

**THE NEW JERSEY STATE BOARD OF MORTUARY SCIENCE  
124 HALSEY STREET, NEWARK NJ, 07101  
HUDSON ROOM, 6TH FLOOR  
9:30 A.M., TUESDAY, FEBRUARY 5, 2013  
<http://www.state.nj.us/lps/ca/nonmed.htm#mort7>**

**OPEN SESSION MEETING MINUTES**

**ATTENDANCE**

John Radzieta Sr., President  
Charles F. Bechtold  
Marius R. Lombardi (Government Member)  
Bayode Olabisi (Public Member)  
Anthony J. Papavero Jr.  
Lloyd Wimberg

**ABSENT**

James J. Marrocco, Secretary - Excused  
Thomas E. Day - Excused  
Thomas M. Keiser, Jr. - Excused  
Curtis S. Macysyn (Public Member) - Excused  
Ana Zevallos - Excused

**ALSO ATTENDING**

William Mandeville, Executive Director  
John Hugelmeyer, Deputy Attorney General  
Sabrina Dwight, Administrative Assistant  
Cynthia Khalil, Principal Clerk Transcriber  
Khaled Madin, Government Representative

**APPROVAL OF MINUTES**

New Jersey State Board of Mortuary Science Open Session Minutes for January 8, 2013. On motion made by Mr. Lombardi, seconded by Mr. Bechtold, the Board voted to accept the minutes as read. All voted in favor of the motion.

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**EXECUTIVE DIRECTOR'S REPORT**

Mr. Mandeville reported that the total number of complaints received in January are 1 and the total received in 2013 are 1.

Mr. Mandeville reported that the next regular Board meeting has been scheduled for Tuesday, March 5, 2013 in the Hudson Conference Room, 6<sup>th</sup> floor.

Mr. Mandeville reported that three (3) candidates registered for the February 15, 2013 Jurisprudence Examination.

**INTERN REGISTRATIONS**

William Ariza Jr., Cotton Funeral Service  
Shawn Bukofsky, Gerity & Chubenko Funeral Home  
Joseph Kuhfahl, Colonial Funeral Home

This was for the Board's information only.

**NEW LICENSEES**

Erik Hudson	Licensed by Application
Hawwah Karim-Smith	Licensed by Application
Jason Stoecker	Licensed by Application

*Licensed by Application for 2013:*3                      *Licensed by Credentials for 2013:*0

This was for the Board's information only.

**NEW INSTALLATIONS**

None.

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**CONTINUING EDUCATION**

*(Approved courses are found on the state website [www.njconsumeraffairs.gov/mort](http://www.njconsumeraffairs.gov/mort) under the licensee tab)*

**A) Education Workers Group: Brian Stefanelli**

(Additional information submitted to Chairman Charles Bechtold only)

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|---|-------------|
| 1) Ethics, Attitude & Customer Service (online)           | <b>3hrs</b> |
| 2) Burial With Military Honors (online)                   | <b>3hrs</b> |
| 3) Helping Parents Help Children Cope....(online)         | <b>1hr</b>  |
| 4) Upselling Without Upsetting The Client (online)        | <b>1hr</b>  |
| 5) Understanding Hospice & Palliative Care (online)       | <b>1hr</b>  |
| 6) Helping Parents Cope With Unexpected Death (online)    | <b>1hr</b>  |
| 7) Funeral Products & The Environment (online)            | <b>2hrs</b> |
| 8) OSHA Compliance For Funeral Homes (online)             | <b>2hrs</b> |
| 9) When Children Die: Guidance For The Final.... (online) | <b>1hr</b>  |
| 10) Complying With The FTC Funeral Rule (online)          | <b>2hrs</b> |
| 11) Understanding Modern Funeral Customs (online)         | <b>1hr</b>  |
| 12) Limiting Exposure To HIV/AIDS (online)                | <b>2hrs</b> |

