

**THE NEW JERSEY STATE BOARD OF MORTUARY SCIENCE
124 HALSEY STREET, NEWARK NJ, 07101
HUDSON ROOM, 6TH FLOOR
9:30 A.M., TUESDAY, JANUARY 4, 2011
<http://www.state.nj.us/lps/ca/nonmed.htm#mort7>**

OPEN SESSION MEETING MINUTES

ATTENDANCE

Richard J. Galante Jr., President
Thomas C. Brown, Secretary
Edith C. Churchman, Ph.D., CFSP
Marius R. Lombardi (Government Member)
Richard W. McCriskin
Bayode Olabisi (Public Member)(arrived 9:50 A.M.)
John Radzieta
Louis J. Stellato Jr, Ph.D
Ana Zevallo

ABSENT

Curtis S. Macysyn (Public Member)
Philip Scheps (Public Member)
Lloyd Wimberg

ALSO ATTENDING

William Mandeville, Executive Director
Susan Berger, Deputy Attorney General
Sabrina Tabron, Administrative Assistant
Cynthia Khalil, Principal Clerk Transcriber

APPROVAL OF MINUTES

New Jersey State Board of Mortuary Science Open Minutes for October 26, 2010.

On motion made by Mr. Lombardi, seconded by Mr. Radzieta, the Board vote to accept the minutes as read. All voted in favor of the motion.

Open Session Meeting Minutes
January 4, 2011
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EXECUTIVE DIRECTOR'S REPORT

Mr. Mandeville reported that the total number of complaints received in December are 5 and the total for the year are 67.

Mr. Mandeville reported that the next regular monthly Board meeting has been scheduled for Tuesday, February 1, 2011 in the Hudson Conference Room, 6th floor.

Mr. Mandeville reported the Jurisprudence Examination has been scheduled for February 18, 2011.

Mr. Mandeville reported that an invitation was issued to Ethic Officer, Robert Campanelli to discuss the lobbying of Board Members.

Mr. Mandeville reported that in March 2011 all approved continuing education courses is scheduled to be posted on the state website of www.njconsumeraffairs.gov/mort.

INTERN REGISTRATIONS

Rita Alvarez, Alvarez Funeral Home
Ellen Butler, Cotton Funeral Services
Anthony Correnti, Mather-Hodge Funeral Home
Mark Dooley, Dooley Funeral Home
Allen Jones, Jones Funeral Home, Inc.

This was for the Board's information only.

NEW LICENSEES

Michael Forshay	Licensed by Application
William Orr	Licensed by Application

Licensed by Application total for 2010: 27 Licensed by Credentials total for 2010: 8

This was for the Board's information only.

NEW INSTALLATIONS

Farmer Funeral Home, Roseland, Joseph Shook Jr.

This was for the Board's information only.

CONTINUING EDUCATION

A) Bergen Ctr. Funeral Directors Association: Craig Reiman

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| 1) Rules & Regulations (10/5/11) | 1hr |
| 2) Understanding Ethics (4/6/11) | 2hrs |
| 3) NJ Mission of Honor (9/7/11) | 1hr |

B) National Funeral Directors Association: Kathleen Walczak

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| 1) Strategic Business Planning Is Easier..... (2/10/11) | 1hr |
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C) National Funeral Directors Association: Kathleen Walczak

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| 1) ADA Employer Compliance: Title 1.....(Online) | 3hrs |
| 2) Communicable Diseases: What Every Funeral Home...(Online) | 3hrs |
| 3) Conflict Management For Funeral Directors... (Online) | 4hrs |
| 4) Controlling Your Accounts Receivable (Online) | 3hrs |
| 5) Embalming the Obese Case (Online) | 3hrs |
| 6) Offering Funeral Package in Compliance...(Online) | 2hrs |
| 7) Professional Ethics In Funeral Service...(Online) | 1hr |
| 8) Serving Hispanic Families (Online) | 4hrs |
| 9) Time for Your Annual Checkup: Financial...(Online) | 3hrs |
| 10) Understanding A Child's Grief (Online) | 3hrs |
| 11) Understanding Adult Grief : Developing Effective...(Online) | 4hrs |
| 12) Understanding the Practice of the FTC...(Online) | 3hrs |
| 13) Wage and Hour Laws for Home Employers (Online) | 3hrs |
| 14) What To Do When Families Say "No Religion..."(Online) | 2hrs |

