

MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS

OPEN SESSION MINUTES

JUNE 8, 2022

1. CALL TO ORDER/GREETINGS: Board President Mark Bailey called the meeting to order at 1:05 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.
 - b. Board Staff Present: Joshua Frazer, Esq; Zakiyyah Holmes, Licensing Coordinator; Andrew Liberto, Inspector/Investigator.
 - c. May 11, 2022 Open Session Meeting Minutes: Michele Kutta made a motion, which was seconded by Dr. Kalshoven, and the Board unanimously approved the minutes as written.
 - d. May 11, 2022 Security Trust Fund Committee Minutes: Kirk Helfenbein 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 attending and reminded all in attendance that any recommendations can be emailed to the Board.
3. ADMINISTRATIVE REPORT: Dr. Bailey reported that the Executive Director is still unfilled, and that the application posting will be closing on June 16th. The Secretary III position is also still unfilled and will remain so until the Executive Director is appointed. Dr. Bailey also reminded those in attendance that application deadlines should be adhered to for the Board to move along in a timely manner.
4. COMMITTEE REPORTS:
 - a. Executive Committee: Dr. Bailey reported on the FY22 budget update: Revenue - \$381,836; Expenditures - \$396,841.19; FY21 Carryover - \$144,747.54; Current Fund Balance \$141,142.91. Dr. Bailey remarked that the committee has been reevaluating the budget to achieve this balance, as well as the lessened travel expenses by using Google Meets for Board meetings. Dr. Bailey also reported that with upcoming renewals, the board can expect another \$350,000-\$400,000 in renewals. The projected expenditures for FY22 were \$526,583.54 as compared to the actual expenditure of \$396,841.19. The current projected FY23 budget is \$584,514.00.

There will be two board positions to be filled in the coming fiscal year and Robert Bradshaw and Melanie Oppat will be receiving Maryland Dept of Health Service Awards for their time with the Board.

The Executive Committee also discussed looking at the current statues and regulations for any necessary improvements to the legislation.

- b. Family Security Trust Fund: Chair Dr. James Kalshoven reported that the Family Security Trust Fund balance is currently \$1,147,707.52. He also reported that the committee had an open meeting earlier in the month, which focused on the interest transfer that will be taken out of the fund of about \$21,000. This should not affect the base of the fund. The minutes from the open meeting should be online shortly. The next open meeting will be on November 8, 2022.
- c. Pre-Need Committee: Chair Robert Bradshaw shared that the committee has nothing to report at this time.
- d. Establishment Committee: **It should be noted that committee member Joshua Frazer requested that a revote be done because Mrs. Kutta inspected the following establishments: Rollins Life Celebration Center, Trinity Funeral and Cremation Services, and Keeney and Basford Funeral Home.**

Chair Kirk Helfenbein reported on the following:

New Establishments: Rollins Life Celebration Center, PA; owner Gary Rollins.

Motion for approval was made by the committee, which was seconded by Michele Kutta, and the board unanimously approved the application. A second motion for revote was made by the committee, which was seconded by Robert Bradshaw, and the board unanimously approved the application.

New Establishments Restricted: Trinity Funeral and Cremation Services by Dannie A. Morris, PA; restricted out of Howell and Jolly Memorial Chapel, PA; supervising mortician Danny Morris; motion for approval was made by the committee, which was seconded by Michele Kutta, and the board unanimously approved the application. A second motion for revote was made by the committee, which was seconded by Robert Lang, and the board unanimously approved the application.

Establishment Change of Ownership: Keeney and Basford Funeral Homes, PA; supervising mortician Ryan Geiger; motion for approval was made by the committee, which was seconded by Michele Kutta, and the board unanimously approved the application. A second motion for revote was made by the committee, which was seconded by Robert Bradshaw, and the board unanimously approved the application.

Mortuary Transport Company Permit: HIMY Solutions LLC; owner Abdulnur Zaid. Motion for approval was made by the committee, which was seconded by Michele Kutta, and the board unanimously approved the application.

Ruth's Way Transport LLC; owner Janet Brooks; motion for approval was made by the committee, which was seconded by Michele Kutta, and the board unanimously approved the application.

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

Apprentice:

Maria Caamano; sponsor Amy Sabiski; Evans Funeral Chapel; motion for approval was made by the committee, which was seconded by Kirk Helfenbein and the board unanimously approved the application.