**B) Stericycle: Richard Best**

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|--|-------------|
| 1) OSHA Bloodborne Pathogens (various)                         | <b>3hrs</b> |
| 2) Confined Space Awareness Training-For Crematories (various) | <b>1hr</b>  |
| 3) Formaldehyde Awareness Training (various)                   | <b>1hr</b>  |
| 4) OSHA Bloodborne Pathogens (various)                         | <b>2hrs</b> |
| 5) Hazard Communication Training (various)                     | <b>1hr</b>  |
| 6) Lock Out Tag Out Awareness Training (various)               | <b>1hr</b>  |
| 7) Respiratory Protection Awareness Training (various)         | <b>1hr</b>  |
| 8) Tuberculosis Awareness Training (various)                   | <b>1hr</b>  |

**C) National Funeral Directors Association: Kathleen Walczak**

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|---|-------------|
| 1) Certified Preplanning Consultant-Fastrac II (2/27-28/13) | <b>8hrs</b> |
|---|-------------|

**D) FuneralCE: Ida Mahorsky**

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|--------------------------------------|-------------|
| 1) Insuring Funeral Homes (on-going) | <b>0hrs</b> |
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**E) Mazur & Associates Stephen Mazur Jr., CPA**

- 1) A Federal Tax Update for NJ Business Owners (1/9/13) **1hr**

**F) National Funeral Directors Association: Kathleen Walczak**

- 1) Certified Preplanning Consultant Program (open) **15hrs**

**G) Insight Institute: Glenda Stansbury**

- 1) Certified Celebrant Training (various) **17hrs**

**H) Dodge Institute For Advance Mortuary Studies: Debbie Dodge**

- 1) 2013 Dodge Seminar (3/4-8/13) **18hrs**

**I) FuneralCE: Lesli Leakey**

- 1) Basic Embalming Practices (on-going) **2.5hrs**  
2) Basic Funeral Customs for the 21<sup>st</sup> Century.... (on-going) **2hrs**  
3) Bloodborne Pathogens (on-going) **3hrs**  
4) Decision Making in the Funeral Industry (on-going) **2hrs**  
5) Ethics of Making Funeral Arrangements (on-going) **2hrs**  
6) Funeral Customs With Military Honors (on-going) **3hrs**  
7) Funeral Rule (on-going) **2hrs**  
8) Green Funerals: What Every Funeral Director..... (on-going) **1hr**  
9) History of Preserving Human Remains (on-going) **1hr**  
10) HIV/AIDS (on-going) **1hr**  
11) Intercultural Burials (on-going) **3hrs**  
12) Managing Grief: A Guide For The Funeral... (on-going) **4hrs**  
13) OSHA Practice Standards for Funeral Professionals (on-going) **3hrs**  
14) OSHA Workplace Rights (on-going) **2hrs**  
15) Personalization in the Funeral Industry (on-going) **3.5hrs**  
16) Pre-Need Planning (on-going) **5hrs**  
17) Public Speaking For Funeral Directors (on-going) **2.5hrs**  
18) Stillborn Support (on-going) **1hr**  
19) Targeting Your Primary Markets In The Funeral.... (on-going) **2hrs**  
20) The Funeral Director as an Event Planner (on-going) **3.5hrs**  
21) Understanding the At-Need Consumer's Buying... (on-going) **2hrs**  
22) Working With Difficult People in the Funeral Industry (on-going) **1hr**

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**J) MKJ Marketing: Krystal Casey**

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|---|-------------|
| 1) The Power of Price Shoppers (2/13-14/13)                 | <b>6hrs</b> |
| 2) Funeral Home Management: Improving Your.....(2/11-12/13) | <b>6hrs</b> |

**K) Elite Continuing Education: Tracey Foster**

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| 1) Complying with the Funeral Rule (continuous) | <b>3hrs</b> |
| 2) Preneed Sales (continuous)                   | <b>2hrs</b> |

**L) National Funeral Directors Association: Kathleen Walczak**

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| 1) "Meet The Mentors"-Critical Components..... (3/18/13) | <b>5hrs</b> |
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**M) Thanos Institute: Richard Rizzo**

