

MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS

OPEN SESSION MINUTES

MAY 11, 2022 at 1:00 pm via Google Meets

1. CALL TO ORDER/GREETINGS: Board President Dr. 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; Robert Bradshaw; Melanie Oppat; Dr. James Kalshoven; Brandon Wylie; Suzanna Kuriadom; Rev. Richard Mosley.
 - b. Board Staff Present: Joshua Frazer, Esq; Zakiyyah Holmes, Licensing Coordinator; Andrew Liberto, Inspector/Investigator.
 - c. April 13, 2022 Meeting Minutes: Michele Kutta made a motion, which was seconded by Rev. Mosley, and the Board unanimously approved the minutes as written.
2. PRESIDENT'S REMARKS: Dr. Bailey thanked everyone for attending and reminded all in attendance to spread the word about the open session meetings to increase attendance from all members.
3. ADMINISTRATIVE REPORT: Dr. Bailey announced that there are two vacancies on the board staff: the Secretary III position and Executive Director. The Secretary III position's request for hire will be going out shortly and the Executive Director request has already gone out. Dr. Bailey hopes that we will receive news about the Executive Director position soon.
4. COMMITTEE REPORTS:
 - a. Executive Committee: Dr. Bailey reported on the FY22 budget update: Revenue - \$371,541; Expenditures - \$394,076.97; FY21 Carryover - \$144,747.54; Current Fund Balance \$142,717.19. The current fiscal year will be ending on June 30 with the new one beginning on July 1. The fund balance does carry over from year to year, meaning that the Board will have an additional renewal period for licensees. Dr. Bailey reported that the committee also discussed the Board Member vacancy and that the vacancy will be filled within the next 60 days, per statute.
 - b. Family Security Trust Fund: Chair Dr. James Kalshoven reported that the Family Security Trust Fund balance is currently \$1,147,889.52. This is an increase of \$182 from the previous month. He also reported that the committee met earlier in the day and discussed the state will be removing about \$21,000 of owed interest from the fund. As of today's meeting, the transfer had not yet occurred.
 - c. Pre-Need Committee: Chair Robert Bradshaw shared that the committee has nothing to report at this time.

- d. Establishment Committee: Chair Kirk Helfenbein reported on that the committee met earlier in the day and reported that the committee has written and sent out a letter to those seeking board approval on what they may be missing in their application.

New Crematory: Heart of Maryland Cremation Services, LLC; Motion for approval was made by the committee, which was seconded by Robert Bradshaw, and the board unanimously approved the application.

Mortuary Transport Company Permit: Jordan Mortuary Transport, LLC. Motion for approval was made by the committee, which was seconded by Rev. Mosley, and the board unanimously approved the application.

Tri-County First Call, LLC. Motion for approval was made by the committee, which was seconded by Rev. Mosley, and the board unanimously approved the application.

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

Apprentice:

Marcia Hill; sponsor Jack Wilson; J.B. Jenkins Funeral Home, PA; motion for approval was made by the committee, which was seconded by Rev. Mosley and the board unanimously approved the application.

Natalie Kindle; sponsor Jeffrey Nigro; Lee Funeral Home, PA; motion for approval was made by the committee, which was seconded by Melanie Oppat and the board unanimously approved the application.

Madison Ribant; sponsor Gregory Karpman; Donaldson Funeral Home of Clarksville, PA; motion for approval was made by the committee, which was seconded by Rev. Mosley and the board unanimously approved the application.

Apprentice Change of Sponsor:

Ashana Staton; sponsor Albert Wylie; Wylie Funeral Home, PA; Brandon Wylie recused himself from the vote; motion for approval was made by the committee, which was seconded by Melanie Oppat and the board unanimously approved the application. Mr. Wylie then rejoined the meeting.

Courtesy Card: None

Crematory Operator:

Jeffrey Hartzler; Heart of Maryland Cremation Services, LLC; motion for approval was made by the committee, which was seconded by Robert Bradshaw and the board unanimously approved the application.

Sandra Hartzler Brothers; Heart of Maryland Cremation Services, LLC; motion for approval was made by the committee, which was seconded by Melanie Oppat and the board unanimously approved the application.

Shane Weeks; Heart of Maryland Cremation Services, LLC; 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: None

Mortician Reinstatement: None

Mortician via Waiver of Apprenticeship: None

Executor License:

Ryan Berger; Roger Brady Estate; Andrew K. Coffman Funeral Home, Inc.; motion for approval was made by the committee, which was seconded by Rev. Mosley and the board unanimously approved the application.

Registered Transporter:

Geoffrey Brown; Metropolitan Funeral Service; motion for approval was made by the committee, which was seconded by Rev. Mosley and the board unanimously approved the application.

Elizabeth Castillo; Anatomy Gifts Registry and Cremation Center of Maryland; motion for approval was made by the committee, which was seconded by Melanie Oppat and the board unanimously approved the application.

Jaron Hurd; Tri-County First Call; motion for approval was made by the committee, which was seconded by Rev. Mosley and the board unanimously approved the application.

Carlton Jordan; Jordan Mortuary Transport, LLC; 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 the following:

Old Business: Mrs. Melanie Oppat reminded all licensees that if they would like to receive one CEU credit for attending today's virtual meeting, please email

their name and license number to the Board Office at mdh.bomfd@maryland.gov.

New Business: None

CEU Submissions (Pre-Approved):

NFDMA; When a Child Dies: Resources for Funeral Directors and Patients; one CEU.

Dodge Institute for Advanced Mortuary Studies; Technical Embalming Skills and Supporting Documents.

Internal Conference: Funeral Service Examining Boards; five CEUs.

Requiring Board Approval:

March Funeral Home; 2022 Funeral Homes Employees OSHA and MOSH Update; 3 CEUs; motion for approval was made by the committee, which was seconded by Brandon Wylie and the board unanimously approved the application.

Virginia Morticians Association 94th Annual Convention for Morticians; 4.5 CEUs; motion for approval was made by the committee, which was seconded by Brandon Wylie and the board unanimously approved the application.

SCI Management Online Courses including:

Back Safety for 1.5 CEUs

Bloodborne Pathogens for 1.5 CEUs

Complaint Resolution for 1.5 CEUs

Cremation Consumer for 1.5 CEUs

Cremation Theory for 2 CEUs

Defensive Driving for 1.5 CEUs

Effective Employee Counseling for 1 CEU

Effective Supervision for 1 CEU

Effective Telephone Communication for 1 CEU

Fire Safety for 1 CEU

Formaldehyde Awareness Training for 1 CEU

FTC Funeral Rules for 2 CEUs

Funeral At-Need Contracts for 1 CEU

Hazard Communications for 1.5 CEUs