Karen Hicks; sponsor Valerie Armstrong; Kalas Funeral Home and Crematory; motion for approval was made by the committee, which was seconded by Kirk Helfenbein and the board unanimously approved the application.

Sheree Sample-Hughes; sponsor Russell Fooks; Bennie Smith Funeral Home; motion for approval was made by the committee, which was seconded by Kirk Helfenbein and the board unanimously approved the application.

Kyle Sanders; sponsor Ryan Geiger; Keeney and Basford Funeral Homes, PA; motion for approval was made by the committee, which was seconded by Kirk Helfenbein and the board unanimously approved the application.

Tracey Shoopack; sponsor Thomas Zizo; Beall Funeral Home; motion for approval was made by the committee, which was seconded by Kirk Helfenbein and the board unanimously approved the application.

Apprentice Change of Sponsor:

Charles Christopher; sponsor Jeffrey Price; Advent Funeral and Cremation Services; motion for approval was made by the committee, which was seconded by Kirk Helfenbein and the board unanimously approved the application.

Ella Musick; sponsor Jeffrey Price; Advent Funeral and Cremation Services; motion for approval was made by the committee, which was seconded by Kirk Helfenbein and the board unanimously approved the application.

Elise Walley; sponsor Denise Hector; William Reese and Sons Mortuary, PA; motion for approval was made by the committee, which was seconded by Kirk Helfenbein and the board unanimously approved the application.

Courtesy Card: None

Crematory Operator:

Michael Ambrose; Stauffer Crematory; motion for approval was made by the committee, which was seconded by Kirk Helfenbein and the board unanimously approved the application.

William Brown; Stauffer Crematory; motion for approval was made by the committee, which was seconded by Kirk Helfenbein and the board unanimously approved the application.

Jennifer Wright; Evans Funeral Chapel and Crematory; motion for approval was made by the committee, which was seconded by Kirk Helfenbein and the board unanimously approved the application.

Jacob Zinn; West Arundel Crematory; motion for approval was made by the committee, which was seconded by Kirk Helfenbein and the board unanimously approved the application.

Funeral Director: None

Mortician:

Andrew Cropper; Holloway Funeral Home, PA; motion for approval was made by the committee, which was seconded by Kirk Helfenbein and the board unanimously approved the application.

Matthew Whitehead; Marshall March Funeral Home; motion for approval was made by the committee, which was seconded by Kirk Helfenbein and the board unanimously approved the application.

Mortician Reinstatement: None

Mortician via Waiver of Apprenticeship: None

Executor License: None

Registered Transporter:

Janet Brooks; Ruth's Way Transport, LLC; motion for approval was made by the committee, which was seconded by Kirk Helfenbein and the board unanimously approved the application.

Shayla Brooks; Ruth's Way Transport, LLC; motion for approval was made by the committee, which was seconded by Robert Lang and the board unanimously approved the application.

Abdulnur Zaid; HIMY Solutions 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

Mrs. Kutta also reminded everyone that anyone taking the Jurisprudence Exam in July needs to have their applications turned in by the Thursday prior to the test.

- f. Continuing Education Units Committee: Chair Melanie Oppat was not present. Kirk Helfenbein reported on 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, please email their name and license number to the Board Office at mdh.bomfd@maryland.gov.
New Business: None
CEU Submissions (Pre Approved):
National Funeral Directors Association courses which can be found on the Board's website.
Delmarva Funeral Service Association; Will Their Insurance Pay?; 2 CEUs.
 - g. Legislative Committee: Chair Brandon Wylie shared that the committee has nothing to report at this time.
5. OLD BUSINESS: None
6. NEW BUSINESS: None
7. REMINDERS:
 - a. Next Open Session Board Meeting: Wednesday, July 13, 2022 at 1:00 pm via Google Meets.
 - b. Jurisprudence Exam: Tuesday, July 12, 2022, location and times to be determined.
 - c. Practical Exam: Thursday, October 6, 2022 at the Maryland State Anatomy Board.
8. ADJOURNMENT STATEMENT: At this time, the Board, Executive Director, Board Staff, Investigator, and Board Council will be moving to the closing Administrative/Quasi-Judicial session on this day, June 8, 2022. In particular, they will be discussing disciplinary matters in response to complaints against licensees, administrative office matters, complaints, inspections, and investigations.
9. ADJOURNMENT: Dr. Bailey made a motion for adjournment, seconded by Robert Lang and by general consensus with no objection, the meeting was adjourned at 1:38 pm.