

MARYLAND BORAD OF MORTICIANS AND FUNERAL DIRECTORS
OPEN SESSION MINUTES
APRIL 13, 2022 at 1:00 pm

1. **CALL TO ORDER/GREETINGS:** Board President Mark Bailey called the meeting to order at 1:04 pm and began the open session.
 - a. Board Members Present: Dr Mark Bailey, President; Michele Kutta, 1st Vice President; Robert Lang, 2nd Vice President; Kirk Helfenbein, Secretary; Melanie Oppat; Dr. James Kalshoven; Brandon Wylie; Suzanna Kuriadom; Rev. Richard Mosley.
 - b. Board Staff Present: Zakiyyah Holmes, Licensing Coordinator; Joshua Frazer, Esq., Assistant Attorney General; Andrew Liberto, Inspector/Investigator.
 - c. March 9, 2022 Meeting Minutes: Michele Kutta made a motion, which was seconded by Dr. Kalshoven, and the Board unanimously approved the minutes as written.
 - d. March 29, 2022 Meeting Minutes: Michele Kutta made a motion, which was seconded by Dr. Kalshoven, 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 was not present. Dr. Bailey noted that all items on Secretary's office legislative agenda and board requirements are up to date and in compliance as far as we have been informed. Dr. Bailey will continue working with the OLA and Attorney General's office to ensure compliance with those requirements.
4. **COMMITTEE REPORTS:**
 - a. Executive Committee: Dr. Bailey reported the FY22 budget update: Revenue - \$288,361; Expenditures \$334,316.67; FY21 Carryover - \$144,747.54; Current Fund Balance \$98,791.87. As of April 7, 2022, we have received approximately 195 renewal applications of the 507 renewal applications sent out in February. All renewals are due by April 30, 2022 and after May 15, 2022 there will be a penalty fee. There are two vacancies in administrative roles – as of March 19, for Mrs. Jessica Terry and March 26 for a new program manager. Those vacancies will be published in the Maryland Department of Health Job Announcements. Mrs. Sheria Jennings will be leaving the board effective April 11 so there will be a board vacancy as well. Applications are available on the Governor's Appointment Office website and are due by May 7, 2022.
 - b. Family Security Trust Fund: Chair Dr. James Kalshoven reported that the Family Security Trust Fund balance is \$1,146,582.52. This is a decrease of \$1,307.10. Dr. Kalshoven noted that this is the first time he personally has seen a decrease in the fund. The reason for the decrease was a sweep of the interest that had

accumulated in the account. By statute, we are required to have at least \$1 million in the fund and to collect \$375 for each establishment that is added. Dr. Kalshoven feels that within the next month the fund will continue to increase and announced that the biannual open meeting for the Family Security Trust Fund will be held in May one hour before the general board meeting. Dr. Bailey reported that the State Treasurer's office will be collecting interest and funds from the board for FY20, FY21, and FY22. Dr. Kalshoven will be reporting on these collections next month.

- c. **Pre-Need Committee:** Chair Robert Bradshaw was not present. Dr. Bailey reported that Mr. Bradshaw shared with him that the committee has nothing to report at this time.
- d. **Establishment Committee:** Chair Kirk Helfenbein reported on the following:

Old Business: None

New Business: None

New Establishment: None

New Restricted Establishment: None

Change of Ownership: None

New Crematory: None

Mortuary Transport Company Permit: Lifetime Transport LLC. Motion for approval was made by the committee, seconded by Michele Kutta, and the board unanimously approved the application.

New Crematory: None

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

Old Business: None

New Business: None

Apprentice:

1. Christy Baker; sponsor Steven Script; Resthaven Funeral Home; motion for approval was made by the committee, which was seconded by Dr. Kalshoven and the Board unanimously approved the application.
2. Jovan Benjamin; sponsor Jennifer Snyder; MacNabb Funeral Home; motion for approval was made by the committee, which was seconded by Dr. Kalshoven and the Board unanimously approved the application.
3. Madison Foard; sponsor Robert Foard Jr.; RT Foard Funeral Home; motion for approval was made by the committee, which was

seconded by Dr. Kalshoven and the Board unanimously approved the application.

4. Maggie Lee; sponsor Neva FinGado; Hines-Rinaldi Funeral Home; motion for approval was made by the committee, which was seconded by Rev. Mosley and the Board unanimously approved the application.
5. Roslyn Lindner; sponsors Christina Coulling at Personal Care Center / South and Melissa Moore at Witzke Funeral Home; motion for approval was made by the committee, which was seconded by Rev. Mosley and the Board unanimously approved the application.
6. Ashley Miedowski; sponsor Kathleen Morton-Jones; Holloway Funeral Home; motion for approval was made by the committee, which was seconded by Rev. Mosley and the Board unanimously approved the application.
7. Ella Musick; sponsor Matthew Buscher; Advent Funeral and Cremation Services; motion for approval was made by the committee, which was seconded by Rev. Mosley and the Board unanimously approved the application.
8. Kim Neal; sponsor Lewis Watson; Lewis N. Watson Funeral Home; motion for approval was made by the committee, which was seconded by Rev. Mosley and the Board unanimously approved the application.
9. Haleigh Plummer; sponsor Holly McComas; McComas Funeral Home; motion for approval was made by the committee, which was seconded by Rev. Mosley and the Board unanimously approved the application.
10. Savanna Saunders; sponsor Joseph Yates; Raymond Funeral Services; motion for approval was made by the committee, which was seconded by Rev. Mosley and the Board unanimously approved the application.