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| 1) Bereavement and the Funeral Director (on-going)                 | <b>10hrs</b> |
| 2) Ethics In Funeral Service (on-going)                            | <b>10hrs</b> |
| 3) Forensic Pathology For Funeral Directors (on-going)             | <b>10hrs</b> |
| 4) Management Skills For Funeral Directors (on-going)              | <b>5hrs</b>  |
| 5) Grief Counseling For The Funeral Directors (on-going)           | <b>10hrs</b> |
| 6) Organ, Tissue Donation And The Funeral Director (on-going)      | <b>10hrs</b> |
| 7) Unexpected, Traumatic Death And The Funeral Director (on-going) | <b>10hrs</b> |
| 8) A Student Dies, A School Mourns..Are you Prepared? (on-going)   | <b>10hrs</b> |
| 9) Restorative Art & Cosmetology (on-going)                        | <b>10hrs</b> |
| 10) OSHA Compliance & FTC Rules (on-going)                         | <b>10hrs</b> |
| 11) Embalming (on-going)   | <b>10hrs</b> |

**N) National Funeral Directors Association: Kathleen Walczak**

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| 1) Technology For Beginners (3/14/13) | <b>1hr</b> |
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**O) American Academy McAllister Institute of Funeral Service: Brian Kasler**

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| 1) Basic Technology Law Considerations For..... (4/27/13)  | <b>1hr</b>  |
| 2) The Cost of Workers Misclassification (4/27/13)         | <b>0hr</b>  |
| 3) "Workplace Harassment" (4/27/13)                        | <b>0hrs</b> |
| 4) "Funeral Ethics" (4/27/13)                              | <b>2hrs</b> |
| 5) "Don't Let Your Funeral Home Become A.....(4/27/13)     | <b>1hr</b>  |
| 6) Pre-need Finance 101 (4/27/13)                          | <b>2hrs</b> |
| 7) Genealogy And Funeral Home Records (4/27/13)            | <b>1hr</b>  |
| 8) "Attracting & Serving Today's Connected....." (4/27/13) | <b>2hrs</b> |
| 9) OSHA Annual Compliance For Funeral Homes (4/27/13)      | <b>2hrs</b> |

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**P) National Funeral Directors Association: Kathleen Walczak**

(Additional information submitted to Chairman Charles Bechtold only)

