

THE NEW JERSEY STATE BOARD OF MORTUARY SCIENCE
124 HALSEY STREET, NEWARK NJ, 07101
HUDSON ROOM, 6TH FLOOR
9:30 A.M., TUESDAY, MARCH 4, 2008
<http://www.state.nj.us/lps/ca/nonmed.htm#mort7>

OPEN SESSION MEETING AGENDA

1) OPEN STATEMENT

2) ROLL CALL

Louis J. Stellato Jr, Ph.D, President
Richard J. Galante, Secretary
Thomas C. Brown
Edith C. Churchman, Ph.D., CFSP
Martin Goldstein, Esq.
Bernard Horwitz, Esq., (Public Member)
Fanny Jaramillo (Public Member)
Marius Lombardi (Government Member)
Curtis S. Macysyn (Public Member)
Philip Scheps (Public Member)
Frederick R. Whiteley III

3) APPROVAL OF MINUTES

4) EXECUTIVE DIRECTOR'S REPORT

- A) Total number of complaints received in February 8 : Total for 2008: 18
- B) Next regular Board meeting: Tuesday, April 1, 2008 Hudson Room, 6th floor.
- C) 18 Facilities failed to renew their funeral home registration.
- D) Due to inclement weather the JP Exam was postponed to March 7, 2008.

5) INTERN REGISTRATIONS

- A) Marc Mastapeter, Mastapeter Funeral Home
- B) Darnell E. Scott, Nesbitt Funeral Home, Inc.

6) NEW LICENSEES

- A) Danielle Denan Licensed by Application
- B) Tai Wook Lee Licensed by Application
- C) Dennis A Mulheren Licensed by Application
- D) Emily Santangelo Licensed by Application

7) NEW INSTALLATIONS

- A) Cotton-Parker Funeral Home, Inc., Jersey City

8) CONTINUING EDUCATION

- A) National Funeral Directors Association: Kathleen Walczak

- 1) CPC Correspondence (self study-on going) 15 hrs

B) Stericycle: Michelle Malone

- 1) Funeral Industry: OSHA/Bloodborne Pathogens Training-3 3hrs
- 2) Lock Out/Tag Out Awareness Training 1hr
- 3) Hazard Communication Training 1hr
- 4) Confined Space Awareness Training 1hr
- 5) Respiratory Protection Awareness 1hr
- 6) Tuberculosis Regulatory Awareness 1hr
- 7) Formaldehyde Awareness Training 1hr

C) International Order of the Golden Rule: Jenny Gabbert

- 1) Successful Hiring Practices: Selecting the Right Person For your Funeral Home -1/17/08 1hr
- 2) Invitational Roundtable: 2008 Special Purpose Symposium Barbados-1/31-2/6/08 3hrs
- 3) Pricing for Profitability: Funeral Packages- 2/21/08 1hr
- 4) Marketing Your Funeral Home-3/20/08 1hr
- 5) High-Profile and Military Funerals: Working with the Family, Media and Community- 4/10/08 1hr
- 6) Here Today. Where Tomorrow? Doorway to Success- 4/16-19/08 16hrs
- 7) Green and Living Funerals: Meeting the Needs of Today's Families- 5/15/08 1hr
- 8) Creating Payment Policies to Minimize the Need for Collections- 6/19/08 1hr

D) Funeral Director's Assoc. of Essex, Union & West Hudson: Edith Churchman

- 1) Ethics in Today's E-world -1/22/08 1hr

E) Jewish Funeral Directors of America: Florence Pressman

- 1) The Re-Arrangement Conference: Undoing the Damage That Pre Need Has Done - 4/8/08 3hrs
- 2) An Interactive Approach to Employee Issues- 4/8/08 2hrs

F) NJ Sharing Network: George Forleo

- 1) The Authorization Protocols and Their Legal and Ethical Implications with Organ and Tissue Donation 3hrs

G) Burlington County Funeral Directors Association: Brian Barnett

- 1) New Jersey's Honor Guard Program- 3/18/08 1hr

H) Bergen Funeral Service Inc.: Scott Nimmo

Note: Course dates will be determined once a response from the Board is received.

