

MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS

OPEN SESSION MINUTES

March 10, 2021

1. **CALL TO ORDER/GREETINGS:** Board President, Dr. Mark Bailey called the meeting to order at 1:01pm 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; Robert Bradshaw; Brandon Wylie; Melanie Oppat; Dr. Ahmed Elzaree, and Suzana Kuriadom.

Board Member Absent: Sheria Jennings.

Board Staff Present: Christy Collins, Executive Director; Zakiyyah Holmes, Licensing Coordinator; Demetrius Thompson, Interim Investigator/Inspector; Bethan Haaga, Esq., Board Counsel

March 10, 2021 Meeting Minutes: Melanie Oppat made a motion, which was seconded by Kirk Helfenbein, and the Board unanimously approved the minutes as written.

2. **PRESIDENT'S REMARKS:**

Dr. Bailey highlighted National Funeral Directors and Mortician day on March 11, 2021. Dr. Bailey acknowledged Governor Hogan's signed proclamation for the State of Maryland. Governor Hogan's signed proclamation was read out loud to honor the hard work and was dedicated as a professional day.

3. **ADMINISTRATIVE REPORT:**

Executive Director Collins reminded everyone that the MDH Metro Executive building remains closed to the public. Executive Director Collins announced all 2021 renewal applications have been sent by regular mail to licensees. Executive Director Collins highlighted all points of contact for the Board Office to include mail: 4201 Patterson Ave. Baltimore, MD 21215, phone: 410-764-4792, Fax: 410-358-6571, and email: MDH.BOMFD@maryland.gov. Executive Director Collins announced the online portal is open for all morticians' renewals. Transport company vehicle inspections will continue to be conducted every other Tuesday by appointment only. Please register with the Board Office for all Transport company inspections. Executive Director Collins welcomed the Board office's new office secretary, Jessica Terry.

4. **COMMITTEE REPORTS:**

a. Executive Committee: Dr. Bailey reported the FY21 budget update: Revenue - \$447,575.00 Expenditures - \$188,990.63, and Fund Balance - \$258,584.37. Dr. Bailey reminded all 2020 renewals that have not renewed to please do so at their earliest convenience to avoid any delays. Dr. Bailey encouraged all licensees to submit their required 12 Continuing Education Credits (CEUs) with their renewal packets. Dr. Bailey reminded all Board members that financial disclosures are due April 30, 2021.

b. Family Security Trust Fund: Chair, Dr. James Kalshoven, reported that the Family Security Trust Fund balance is \$1,138,799.58. Dr. Kalshoven noted an increase of

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\$1,368.38 from the previous month's report. Dr. James Kalshoven announced the upcoming Family Security Trust Fund Open Session meeting details will be provided on the Board Website homepage, and to please continue to watch for any updates.

c. **Pre-Need Committee**: Chair Robert Bradshaw reported the committee has no report at this time.

d. **Establishment Committee**: Chair Kirk Helfenbein reported on the following:

Old Business: None.

New Business: Chair Kirk Helfenbein submitted for adoption of a new establishment name change form for Board review and approval. Committee made a motion for the Board to accept form as written and place on Board website, seconded by Michele Kutta, and the Board unanimously approved the establishment name change form as written be placed on the Board website.

New Establishment: RMT Funeral Services, LC, MD; Owner: Jessyca Hart. Motion was made by committee, seconded by Michele Kutta, and the Board unanimously approved the issuance of an establishment license.

New Restricted Establishment: Michael R. Garrison, Sr. Funeral Services restricted out of Brooks Clinton Funeral Service, P.A., 2222 W. North Ave., Baltimore, MD 21216; Supervising Mortician: Michael Garrison, Sr. Motion was made by committee, seconded by Michele Kutta, and the Board unanimously approved the issuance of a restricted establishment license.

Change of Ownership: None.

New Crematory: None.

Mortuary Transport Company Permit: None.

Name Change Request: None.

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

Old Business:

1. Chair Michele Kutta acknowledged the 2021 renewal applications were sent out via regular mail on February 24, 2021. Additionally, the online payment portal is now open for the 2021 renewal cycle effective March 1, 2021. Furthermore, all licensees were requested to send in their required 12 CEUs credits to avoid any delays.

New Business:

1. Chair Michele Kutta announced the new morticians' application and checklists, inactive application request, and executor personal representative

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application have been updated and placed on the Board website. Additionally, the Jurisprudence Exam will take place on Tuesday, April 6, 2021.

Apprentice: Chair Michele Kutta presented the following apprenticeship applications for approval:

1. Anna Behm, Sponsor: Edward Brinsfield; Brinsfield Funeral Home, PA. Motion was made by committee, seconded by Melanie Oppat, and the Board unanimously approved the issuance of an apprentice license.
2. Bobbie Branch, Sponsor: Gary Gise; Hines-Rinaldi Funeral Home. Motion was made by committee, seconded by Robert Lang, and the Board unanimously approved the issuance of an apprentice license.
3. Tynisha Savage, Sponsor: Wyrta Myster; Bennie Smith Funeral Home. Motion was made by committee, seconded by Robert Lang, and the Board unanimously approved the issuance of an apprentice license.
4. Ca'Lynn Scruggs, Sponsor: Calvin Scruggs; Calvin B. Scruggs Funeral Home. Motion was made by committee, seconded by Robert Bradshaw, and the Board unanimously approved the issuance of an apprentice license.

