

MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS
OPEN SESSION MINUTES
DECEMBER 12, 2018

- I. **CALL TO ORDER/GREETINGS:** The public session meeting was called to order by D. Lynn Newman, President, at 1:05 p.m. A motion was called for the approval of October 10 and November 14, 2018 Meeting Minutes – motion was made, seconded, and approved.

Board Members Present:

D. Lynn Newman, President; Wayne Cooper, Esq., 1st Vice President; Michele Kutta, Board Secretary; Mark Bailey; Dr. Ahmed Elzaree; Kirk A. Helfenbein; Victor C. March, Sr.; Lynn Shuppel; and Robert Bradshaw.

Board Members Absent:

Robert Lang

Board Staff Present:

Gail V. Tucker, Executive Director; Thomas Anderson, Health Occupations Inspector; Eula Gautreaux, Licensing Chief; Lisa Woods, Office Secretary; Carla Boyd, Esq., Board Counsel.

- II. **PRESIDENT’S REMARKS:** President Newman welcomed everyone to the open meeting and extended Holiday Greetings.

- III. **ADMINISTRATIVE REPORT:** Licensing Chief Eula Gautreaux reported on behalf of Executive Director Gail V. Tucker, who was experiencing vocal problems. The Board has received a number of inquiries regarding the 2019 Board vacancies for practitioners. The list of applicants has been received and returned to the Office of Appointments and Executive Nominations – those selected will be notified in February 2019. Following a recent bomb threat, emergency procedures are being revised. Central Services Division is working on methods to disseminate information quickly to all building occupants via text alerts. Evacuation drills will begin in January. Status reports are as follows: transport services renewed, 50; non-renewed, 13. To date, there are a total of 298 transporters, 37 crematories, 197 crematory operators, 57 corporations, 3 non-renewed, 309 establishments, 64 courtesy card holders, 9 funeral directors, 9 surviving spouse, 78 apprentices, and 959 morticians. The next renewal cycle is April 2019 – approximately 500 renewals are expected at that time.

- IV. **COMMITTEE REPORTS:**

- a. **Executive Committee** – President D. Lynn Newman reported the Board has received the resignation of Dr. Camille Bryan. Dr. Bryan served as 2nd Vice President and that position will be filled. Executive Director Gail Tucker will accept nominations through the end of this month – any Board member interested should email Mrs. Tucker. Voting will take place in January.
- b. **Family Security Trust Fund Advisory Committee** – Chair Victor C. March, Sr. reported there is currently \$1,095,072.94 in the FSTF.
- c. **Pre-Need Committee** – No Report.

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d. Establishment Committee – Chair Dr. Ahmed Elzaree reported on the following establishments:

- i. Moved for approval of Potomac Valley Cremation Center of Montgomery County P.A. for crematory permit; and
- ii. Moved for approval of Simplicity Crematory LLC for crematory permit.

e. Licensure Committee – Licensing Chair Michele Kutta reported on the following applicants:

- i. Apprentice – Ms. Kutta moved for approval of Leanne Kristen Parr of Donald V. Borgwardt Funeral Home for change of sponsorship. The motion was seconded and approved; and

Moved for approval of Benjamin Stallings of Hubbard Funeral Home for apprentice license. The motion was seconded and approved.

- ii. Mortician – Ms. Kutta moved for approval of the following for mortician’s license. The motion was seconded and approved:

Paul Steven Danfelt Jr.;
Myles Kalina-Hammond; and
Erin F. Nagy

- iii. Crematory Operator – Ms. Kutta moved for approval of Thomas Ethan Allen

- iv. Registered Transporters – Ms. Kutta moved for approval of the following registered transporters. The motion was seconded and approved.

Brett Zelaya of Statewide Removal MTS;
Simone Lynch of Alvin’s Anointed Hands, Inc.;
Bessie Lampkins of Alvin’s Anointed Hands, Inc.;
Juan P. Wigfall of EC Whitaker Company; and
Kelsey D’Ascoli of Anatomic Gift Foundation

- v. Courtesy Card – Ms. Kutta moved for approval of Zachary T. Parker for courtesy card.

f. Continuing Education Units Committee – Kirk Helfenbein reported on the following CEUs. The motion was seconded and approved.

- 1. Funeral CE – Top 5 Things They Didn’t Teach in Mortuary School – Online –2 CEUs.
- 2. Funeral CE – Funeral Personalization and Family Engagement – Online – 3 CEUs.