D) New Jersey Funeral Service Education Corp.: Emily Moscetti

- 1) Funeral Prearrangements and the SSI... (1/26/11 & 2/2/11) **2.5 hrs**

E) Batesville Casket Company: Deb St. Pierre

- 1) Acting On Cremation Challenges Together (TBD) **2hrs**

F) FuneralCE: Sue Moore

- 1) Managing Grief: A Guide for The Funeral...(Online) **5hrs**

G) Burlington County Funeral Directors Association: Cynthia Caterson

- 1) The Importance of Having A Will (TBD) **1hr**

H) Dignity University: Valarie Miller

- 1) Back Safety (Online) **1hr**
2) Bloodborne Pathogens (Online) **1hr**
3) Fire Safety (Online) **1hr**
4) Hazard Communication (Online) **1hr**
5) Lockout/Tagout (Online) **1hr**
6) Office Safety (Online) **1hr**
7) Complaint Resolution (Online) **1hr**
8) Cremation Consumer (Online) **1.5hrs**
9) Cremation Theory (Online) **2hrs**
10) Effective Communication Skills (Online) **1.5hrs**
11) Formaldehyde Monitoring (Online) **1hr**
12) FTC-Funeral Rule (Online) **2hrs**
13) Jewish Funeral Traditions (Online) **1hr**
14) Respiratory Protection (Online) **1hr**
15) Workplace Harassment (Online) **2hrs**
16) Workplace Diversity (Online) **1.5hrs**
17) Workplace Discrimination (Online) **2hrs**
18) Performance Management (Online) **1hr**
19) Managing Change (Online) **1hr**
20) Effective Supervision (Online) **1h**

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| 21) Effective Employee Counseling (Online) | 1hr |
| 22) Managing For Excellence (Online) | 8hrs |
| 23) Securing Payment On At Need Funeral Accounts (Online) | 1hr |
| 24) Supervision In Action (Online) | 21hrs |

I) National Funeral Directors Association: Kathleen Walczak

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| 1) Guaranteed Funerals: Is Preneed Right For you? (Online) | 3hrs |
| 2) Risk Management: Controlling Risk For Small...(Online) | 3hrs |
| 3) FTC Funeral Rule Coordinator Speaks Out...(Online) | 2hrs |
| 4) How To Adopt Environmentally Friendly...(Online) | 3hrs |
| 5) Simple And Practical Best-Practice Ideas...(Online) | 3hrs |

J) National Funeral Directors Association: Kathleen Walczak
(Course outline provided to Ms. Churchman only)

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| 1) 100 Ways To Motivate Others (Home Study) | 4hrs |
| 2) Building Customer Loyalty From The Inside Out (Home Study) | 4hrs |
| 3) Capitalizing On Kindness: Why 21 st Century...(Home Study) | 8hrs |
| 4) Creating Meaningful Funeral Experiences (Home Study) | 6hrs |
| 5) Customer Service In An Instant: 60 Ways to Win...(Home Study) | 6hrs |
| 6) Finding Your Way After Your Parents Died (Home Study) | 6hrs |
| 7) Funeral Home Customer Service A-Z (Home Study) | 8hrs |
| 8) Good Words: Memorializing Through A Eulogy (Home Study) | 8hrs |
| 9) Great Answers to Difficult Questions About Death:...(Home Study) | 6hrs |
| 10) Grievors Ask: Answers to Question About Death & Loss (Home Study) | 6hrs |
| 11) Handbook For Companionship The Mourner (Home Study) | 6hrs |
| 12) Hands-Off Manager: How To Mentor People And Allow...(Home Study) | 6hrs |
| 13) Healing A Child's Grieving Heart (Home Study) | 6hrs |
| 14) Healing A Friend's Grieving Heart (Home Study) | 6hrs |
| 15) Healing A Teen's Grieving Heart (Home Study) | 6hrs |
| 16) Healing The Adult Child's Grieving Heart (Home Study) | 6hrs |
| 17) Healing Your Grieving Heart (Home Study) | 6hrs |
| 18) Healing Your Holiday Grief (Home Study) | 6hrs |
| 19) Lessons From The Mouse: A Guide For Applying Disney...(Home Study) | 6hrs |