Apprentice Change of Sponsor: Chair Michele Kutta presented the following applicants for apprentice change of sponsor for approval:

1. None.

Courtesy Card: Chair Michele Kutta presented the following applicants for courtesy card for approval:

1. John McMillan III, McGuire Funeral Service, Inc., DC. Motion was made by committee, seconded by Melanie Oppat, and the Board unanimously approved the issuance of a courtesy card license.

Crematory Operator: Chair Michele Kutta presented the following applicants for crematory operator permit for approval:

1. Todd Liller, George P. Kalas Funeral Home and Crematory. Motion was made by committee, seconded by Robert Bradshaw, and the Board unanimously approved the issuance of a crematory operator permit.

Funeral Director: Chair Michele Kutta presented the following applicants for funeral director for approval:

1. None.

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

1. None.

Mortician Reinstatement/Reactivation: Chair Michele Kutta presented the following applicants for reinstatement for approval:

1. None.

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

1. None.

Personal Representative:

1. None.

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

1. Beniya Valentine; EC Whitaker Company. Motion was made by committee, seconded by Robert Bradshaw, and the Board unanimously approved the issuance of a transporter registration.

Surviving Spouse:

1. None.

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

Old Business: Chair Melanie Oppat reminded all licensees if they would like to receive 1 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:

National Funeral Directors Association (NFDA): Date – April 7-8, 2021.

1. *Patterning with Procurement Agencies to Better Assist Families* (1.0CEU)
2. *Prospecting to Women* (1.0CEU)
3. *The Millennial Funeral Director* (1.0CEU)
4. *Diffusing Conflict in the Arrangement Conference* (1.0CEU)
5. *What Holds Us Back at Work: How to Communicate with Colleagues, Managers, and Clients* (1.0CEU)
6. *Inside the Courthouse* (1.0CEU)
7. *Helpful Embalming Tips* (1.0CEU)
8. *Creating Small Moments of Ceremony during the Initial Transfer* (1.0CEU)
9. *The Future of Funeral Service is Emotional* (1.0CEU)

Mathews International: Date - Various Online.

1. *Best Practices for Educating Families About the Differences in Caskets* (1.0CEU)
2. *The Beauty, Characteristics and Value of Wood and Metal Caskets* (1.0CEU)

Chair Melanie Oppat presented the following continuing education credits for approval: Committee made a motion, seconded by Robert Bradshaw, and the Board unanimously approved the following continuing education credits:

Mathews International - Date: Various

1. A Complete Walking Tour of the Mathews Aurora Hardwood Manufacturing Plant in York, PA (2.5CEUs)

MKJ Marketing – Date: Various

1. MKJ Marketing Ski Summit, Beaver Creek, CO – Date: 2/22 – 2/24/2021 (13.5CEUs)
2. MKJ Marketing Sea Summit, Naples, FL – Date: 3/15 – 3/17/2021 (13.5CEUs)

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3. MKJ Mastermind Program – Date: 3/18/2021 (4.5CEUs)

4. MKJ Online Learning – Virtual Arrangements (5.0CEUs)

KAVOD - Date: Various

1. What Will and Will Not Work in 2021 for Getting More Cases – Date: 4/11/2021 (1.5CEUs)

2. Traffic is Pointless if Your Website Doesn't Convert – Date: 4/12/2021 (1.5CEUs)

g. **Legislative Committee:** Dr. Mark Bailey reported on the following:

Old Business:

1. Accepted by Delegate Crosby: Letter of Support with Amendments submitted 2/12/2021.

HB1006: Health Occupations – Service Members, Veterans, and Military Spouses – Temporary, License, Certification, and Registration.

New Business:

1. None.

5. OLD BUSINESS: None.

NEW BUSINESS: Dr. Bailey suggested to all business owners to reach out to the Department of Labor, Licensing, and Regulation to secure a beacon account in an attempt to avoid fraud when employees are seeking unemployment benefits. Dr. Bailey shared his condolences with the Board concerning the passing of licensees, Victor Dodo, Charles Stevens Funeral Home; Guinevere Redd, Redd Funeral Services, and Christine Coale, Coale Funeral Services, P.A.

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

- Next Board Meeting – Wednesday, April 14, 2021, 1:00 pm, Virtual: Google Meets
- Jurisprudence Exam – Tuesday, April 6, 2021
- Practical Exam – Thursday, April 8, 2021
- 2021 Mortician License Renewals
 - Online portal opened March 1, 2021.
 - Paper renewal applications sent on 2/24/2021.
 - Please review updates to COMAR 10.29.09.05 concerning CEU submission.
- Family Security Trust Fund Open Meeting – Wednesday, May 12, 2021, Virtual: Google Meets.

7. CLOSING STATEMENT: At this time the Board, Board Counsel, ED, and staff will be moving to our Administrative and closed session on this day March 10, 2021 at 1:40p.m. The Board will discuss matters not subject to the Open Meetings requirements contained in the General Provisions Article, Section 3. In particular, the Board will be discussing:

- 1) disciplinary matters, application deficiencies, and complaints which are required to be kept confidential pursuant to Gen. Prov. 3-305(b)(2) which protects the privacy of individuals, and COMAR 10.31.01.05 which provides that Board investigations are confidential.
- 2) vacancy selection hired for Office Secretary III, which is a personnel matter to be discussed in closed session pursuant to Gen. Prov. 3-305(b)(1).
- 3) paperwork required to be filed by board members, which is an administrative function to which the Open Meetings Act doesn't apply, per Gen. Prov. 3-103(a)(1).

8. ADJOURNMENT: Melanie Oppat made a motion for adjournment, seconded by Robert Bradshaw, and with no objection, the meeting was adjourned at 1:40 p.m.