral Home. Motion for approval was made by the committee, which was seconded by Robert Lang and the Board unanimously approved the application.

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3. Kristen Kilburn, Harry H. Witzke Family Funeral Home. Motion for approval was made by the committee, which was seconded by Robert Lang and the Board unanimously approved the application.
4. Camille Smith, Evans Funeral Chapel and Cremation Services. Motion for approval was made by the committee, which was seconded by Robert Lang and the Board unanimously approved the application.

Mortician Reinstatement/Reactivation: None.

Mortician by Waiver of Apprenticeship: None.

Personal Representative: None.

Registered Transporters: Mrs. Kutta presented the following applications for approval:

1. Stephen Ashby, Kerfoot Livery Service, Inc. Motion for approval was made by the committee, which was seconded by Robert Lang and the Board unanimously approved the application.
2. Brian Askew, Mid-Atlantic Removal Service. Motion for approval was made by the committee, which was seconded by Robert Lang and the Board unanimously approved the application.
3. Shawn Banks, DMV Transport Services. Motion for approval was made by the committee, which was seconded by Robert Lang and the Board unanimously approved the application.
4. Tali Banks, Mid-Atlantic Removal Service. Motion for approval was made by the committee, which was seconded by Robert Lang and the Board unanimously approved the application.
5. Jeremy Battaglia, Franker Removal Service. Motion for approval was made by the committee, which was seconded by Robert Lang and the Board unanimously approved the application.
6. Phillip Noske, Franker Removal Service. Motion for approval was made by the committee, which was seconded by Robert Lang and the Board unanimously approved the application.
7. Eric Townes, Mid-Atlantic Removal Service. Motion for approval was made by the committee, which was seconded by Robert Lang and the Board unanimously approved the application.
8. Kevin Williams, Mid-Atlantic Removal Service. Motion for approval was made by the committee, which was seconded by Robert Lang and the Board unanimously approved the application.

Surviving Spouse: None.

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- f. Continuing Education Units Committee: Co-Chair Kirk Helfenbein reported on the following:

Old Business: Mr. Helfenbein 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: Mr. Helfenbein reported that a significant number of continuing education applications submitted this month were considered pre-approved pursuant to COMAR 10.29.05.03. Mr. Helfenbein announced that these courses have been added to the list of Board approved courses, available on the Board's website.

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

Old Business: Mr. Wylie announced that COMAR 10.29.03, COMAR 10.29.06, COMAR 10.29.09, COMAR 10.29.12 have been signed by the secretary with anticipated effective date 4/4/22. Dr. Bailey added that during legislative season emergency public sessions may be necessary. These meetings will be posted on the Board's website.

New Business: None.

5. OLD BUSINESS: None.

6. NEW BUSINESS: None.

7. UPCOMING REMINDERS: Dr. Bailey announced reminders of the following:

- Practical Exam: Thursday April 7, 2022, at the Maryland State Anatomy Board located at 655 W Baltimore Street in Baltimore, MD 21201.
- Jurisprudence Exam – Tuesday April 12, 2022; Location: TBD
- Next Open Session Board Meeting – Wednesday April 13, 2022 at 1:00 p.m., Location: virtual, Google Meet
- Family Security Trust Fund Open Session Meeting – Wednesday May 11, 2022 at 12:00 p.m., Location: 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 March 9, 2022, at 1:31 p.m. In particular, the Board will be discussing: administrative office matters, complaints, inspections, and investigations.

9. ADJOURNMENT: Michele Kutta made a motion for adjournment, seconded by Robert Lang and by general consensus with no objection, the meeting was adjourned at 1:32 p.m.