20) Traversing The Minefield, Best Practice: Reducing Risk.. (Home Study)	10hrs
21) The Widower's Toolbox (Home Study)	8hrs
22) Willie's Way: 6 Secrets For Wooing, Wowing & Winning...(Home Study)	6hrs
23) Advanced Cremation Arranging (Home Study)	4hrs
24) Advanced Cremation Arranging (Home Study)	4hrs
25) Cancer & NFDA's Formaldehyde Best Management...(Home Study)	2hrs
26) Ethical Thinking In Today's World (Home Study)	2hrs
27) FTC Funeral Rule Coordinator Speaks Out ..(Home Study)	4hrs
28) GPL Funeral Packages-Doing Them Right (Home Study)	2hrs
29) Hispanic Funeral: Need-To -Know Insights (Home Study)	4hrs
30) Internet Age vs. Your Funeral Home: Legal Issues...(Home Study)	2hrs
31) It Is Easy Being Green (Home Study)	4hrs
32) Legendary Service At The Ritz-Carlton: A Great Fit...(Home Study)	2hrs
33) Preneed Ethics In Demanding Times (Home Study)	4hrs
34) Tips For Marketing A Pet Funeral Business (Home Study)	4hrs
35) Understanding Personalities: Working and Coping Styles...(Home Study)	2hrs
36) With The Push To Cremate: 5 Reasons to Encourage...(Home Study)	2hrs
37) The Art of Facial Reconstruction (Home Study)	4hrs
38) Embalming Difficult Cases: Donor Cases (Home Study)	6hrs
39) FTC Compliance: Handling The General Price List (Home Study)	4hrs
40) Restorative Arts: An Artist's Perspective (Home Study)	4hrs
41) Your Professional Image (Home Study)	4hrs

The committee reported that section A) Bergen Ctr Funeral Directors Association, numbers 1 - 3; were approved and the courses should be resubmitted because they will expire 12/28/11; section C) National Funeral Directors Association, numbers 1 - 14 were approved and the courses should be resubmitted because they will expire 2/28/11, section E) Batesville Casket Company the dates and locations are needed; section F) FuneralCE was approved and the courses should be resubmitted because they will expire 2/28/11, section G) Burlington County Funeral Directors Association was approved and needs to provide the Board with the location, section H) Dignity University, number 1 - 21 and 23 were approved and the courses should be resubmitted because they will expire 2/28/11, numbers 22 and 24 were not approved the content doesn't meet the hours requested; section I) National Funeral Directors Association were approved and the courses should be resubmitted because they will expire 2/28/11; section J) National Funeral Directors Association, numbers 1 and 2 were approved for four (4) hours only, numbers 5, 10, 12, 20, 21 and 38 were approved for six (6) hours only. On motion made by Mr. Radzieta, seconded by Mr. Lombardi, the Board determined to accept the committee report as read. All voted in favor of the motion.

CORRESPONDENCE

News article that was featured in the New York Times on December 13, 2010 titled “ Reviving Jewish Ritual of Tending to the Dead”. This was for the Board’s information only.

Dianne Tamaroglio, Executive Director of the New Jersey Cemetery Board, informs the Board that the Thursday, December 9, 2010 meeting was adjourned. The next scheduled Board meeting will convene on Thursday, January 13, 2011. This was for the Board’s information only.

John Rotondo, obituary notice appeared in the November 13, 2010, edition of the Star Ledger. This was for the Board’s information only.

Doris Roper requested permission to complete her internship under one of the two licensee’s at the funeral home due to the death of her preceptor. On motion made by Mr. Stellato, seconded by Mr. Brown, the Board determined to approve her request and the new preceptor should send a letter to the Board’s office accepting her as an intern. All voted in favor of the motion.

EXECUTIVE SESSION - On motion made by Mr. Lombardi, seconded by Mr. Stellato, the Board determined to go into executive session to 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.

Respectfully submitted,

Thomas C. Brown
Secretary

Dated