

MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS
OPEN SESSION MINUTES
OCTOBER 13, 2021

- 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, 1st Vice President; Robert Lang, 2nd Vice President; Kirk Helfenbein, Secretary; Dr. James Kalshoven; Brandon Wylie; & Sheria Jennings.

Board Members Absent: Melanie Oppat; Robert Bradshaw; Rev Richard Mosley, & Suzana Kuriadom.

Board Staff Present: Christy Collins, Executive Director; Zakiyyah Holmes, Licensing Coordinator; Jessica Terry, Office Secretary; Deborah Donohue, Esq., Interim Board Counsel; & Lillian Reese, Legislative and Regulations Coordinator.

September Meeting Minutes: Michele Kutta made a motion, which was seconded by Robert Lang, and the Board unanimously approved the minutes as written.

- 2. PRESIDENT’S REMARKS:** Dr. Bailey thanked everyone for their attendance of this open session meeting. Dr. Bailey expressed belated wishes of a good holiday weekend.
- 3. ADMINISTRATIVE REPORT:** Executive Director Collins reminded attendees that the office continues to be open Monday through Friday from 8:00 a.m. until 4:30 p.m., document drop offs and/or pickups will be accepted until 4:00 p.m. daily. Mrs. Collins encouraged attendees to visit the Board website where the latest laws and regulations have been posted. Mrs. Collins announced that all applications must be submitted to the Board office three weeks prior to an open session Board meeting for consideration.
- 4. COMMITTEE REPORTS:**
- a. **Executive Committee:** Dr. Bailey reported the FY22 budget update: FY 21 Revenue – \$144,747.54; FY22 Revenue - \$35,236; Expenditures - \$73,351.05, Fund Balance - \$106,632.49. Dr. Bailey discussed the upcoming implicit bias training requirement – effective April 1, 2022 - links for this requirement are available on the Board website. Dr. Bailey noted that this training is not provided, overseen, or sponsored by the Board.
 - b. **Family Security Trust Fund:** Chair, Dr. James Kalshoven, reported that the Family Security Trust Fund balance is \$1,144,133.62. Dr. Kalshoven noted an increase of \$1,783.63 from the previous month’s report.
 - c. **Pre-Need Committee:** Dr. Bailey reported on behalf of Chair Robert Bradshaw that the committee has no report at this time.

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- 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: Ms. Kutta announced the next jurisprudence exam will be held on Tuesday January 4, 2022; location to be determined.

New Business: Ms. Kutta reminded applicants and licensees to visit the Board's website for the most up to date applications and forms.

Apprentice: Chair Michele Kutta presented the following applicants for approval:
***denotes recusal of Brandon Wylie.

1. Tia Bennett; Sponsor - Donald Knight, March Funeral Home West, Inc. Motion for approval was made by the committee, which was seconded by Robert Lang, and the Board unanimously approved the application.
2. Mikayla DeWitt; Sponsor - Steven Eline, Eline Funeral Home. Motion for approval was made by the committee, which was seconded by Robert Lang, and the Board unanimously approved the application.
3. Charmaine Edmonds; Sponsor - Anne Hutzenbiler, Hines-Rinaldi Funeral Home. Motion for approval was made by the committee, which was seconded by Robert Lang, and the Board unanimously approved the application.
4. ***Tyesha Griffin; Sponsor - Devin Conner, Wylie Funeral Home. Motion for approval was made by the committee, which was seconded by Robert Lang, and the Board unanimously approved the application.
5. ***Chanda Jeffers; Sponsor - Anthony Brayboy, Wylie Funeral Homes. Motion for approval was made by the committee, which was seconded by Robert Lang, and the Board unanimously approved the application.
6. Xavier Jones; Sponsor - Wyrta Myster, Henry Funeral Home. Motion for approval was made by the committee, which was seconded by Robert Lang, and the Board unanimously approved the application.
7. Anthony Pittman; Sponsor - Jacqueline Roane, Joseph H. Brown, Jr. Funeral Home. Motion for approval was made by the committee, which was seconded by Robert Lang, and the Board unanimously approved the application.
8. John Zavrotny; Sponsor - William Pumphrey, Robert A. Pumphrey Funeral Home. 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: Chair Michele Kutta presented the following

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applicants for approval:

1. Shaquan Lyons; Sponsor - William Buggs, J.B. Jenkins Funeral Home. 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: Chair Michele Kutta presented the following applicants for approval:

1. Keely Aranibar, Final Journey Crematory LLC. Motion for approval was made by the committee, which was seconded by Robert Lang, and the Board unanimously approved the application.
2. Shawn Banks, Final Journey Crematory LLC. Motion for approval was made by the committee, which was seconded by Robert Lang, and the Board unanimously approved the application.
3. Daniel Simons, Final Journey Crematory LLC. Motion for approval was made by the committee, which was seconded by Robert Lang, and the Board unanimously approved the application.
4. Alyson Taylor, Final Journey Crematory LLC. Motion for approval was made by the committee, which was seconded by Robert Lang and the Board unanimously approved the application.

Executor (Personal Representative): None.

Funeral Director: None.

