

**Massachusetts Board of Registration in Embalming and Funeral Directing
Public Session Minutes
Meeting of 5/17/16**

Held at
1000 Washington Street, Boston, MA, 02118
At 10:00 a.m.
Room 1G

Board Members Present:

Patrick Driscoll
Thomas O'Donnell (Arrived at 10:27)
Paul Phaneuf
Peter Stefan
Carolyn Lindsay

Staff Members Present:

Shara Benedetti, Associate Executive Director
Charles Kilb, Board Counsel
Christopher Carroll, Chief Investigator
Robert Williams, Investigator

Others Present:

Chloe LaRose	H. Tracy Mitchell
Emily Bleiler	John N. Sampson, Jr.
William Chapman	Sharon Stacy
Brian F. Carey	Ernest L. Rooney
John F. Lorrett	Warren Kirby
David M. Chapman, Jr.	David Barnas
David M. Pero	John L. McDonough
Mark Chapman	Mackenzie Reid
Ruth Ann Anderson	Michael Jackson
John J. Sanford	Frank Murphy
Brendan P. Clocher	

Call to Order

Mr. Phaneuf called the meeting to order at 10:20 a.m. Board staff reviewed building evacuation procedures and noted the location of restrooms.

Investigative Session Case, Investigative Conferences, Settlement Offers: Closed session pursuant to M.G.L. c. 112, § 65C

Mr. Phaneuf moved to suspend the open meeting and enter into investigative conference closed session pursuant to M.G.L. c. 112, § 65C, seconded by Mr. Stefan. The motion passed unanimously.

Upon returning to open session, the Board reported the following:

The Board was updated regarding the status of pending investigations. The Board took the following actions:

Docket No. SA-FE-16-017: Opened complaint and referred to prosecutions.

Docket No. SA-FE-16-019: Mr. Stefan recused himself and left the room. Case dismissed.

Docket No. FE-16-020: Dismissed with advisory letter.

Docket No. EM-16-018: Referred to prosecutions.

Docket No. EM-16-019: Tabled for June meeting.

Executive Session- Candidate Interviews [(Closed Session Pursuant to M.G.L. c. 30A, § 21(a)(1))]

Ms. Lindsay, seconded by Mr. Phaneuf moved to exit the investigative session and enter into executive session for the purpose of discussing an applicant's character versus professional competence. The chair estimated the Board would return to public session in twenty minutes.

A roll call vote was taken:

Members in Favor: Mr. Phaneuf, aye; Mr. Driscoll, aye; Mr. O'Donnell, aye; Mr. Stefan, aye; Ms. Lindsay, aye.

Members Opposed: None.

At 12:28 a.m. Mr. Phaneuf moved, seconded by Ms. Lindsay, to exit the executive session and re-enter the public session.

A roll call vote was taken:

Members in Favor: Mr. Stefan, aye; Mr. Phaneuf, aye; Mr. Driscoll, aye; Mr. O'Donnell, aye; Ms. Lindsay, aye.

Members Opposed: None.

Motion passed unanimously.

Application Review:

Apprentices – Review and vote on applications

The Board met with the following Funeral Apprentice applicants:

- Emily Bleiler
- Chloe LaRose

Ms. Lindsay moved to accept the above applicants, seconded by Mr. Phaneuf. All in favor. **Motion passed unanimously.**

Funeral Assistants, First Time - Review and vote on applications

The Board met with the following Funeral Assistant applicants:

- John Lorrett
- David Pero
- Michael Jackson

Mr. Phaneuf moved to accept the above applicants, seconded by Ms. Lindsay. All in favor. **Motion passed unanimously.**

At 12:42 p.m. the Board adjourned for lunch. Mr. O'Donnell announced that the Board would return at 1:05 p.m.

Lunch Break

At 1:21 p.m. the public session resumed.

Application Review

Type 6- Review and vote on application

The Board met with the following applicant:

- David Barnas

Mr. Phaneuf moved to accept the above applicant on the condition that he obtains a letter of good standing from the Department of Revenue, seconded by Mr. Driscoll.

Motion passed unanimously.

Apprentices – Review and vote on applications

The Board met with the following funeral apprentice applicants:

- Ruth-Ann Anderson
- Brendan Clocher
- Mackenzie Reid
- Sharon Stacy

Mr. Phaneuf moved to accept the above applicants, seconded by Mr. Stefan.

Motion passed unanimously.

Funeral Assistants, First Time - Review and vote on applications

- Timothy McNamara: Not present. The Board indicated that Mr. McNamara's application is deemed withdrawn, as he was invited to five (5) board meetings and did not appear. If Mr. McNamara wishes to obtain a license, he must re-apply.

Funeral Assistants (Transition from Apprentice)- Review and vote on applications

- David Florek: Not present. Mr. Florek will be invited to the June meeting.

Wall Certificates

- Russell & Pica Funeral Home
- Dyer-Lake Funeral Home and Cremation Services, LLC
- Conte-Roberts and Giamberardino Funeral Home
- Robert J. Miller-Charlton Funeral Home

All wall certificates were signed.