Apprentice Change Sponsor: None

Courtesy Card: None

Crematory Operator:

1. Julia Lauenstein, Metro Crematory; motion for approval was made by the committee, which was seconded by Rev. Mosley and the Board unanimously approved the application.

Funeral Director: None

Mortician:

1. Adria Brooks, Myers-Durboraw Funeral Home; motion for approval was made by the committee, which was seconded by Rev. Mosley and the Board unanimously approved the application.

Mortician Reinstatement:

1. Al Toler; motion for approval was made by Rev. Mosley, seconded by Dr. Kalshoven and the Board unanimously approved the application.

Mortician via waiver of Apprenticeship:

1. Gregory Rollings, Rollings Funeral Service, GA; motion for approval was made by the committee, which was seconded by Rev. Mosley and the Board unanimously approved the application.
2. Latanya Simms, Stewart Funeral Home, Washington D.C.; motion for approval was made by the committee, which was seconded by Rev. Mosley and the Board unanimously approved the application.
3. William Webb, Strunk Funeral Home, PA; motion for approval was made by the committee, which was seconded by Rev. Mosley and the Board unanimously approved the application.

Personal Representatives: None

Registered Transporter:

1. Damion Bacote, Metropolitan Funeral Services; motion for approval was made by the committee, which was seconded by Rev. Mosley and the Board unanimously approved the application.
2. Sarah Franker, Franker Removal Service; motion for approval was made by the committee, which was seconded by Rev. Mosley and the Board unanimously approved the application.
3. Michael Murtha, Franker Removal Service; motion for approval was made by the committee, which was seconded by Rev. Mosley and the Board unanimously approved the application.
4. Dionne Stafford, Metropolitan Funeral Service; motion for approval was made by the committee, which was seconded by Rev. Mosley and the Board unanimously approved the application.
5. Geoffrey Szekerczes, Anatomy Gifts Registry; motion for approval was made by the committee, which was seconded by Rev. Mosley and the Board unanimously approved the application.
6. Lynne Whittington, Lifetime Transport, LLC; motion for approval was made by the committee, which was seconded by Rev. Mosley and the Board unanimously approved the application.

7. William Whittington, Lifetime Transport, LLC; motion for approval was made by the committee, which was seconded by Rev. Mosley and the Board unanimously approved the application.
8. Michael Wiener, Franker Removal Service; motion for approval was made by the committee, which was seconded by Rev. Mosley and the Board unanimously approved the application.

Surviving Spouse: None

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

Old Business: Mrs. 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: Delmarva Funeral Service Association is offering two CEU credits for Scattering Rules and Regulations; ICCFA is holding its 2022 Annual Convention which is worth a total of 14 CEU credits; the International Order of the Golden Rule is having its Annual Conference Part One for 4 CEU credits and Part Two for 3.5 CEU credits; MSFDA is having an Annual Convention for 12.25 CEU credits; NFDMA is offering seven courses that are 1-1.5 CEU credits each; NFDMA is holding programs Preparing Your Facility for an Active Threat Part Two for 1 credit and Retirement and Tax for the 21st Century Business Owner for one credit; selected independent funeral home programs: Forum Focus Expert Edition in May and June (each worth 3 credits).

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

Old Business: Mr. Wylie reported that the corrected COMAR 10.29.03, COMAR 10.29.06, COMAR 10.29.09, and COMAR 10.29.12 are on the website as of April 4, 2022. Dr. Bailey added that these new versions of the legislation will affect future inspection reports, which should be updated in the coming weeks.

5. **OLD BUSINESS:** None.

6. **NEW BUSINESS:** None.

7. **REMINDERS:**

- a. Next Open Session Board Meeting: Wednesday May 11, 2022 at 1pm via Google Meets.
- b. Family Security Trust Fund Public Open Meeting: Wednesday May 11, 2022 at 12pm via Google Meets.
- c. Jurisprudence Exam: Tuesday July 12, 2022, location and times to be determined
- d. Practical Exam: Thursday October 6, 2022 at the Maryland State Anatomy Board.

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 April 13, 2022. In particular, the Board will be discussing administrative office matters, complaints, inspections, and investigations.
9. **ADJOURNMENT:** Dr. Bailey made a motion for adjournment, seconded by Dr. Kalshoven and by general consensus with no objection, the meeting was adjourned at 1:30 pm.