Mortician: Chair Michele Kutta presented the following applicants for approval:

*** denotes recusal of Sheria Jennings.

1. Rachel Aulton, Schimunek Funeral Home. Motion for approval was made by the committee, which was seconded by Robert Lang, and the Board unanimously approved the application.
2. Jennifer Keeney, Sol Levinson & Bros., Inc. Motion for approval was made by the committee, which was seconded by Robert Lang, and the Board unanimously approved the application.
3. ***Kevin Muller, Vaughn C. Greene Funeral 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: Chair Michele Kutta presented the following applicants for approval:

1. Bernadette Brusoe, Phillip Rinaldi Funeral Service, PA. 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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2. Kyle Glenn. Motion for approval was made by the committee, which was seconded by Robert Lang, and the Board unanimously approved the application.

Mortician by Waiver of Apprenticeship: Chair Michele Kutta presented the following applicants for approval:

1. William Hart, Loudon Park Funeral Home. Motion for approval was made by the committee, which was seconded by Robert Lang and the Board unanimously approved the application.
2. Evalina Huggins. Motion for approval was made by the committee, which was seconded by Robert Lang, and the Board unanimously approved the application.

Registered Transporters: Chair Michele Kutta presented the following applicants for approval:

1. Kylie Davis; Anatomic Gift Registry and Cremation Center of MD. Motion for approval was made by the committee, which was seconded by Robert Lang, and the Board unanimously approved the application.
2. Jamey Kidd; Anatomic Gift Registry and Cremation Center of MD. Motion for approval was made by the committee, which was seconded by Robert Lang, and the Board unanimously approved the application.
3. Terry Tuck, TT Transporters LLC. Motion for approval was made by the committee, which was seconded by Robert Lang, and the Board unanimously approved the application.

Surviving Spouse: None.

- f. **Continuing Education Units Committee**: On behalf of committee Chair Melanie Oppat, Kirk Helfenbein reported 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 our Board Office at mdh.bomfd@maryland.gov.

New Business: None.

The following educational offerings are considered automatically approved pursuant to COMAR 10.29.05.03:

1. DelMarva Funeral Service Association (DFSA)
 - *Options for Pre-Need Funding* (1 CEU). 10/21/21 Bridgeville, DE.
 - *Alternative Funding for Long Term Care* (1 CEU). 10/21/21 Bridgeville, DE.
2. KAVOD –Independent Jewish Funeral Chapels. Effectively Recruiting and Retaining Top Talent: Challenges Facing (2 CEUs). 10/18/21 Nashville, TN.

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3. National Funeral Directors Association.

- *The Centennial of the Funeral of the Unknown Soldier* (1 CEU). 10/20/21 Nashville, TN.
- *Best Practices for Running Your Business* (1 CEU). 10/17/21 Nashville, TN.

g. **Legislative Committee:** Co-Chair Sheria Jennings reported on the following:

Old Business: None.

New Business: Co-Chair Sheria Jennings reported that House Bill 28/Senate Bill 5 (Implicit Bias Training) became effective October 1. Ms. Jennings also mentioned House Bill 604/Senate Bill 180 (Unclaimed Remains of Veterans). Ms. Jennings encouraged everyone to visit the Board website, where links to all of these legislative updates are available. Legislative Coordinator Lillian Reese added that two regulatory proposals are slated to be printed in the Maryland Register on October 22, 2021, with a 30-day public comment period ending on November 22, 2021.

5. **OLD BUSINESS:** Dr. Bailey reiterated the importance of reviewing the implicit bias training requirements - links are conveniently located on the Board website.
6. **NEW BUSINESS:** Dr. Bailey noted that professionalism is an expectation when addressing the Board and its staff members - the use of profanity is prohibited. Dr. Bailey reminded everyone that neither the Board nor any of its staff are authorized to provide legal advice, which includes interpretation of statutes and regulations. Dr. Bailey urged all applicants to review relevant statutes and regulations and reiterated that application fees are non-refundable. Board staff may assist with application procedures, but may not advise how to complete an application.
7. **UPCOMING REMINDERS:** Dr. Bailey announced reminders of the following:
- Next Open Session Board Meeting – November 10, 2021 at 1:00 p.m., virtually: Google Meet
 - Jurisprudence Exam – Tuesday January 4, 2022; location TBD
 - FTC Rule handbooks are available at the Board office free of charge – which outlines General Price List guidelines. This information is also available online on the FTC website. Neither the Board, nor its staff is able to offer advice on these guidelines.
8. **ADMINISTRATIVE MEETING STATEMENT:** At this time the Board, Board Counsel, ED, and staff will be recessing the open session to convene our Administrative session in a meeting that is not open to the public on this day October 13, 2021 at 1:35 p.m. The Board will discuss matters not subject to the Open Meetings Act requirements contained in the General Provisions Article, Title 3. In particular, the Board will be

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discussing:

- Disciplinary matters, application deficiencies, and complaints which are required to be kept confidential pursuant to Md. Code Ann., Health Occ. § 1-401, COMAR 10.31.01.05, and COMAR 10.29.11 which provide that Board investigations and complaint proceedings are confidential and which are quasi-judicial functions to which the Open Meeting Act does not apply, per Gen. Prov. § 3-103(a)(1)(ii).
- Employment vacancy for an inspector/investigator, which is a personnel matter to be discussed in closed session pursuant to Gen. Prov. 3-305(b)(1).
- Paperwork required to be filed by board members, which is an administrative function to which the Open Meetings Act does not apply, per Gen. Prov. § 3-103(a)(1)(i).

9. **ADJOURNMENT:** Robert Lang made a motion for adjournment, seconded by Dr. James Kalshoven, and with no objection, the meeting was adjourned at 1:36 p.m.