

MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS
OPEN SESSION MINUTES
JUNE 9, 2021

1. **CALL TO ORDER/GREETINGS:** Board President, Dr. Mark Bailey called the meeting to order at 1:00 pm 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; and Dr. Ahmed Elzaree

Board Members Absent: Sheria Jennings & Suzanna Kuriadom.

Board Staff Present: Christy Collins, Executive Director; Zakiyyah Holmes, Licensing Coordinator; Jessica Terry, Office Secretary; Bethan Haaga, Esq., Board Counsel.

May 12, 2021 Meeting Minutes: Dr. Ahmed Elzaree made a motion, which was seconded by Michele Kutta, and the Board unanimously approved the minutes as written.

2. **PRESIDENT'S REMARKS:** Dr. Bailey expressed appreciation for the continued support and thanked all those in attendance for today's open session.
3. **ADMINISTRATIVE REPORT:** Executive Director Collins announced that the MDH Metro Executive building is now open for packet and document drop off. Please contact the office staff prior to reporting to the office to ensure a Board staff member is available to retrieve your documents – the building secretary will not accept any documents. Mrs. Collins reminded licensees that all points of contact for the Board office are available on our website located at health.maryland.gov/bom. Mrs. Collins announced that an email was sent out to all licensees on May 28, 2021, reminding everyone that all non-renewed licenses will expire on June 30, 2021, under executive order 21-03-09-03. Late fees will apply after this date. Mrs. Collins asked all licensees who did not receive this email to contact the Board office and ensure that their contact information is up to date in our system. Mrs. Collins confirmed that the online portal remains open for all morticians' renewals; however beginning on July 1, 2021 late fees will apply. Executive Director Collins reminded morticians that CEU certificates must be sent to the Board office after completing a renewal online. For those requesting exemption of CEUs after 40 years of service, please send in a letter acknowledging your request. Mrs. Collins reminded everyone that the Board website remains a valuable source of information and an updated webpage is forthcoming.
4. **COMMITTEE REPORTS:**
- a. **Executive Committee:** Dr. Bailey reported the FY21 budget update: Fund Balance - \$212,969, which will continue to increase until the FY end on June 30, 2021. Dr. Bailey reports that the Board is in the black (profitable) for the first time in a number of years. Dr. Bailey expressed gratitude to the committee chairs/members and Executive Director Collins for their efforts and accounting success. Dr. Bailey announced that virtual committee meetings have contributed to this years' financial success and plans to continue meetings in this format have been accepted by the Board. Dr. Bailey recognized, Dr. Ahmed Elzaree – who is leaving the Board of Morticians and Funeral Directors after 9 years of service. Dr. Bailey

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presented a certificate of a Appreciation to Dr. Ahmed Elzaree, signed by Dennis Schrader, Secretary of The Maryland Department of Health. Dr. Bailey announced that decorative wall certificates are now available - if you have not yet received one please contact Board office. Duplicate wall certificates are available for a fee. Dr. Bailey announced that a performance evaluation has been completed for Executive Director Christy Collins.

- b. **Family Security Trust Fund**: Chair Dr. James Kalshoven reported that the Family Security Trust Fund balance is \$1,141,436.35. Dr. Kalshoven noted an increase of \$516.92 from the previous month's report.
- c. **Pre-Need Committee**: Chair Robert Bradshaw reported the committee has no report at this time.
- d. **Establishment Committee**: Chair Kirk Helfenbein reported the committee has no report at this time.
- e. **Licensure Committee**: Chair Michele Kutta reported on the following:

Old Business: None.

New Business: None.

Apprentice: Chair Michele Kutta presented the following apprenticeship applications:

- 1. John Dill; Sponsor Timothy Harman, Harman Funeral Home. Motion for approval was made by the committee, which was seconded by Dr. Ahmed Elzaree and Dr. James Kalshoven, and the Board unanimously approved the apprentice application.

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

- 1. Lexus Wigfall; Sponsor Chrylle Bluford, Ross-Bluford Funeral Services. Motion for approval was made by the committee, which was seconded by Dr. Ahmed Elzaree, and the Board unanimously approved the change of sponsor application.

Courtesy Card: None.

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

- 1. Christian Burney; Patapsco Crematory. Motion for approval was made by the committee, which was seconded by Dr. Ahmed Elzaree, and the Board unanimously approved the crematory operator application.
- 2. Benjamin Higgins; Carroll Cremations, Inc. Motion for approval was made by the committee, which was seconded by Dr. Ahmed Elzaree,

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and the Board unanimously approved the crematory operator application.

3. Joshua Perez, Salisbury Crematory. Motion for approval was made by the committee, which was seconded by Dr. Ahmed Elzaree, and the Board unanimously approved the crematory operator application.
4. Durand Williams; Patapsco Crematory. Motion for approval was made by the committee, which was seconded by Dr. Ahmed Elzaree, and the Board unanimously approved the crematory operator application.

Funeral Director: None.