- 1) OSHA and Safety Training 2hrs
- 2) Alcohol and Drug Free Workplace (Mgr & Supervisors) 1.5hrs
- 3) Alcohol and Drug Free Workplace (Employees) 1.5hrs
- 4) Anti-Discrimination & other Employment Laws 1.5hrs
- 5) Career Continuation 1hr
- 6) Conduction Workplace Investigations 1.5hrs
- 7) Customer Service 1hr
- 8) Effective Employee Discipline & Termination 1.5hrs
- 9) Effectively Managing Employees 2hrs
- 10) Equal Employment Opportunity & Affirmative Action 1.5hrs

- 11) Fair Labor Standards Act 2. 5hrs
- 12) Family and Medical Leave Act 1.5hrs
- 13) Hiring Practices 1.5hrs
- 14) Job Descriptions 1.5hrs
- 15) Non-Harassment (Employees) 2hrs
- 16) Non-Harassment (Mgr & Supervisors) 2hrs
- 17) Overcoming the Baggage of Downsizing 1hr
- 18) Performance Appraisals 1.5hrs
- 19) Preventing Violence in the Workplace (Employees) 1.5hrs
- 20) Preventing Violence in the Workplace (Mgr & Supervisors) 1.5hrs
- 21) Strategic Planning 2hrs
- 22) Top 10 HR Issues 2.5hrs
- 23) Workplace Diversity (Mgr & Supervisors) 1.5hrs
- 24) Workplace Diversity (Employees) 1.5hrs

D) Preferred Funeral Directors International Trade Association: Sandra Paiva

- 1) PFDI Spring 2008 Convention- 4/19-22/08 8hrs

9) CORRESPONDENCE

- A) Erica Marks, request the Board approval for an extension of her internship. Note: Monthly reports are blank from May 2005 to December 2006.
- B) News article titled " Ex-N.J. mortician charged in \$24M trust-fund fraud". FYI.
- C) News article titled "Cemetery owner facing charges". FYI.
- D) News article titled "Osceola Cemetery owner charged with stealing millions from grave site and maintenance fund". FYI.

10) OPEN DISCIPLINARY MATTERS

- A) 06-124 Direct Cremation, Paterson, Mgr., James Minchin Jr., paid \$1,750.00 for violation of N.J.A.C.13:36-5.9 (b), N.J.A.C.13:36-1.9 and 11.2(d)(2) on February 11, 2008. FYI
- B) 06-124 Minchin Funeral Home, Paterson, Mgr., James Minchin Jr., paid \$1,500.00 for violation of N.J.A.C.13:36-5.9 (b) on February 11, 2008. FYI.
- C) 07-117 Sudak-Danaher Funeral Home, Cape May, Mgr., David Danaher, paid \$1,750.00 for violation of N.J.A.C.13:36-11.16(c), N.J.A.C.13:36-1.11 and 11.2(d)(2) on February 11, 2008. FYI.
- D) 07-128 Par-Troy Funeral Home, Parsippany, Mgr., Ronald Di Maggio, submitted a letter for the Board's consideration and paid \$250.00 for violation N.J.A.C.13:36-1.9 (a) on February 13, 2008. FYI.
- E) 08-04 Davis & Wagner Funeral & Cremation Services Woodbury, Mgr., Mark Growney, paid \$1,300.00 for violation of N.J.A.C.13:36-4.4 on February 11, 2008. FYI.

11) ITEMS FOR DISCUSSION

12) EXECUTIVE SESSION - Discuss consumer complaints and/or conduct investigative inquiries. The results of these deliberations will be made known when and if the Board determines to initiate disciplinary or other law enforcement action. If the Board determines to issue uniform penalty letters, that action will be taken in public session immediately after the executive session.

13) ADJOURNMENT