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3. Funeral Service Academy – Various online courses listed online – Various dates– various CEUs.
4. International Order of the Golden Rule – 2019 Young Professionals Event – Change Starts Here Day 1 – March 10, 2019 – 3.5 CEUs.
5. International Order of the Golden Rule – 2019 Young Professionals Event – Change Starts Here Day 2 – March 11, 2019 – 4.5 CEUs.
6. Ed Ranier – OSHA Funeral Home Requirements – January 17, 2019 – 3 CEUs.
7. David Bednar – 2018 Annual OSHA Required Training – November 7, 2018 – 2 CEUs.
8. David Bednar – 2019 Annual OSHA Training – Various Dates – 2 CEUs.
9. CANA – CANA’s 2019 Cremation Symposium – February 5-7, 2019 – 7.5 CEUs.
10. CANA – The Art of Selling Cremation 2: A Preneed Summit – February 5, 2019 – 5.5 CEUs.
11. MSFDA – Opioid Awareness – Online – 1 CEU.
12. MSFDA – MSFDA 100th Annual Convention – June 24-27, 2019 – 12.25 CEU’s.
13. DFSA – Pre-Need Law – February 21, 2019 – 2 CEUs.
14. Tri-County Funeral Directors Association – Overview of KWVMF and Memorial Donations - January 10, 2019 - .5 CEU.
15. Tri-County Funeral Directors Association – Tissue Donation - January 10, 2019 - 1 CEU.
16. Regulatory Support Services – Odds and Ends – Online – 1 CEU.
17. Regulatory Support Services – OSHA – Climbing the Compliance Mountain – Online – 2 CEUs.
18. Regulatory Support Services – FTC Pricing Special Services and Telephone Shoppers – Online – 1 CEU.
19. Regulatory Support Services – Compliance All-Stars – Are You the A-Team or the F-Troop – Online – 1 CEU.
20. The Living Legacy Foundation – An Open House For Funeral Directors – December 13, 2018 – 3 CEUs.
21. NFDA – Coffee Hour with the Cremation Experts - January 24, 2019 – 1 CEU.
22. NFDA – NFDA Arranger Training – Various dates – Various dates - 6 CEUs per day.
23. NFDA – NFDA Cremation Certification Program – Various dates – Various CEUs.

- V. **OLD BUSINESS:** Board Secretary Michele Kutta reported that we have continued dialogue regarding the renewal of application for crematory operators. Currently, the renewal states since the certificate expires in 5 years per the training – we have followed that 5-year renewal period. However, we’ve been contacted by NFDA, on its consideration to remove the expiration date from those certificates; therefore, once officially trained, there will not be a renewal period. Until confirmation from NFDA (removal of expiration date portion), the Board will maintain its current practice.

Lastly, there is no need to contribute to the Family Security Trust Fund (FSTF) for establishment renewals. Any updates to the Fund can be found on the right side of the Board’s website.

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- VI. **NEW BUSINESS:** Licensing Chief Eula Gautreaux reported the following on behalf of Mrs. Tucker. The public calendar for all Health Occupations Boards managed by Dr. Kim Lang's office will reflect all public meetings and agendas posted 24 hours prior to board meetings, trainings, and public policies. The Jurisprudence Exam will be held on January 15, 2019 at the Board Office at 10:00 a.m.

BOARD MATTERS: Dr. Camille Bryan tenured her resignation from the Board, as she has accepted a position as a Sr. Manager with the American Psychiatric Association. On Behalf of the Board Staff, we wish her well on her new endeavor and safe travels to Nashville today. With that, Mrs. Tucker asked Victor March, Sr. to assume the position as the Pre-Need Committee – Mr. March accepted.

- VII. **FOR YOUR INFORMATION:** The next Board meeting will take place on January 9, 2019. Financial disclosures are due April 30, 2019 for 2018.

- VIII. **LEGISLATIVE/REGULATION UPDATE:** Secretary Neall will hold a Board Chair and Executive Director Meeting on January 3, 2019 at 10:00 a.m. in preparation for the upcoming legislative session, and to address Board roles and concerns. The Maryland General Assembly (MGA) convenes at 12:00 p.m., on January 9, 2019. There will be swearing in of Members. A MGA Calendar of Events, as well as the 2019 State Holiday calendar was disseminated and are posted on the web site.

- IX. **Adjournment:** With no further business, on a motion by President D. Lynn Newman, and properly seconded, the Board unanimously voted to conclude the meeting at 2:55 p.m.

Respectfully submitted,

Lisa Woods
Recording Secretary