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

1. Jenna Kellen Strosnider, Resthaven Funeral Services. Motion for approval was made by the committee, which was seconded by Dr. Ahmed Elzaree, and the Board unanimously approved the mortician application.

Mortician Reinstatement/Reactivation: None.

Mortician by Waiver of Apprenticeship: None.

Personal Representative: None.

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

1. Katie Myers; Anatomy Gifts Registry and Cremation Center of MD. Motion for approval was made by the committee, which was seconded by Dr. Ahmed Elzaree, and the Board unanimously approved the registered transporter application.
2. June Nelson; Alvin's Anointed Hands, Inc. Motion for approval was made by the committee, which was seconded by Dr. Ahmed Elzaree, and the Board unanimously approved the registered transporter application.
3. Corey Smalls; Mid-Atlantic Removal Service. Motion for approval was made by the committee, which was seconded by Dr. Ahmed Elzaree, and the Board unanimously approved the registered transporter application.

Surviving Spouse: 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 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.

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New Business: None.

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

Funeral Directors Association of Metropolitan DC, 9/14/21; online/virtual. Various instructors.

1. Tissue Gas/Head & Facial Trauma/Delayed Embalming/Jaundice/Adapting to a New Environment/Maryland Pre-Need (6 CEUs), Mark E. Fisher & Victor March
2. Lessons Learned from the Pandemic/FTC Review, OSHA Updates & ADA Updates (2 CEUs), Mark Fisher & Billie Watson-Hughes

International Cemetery, Cremation and Funeral Association (ICCFA) 7/23-28/21; Atlanta, GA, various instructors. Approved by the Academy of Professional Funeral Service Practice (APFSP)

ICCFA University:

1. College of the 21st Century (24.5 CEUs)
2. College of Cremation (24.5 CEUs)
3. College of Funeral Home Management (24.5 CEUs)
4. College of Hospitality & Customer Experience (24.5 CEUs)
5. College of Land Management & Grounds Operations (25.5 CEUs)
6. J. Asher Neel College of Sales & Marketing (24.5 CEUs)
7. College of Leadership, Management and Administration (24.5 CEUs)

Chair Melanie Oppat presented the following continuing education credits for approval:

Graystone Associates, 1/14/21; Holloway Funeral Home. Support and Follow Up (7 CEUs), various instructors. This course date falls outside of the timeline outlined in COMAR 10.29.05. Motion to not approve this application was made by the committee, seconded by Dr. James Kalshoven, and the Board unanimously disapproved the continuing education unit application.

The Dodge Institute for Advanced Mortuary Studies, 11/11-12/21, Las Vegas, NV. 2021 Dodge Technical Series (9 CEUs), various instructors. Motion for approval was made by the committee, which was seconded by Dr. James Kalshoven, and the Board unanimously approved the continuing education unit application.

Virginia Morticians Association, 6/16-17/21; online/virtual. VMA 2021 Virtual Convention (6 CEUs submitted, 4 CEUs approved by committee), various instructors. Motion for approval was made by the committee, which was seconded by Dr. James Kalshoven, and the Board unanimously approved the continuing education unit application.

- g. Legislative Committee:** Co-Chair Brandon Wylie reported on the following:
Old Business: None.

New Business:

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1. Co-chair, Brandon Wylie, reports that effective October 1, 2021, HB 604/SB180 – Funeral Establishments and Crematories – Unclaimed Remains of Veterans – Notification, Disposition, and Reporting.

5. **OLD BUSINESS:** None.

6. **NEW BUSINESS:** Dr. Bailey announced that FY22 begins July 1, 2021, meaning that budget and legislative additions and/or modifications are likely on the horizon.

7. **UPCOMING REMINDERS:** Dr. Bailey announced reminders of the following:
 - FY 2020 & 2021 license renewals are due by June 30, 2021
 - Online portal remains open for morticians only.
 - Please review updates to COMAR 10.29.05 concerning CEU submission.
 - COVID-19 funeral funds are available to eligible families through FEMA (Federal Emergency Management Agency). However, the Board does not control, endorse, or provide any oversight to this benefit.
 - Next Open Session Board Meeting – Wednesday July 14, 2021, at 1pm, virtually: Google Meets
 - Jurisprudence Exam – Tuesday, July 13, 2021, location TBD
 - Practical Exam – Thursday, October 7, 2021, at the Maryland State Board of Anatomy: 655 West Baltimore Street, Baltimore MD 21201

8. **CLOSING STATEMENT:** At this time the Board, Board Counsel, Executive Director, and staff will be moving to our Administrative and closed session on this day June 9, 2021 at 1:35 p.m. The Board will discuss matters not subject to the Open Meetings requirement contained in the General Provisions Article, Section 3. In particular, the Board will be discussing:
 - 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.
 - 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 doesn't apply, per Gen. Prov. 3-103(a)(1).

9. **ADJOURNMENT:** Dr. James Kalshoven made a motion for adjournment, seconded by Robert Lang, and with no objection, the meeting was adjourned at 1:41 p.m.