CEU Provider Applications

MFDA

- Game Plan for Access: Meet the Experts
- Game Plan for Safety: Protecting your Health & the Health of Your Employees

NFDA

- Certified Preplanning Consultant Program
- NFDA Arranger Training-Overland Park, KS: *Ms. Lindsay noted that there was no evaluation form included with this application.*
- NFDA Arranger Training-Atlanta, GA: *Ms. Lindsay noted that there was no evaluation form included with this application.*
- NFDA Arranger Training-Salt Lake City, UT: *Ms. Lindsay noted that there was no evaluation form included with this application.*
- NFDA Arranger Training- Okemos, MI: *Ms. Lindsay noted that there was no evaluation form included with this application.*

New Jersey Funeral Service Education Corporation

- Sharing Life by Design: A funeral Director's Guide to Relevant Funerals
- Building your Audience from Scratch: *Ms. Lindsay noted that there was no evaluation form included with this application.*
- Viral Hemorrhagic Fever: Patient Management Lessons Learned
- Caring for Infants: Embalming and Cosmetic Application
- Resolving Consumer Complaints: *Ms. Lindsay noted that there was no evaluation form included with this application.*
- A Journey Inside the Minds of Baby Boomers
- The Best Ceremonial Driven Selection Room will Always Outperform a Product Driven Selection Room...In Selling Product
- The Ethics of the Arrangement Office
- Until They All Come Home: The Returning Fallen Heroes of Tarawa
- Why Green Burial is the Answer to Climbing Cremation Rates
- Can the Best Embalmers Still Learn Something
- Certified Celebrant Training

Kenmore Square Institute, LLC

- Kenmore Square Institute 2016 Continuing Education Series

Selected Independent Funeral Homes

- 2016 Women's Roundtable- St. Charles, MO: *Ms. Lindsay suggested that the evaluation should include a section where the participant lists three things that they learned during the course.*

Mr. Phaneuf moved to accept the above CEU Provider applications, seconded by Mr. Stefan. All in favor. **Motion passed unanimously.**

Review of Minutes

The Board reviewed the minutes of the meeting held on April 12, 2016.

Mr. Phaneuf moved, seconded by Mr. Stefan, to accept the minutes of the meeting held on April 12, 2016.

Motion passed unanimously.

Schedule Next Board Meeting

After discussion, the Board decided to hold one meeting during the month of June. The Board will revisit the issue of whether or not to schedule meetings once per month in the future at a later date. The Board scheduled the next board meeting for June 21, 2016. The meeting previously scheduled for June 7, 2016 is cancelled.

Correspondence

Mr. O'Donnell signed the letter the Board will be sending to Ms. Pauze.

Report from Associate Executive Director Shara Benedetti

Ms. Benedetti reported that the target date for implementation of the E-Licensing system has been changed from October to August. Ms. Benedetti explained that Board staff has begun testing the converted data. Mr. Phaneuf inquired about the Board's ability to communicate with licensees via E-mail. Ms. Benedetti explained that with the new system, licensees will be able to create an account online and add their E-mail address to their license records.

Ms. Benedetti informed the Board that staff will be sending out a form to each funeral home which they will be required to complete and return to the Board. The form is an effort to ensure the Board's funeral establishment data is as accurate as possible before converting to the new system.

Report from Legal Counsel, Charles Kilb

Mr. Kilb reported that he is still awaiting approval of the new regulations. Mr. Kilb also reported that legislation, made in response to the recent decision in the case of North Carolina State Board of Dental Examiners v. the FTC, is now pending. Finally, Mr. Kilb announced that board staff has created a new establishment

application for the Board's review. The Board will review the application and consider it at the next meeting.

Report from Christopher Carroll, Chief Investigator

Mr. Carroll had nothing to report during the public session. No formal action taken.

Open session for topics not reasonably anticipated 48 hours in advance of meeting:

Nothing discussed.

2:55 p.m. Adjournment

Mr. Driscoll moved to adjourn the meeting. Mr. Phaneuf seconded.

Motion passed unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'SB', with a long horizontal flourish extending to the right.

Shara Benedetti
Associate Executive Director

List of Documents used at the meeting:

Agenda for meeting held on May 17, 2016

Minutes from meeting held on April 12, 2016

Establishment Certificate Application

Applications

Type 6

- David Barnas

Apprentices

- Ruth-Ann Anderson
- Emily Bleiler (11:00 a.m.)
- Brendan Clocher
- Chloe Larose (11:00 a.m.)
- Mackenzie Reid
- Sharon Stacy

Funeral Assistants (1st time)

- Michael Jackson
- John Lorrett (11:00 a.m.)
- Timothy McNamara
- David Pero (11:00 a.m.)

Funeral Assistants (transition from Apprentice)

- David Florek

Wall Certificates:

- Russell & Pica Funeral Home
- Dyer-Lake Funeral Home and Cremation Services, LLC
- Conte-Roberts and Giamberardino Funeral Home
- Robert J. Miller-Charlton Funeral Home

CEU Provider Applications:

MFDA

- Game Plan for Access: Meet the Experts
- Game Plan for Safety: Protecting your Health & the Health of Your Employees

NFDA

- Certified Preplanning Consultant Program
- NFDA Arranger Training-Overland Park, KS
- NFDA Arranger Training-Atlanta, GA
- NFDA Arranger Training-Salt Lake City, UT
- NFDA Arranger Training- Okemos, MI

New Jersey Funeral Service Education Corporation

- Sharing Life by Design: A funeral Director's Guide to Relevant Funerals
- Building your Audience from Scratch
- Viral Hemorrhagic Fever: Patient Management Lessons Learned
- Caring for Infants: Embalming and Cosmetic Application
- Resolving Consumer Complaints
- A Journey Inside the Minds of Baby Boomers
- The Best Ceremonial Driven Selection Room will Always Outperform a Product Driven Selection Room...In Selling Product
- The Ethics of the Arrangement Office
- Until They All Come Home: The Returning Fallen Heroes of Tarawa
- Why Green Burial is the Answer to Climbing Cremation Rates
- Can the Best Embalmers Still Learn Something
- Certified Celebrant Training

Kenmore Square Institute, LLC

- Kenmore Square Institute 2016 Continuing Education Series

Selected Independent Funeral Homes

- 2016 Women's Roundtable- St. Charles, MO