1) ADA Employer Compliance: Title 1 of The.....(self-study)	<b>0hrs</b>
2) Communicable Disease: Safeguarding The Funeral...(self-study)	<b>2hrs</b>
3) Communicable Disease: What Every Funeral Home...(self-study)	<b>3hrs</b>
4) Conflict Management For Funeral Directors... (self-study )	<b>4hrs</b>
5) Deathcare Marketing: 25 FAQ's (self-study)	<b>6hrs</b>
6) Embalming Perspectives & Paradigms Challenged (self-study)	<b>6hrs</b>
7) Embalming Risk Management (self-study)	<b>2hrs</b>
8) Embalming The Obese Case (self-study)	<b>3hrs</b>
9) Five Ways To Improve Prep Room Ventilation .....(self-study)	<b>2hrs</b>
10) Funeral Service Ethics (self-study)	<b>0hrs</b>
11) Grief Management: The Role of The Funeral Service... (self-study)	<b>6hrs</b>
12) Handling Claims, Litigation, and Regulatory... (self-study)	<b>0hrs</b>
13) Hazard Communication in Funeral Service (self-study)	<b>1hr</b>
14) How To Talk To Families About Green Funeral.... (self-study)	<b>2hrs</b>
15) Learning To Be a Leader (self-study)	<b>3hrs</b>
16) Marketing A Funeral Home For Long-Term... (self-study)	<b>3hrs</b>
17) Offering Funeral Packages In Compliance....(self-study)	<b>2hrs</b>
18) Out of The Ordinary Customer Service: Pursuit.... (self-study)	<b>2hrs</b>
19) Personnel Management In Funeral Service (self-study)	<b>0hrs</b>
20) Professional Ethics in Funeral Service: NFDA's... (self-study)	<b>0hr</b>
21) Profits For Pleasure: Practical Marketing For... (self-study)	<b>4hrs</b>
22) Proven Green Funeral Home Practices (self-study)	<b>4hrs</b>
23) Public Speaking-Comfortably (self-study)	<b>2hrs</b>
24) Safeguarding Your Funeral Home from Cremation... (self-study)	<b>2hrs</b>
25) Serving Hispanic Families (self-study)	<b>4hrs</b>
26) Shoestring Marketing (self-study)	<b>2hrs</b>
27) Simple and Practical Best-Practice Ideas of.....(self-study)	<b>2hrs</b>
28) The 4Ps of Cremation: Policies, Procedures and...(self-study)	<b>2hrs</b>
29) The Funeral: A Chance To Serve, A Chance To...(self-study)	<b>4hrs</b>
30) Understanding A Child's Grief (self-study)	<b>3hrs</b>
31) Understanding Adult Grief: Effective Ways To Help (self-study)	<b>4hrs</b>
32) Understanding and Creating Exceptional Funeral... (self-study)	<b>3hrs</b>
33) Understanding and Managing Grief (self-study)	<b>6hrs</b>
34) Understanding Preneed (self-study)	<b>4hrs</b>
35) Understanding the Practice of FTC Funeral Rule (self-study)	<b>3hrs</b>
36) Wage and Hour Laws for Funeral Home... (self-study)	<b>0hrs</b>
37) What Matters Most: Heart's Desire in Life.... (self-study)	<b>6hrs</b>
38) What To Do When Families Say "No Religion Please" (self-study)	<b>2hrs</b>

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**Q) New Jersey Funeral Service Education Corp.: Emily Strausser**

- 1) 2013 Mandatory OSHA Funeral Home Training....(4/9-24/13) **2hrs**

**R) International Conference Of Funeral Service Examining Board: Allie Sparkman**

- 1) 109<sup>th</sup> Board Member Training Program (2/26-28/13) **0hrs**  
2) 109<sup>th</sup> Presentation for Regulatory Board Members (2/26-28/13) **0hrs**  
3) 109<sup>th</sup> Today's Licensees (2/26-28/13) **0hrs**  
4) 109<sup>th</sup> Investigators Roundtable Discussion (2/26-28/13) **0hrs**  
5) 109<sup>th</sup> Role Of Examinations in the Licensure Process (2/26-28/13) **0hrs**  
6) 109<sup>th</sup> Referendum On Education & Licensure (2/26-28/13) **0hrs**  
7) 109<sup>th</sup> Legislative Updates (2/26-28/13) **0hrs**  
8) 109<sup>th</sup> Recent Cases & What We Need To Learn (2/26-28/13) **0hrs**  
9) 109<sup>th</sup> Model Practice Act For Funeral Service (2/26-28/13) **0hrs**

**S) New Jersey Funeral Service Education Corp.: Emily Strausser**

- 1) Content is King (rescheduled for 1/23/13) **2hrs**

The committee reported that section A) Education Workers Group, number 1 the course was approved for credit under N.J.A.C. 13:36-10.6 but cannot be applied to N.J.A.C. 13:36-10.3(b)2,; B) Stericycle; numbers 2 and 6 were not approved the courses pertain to crematory operations and not funeral service; D) FuneralCE; was not approved the course does not fall within the guidelines according to Rule 10:36-10; section E) Mazur & Associates; was not approved; section I) FuneralCE, number 5, was approved for 2 credit hours under N.J.A.C. 13:36-10.3(b)2 but cannot be applied to N.J.A.C. 13:36-10.3(b)2,; number 8, was approved for 3 credit hours only, number 13 was approved for 3 credit hours only,; number 15 was approved for 3.5 credit hours only, number 16, the course was approved for credit under N.J.A.C. 13:36-10.6 but cannot be applied to N.J.A.C. 13:36-10.3(b)2, number 20 was approved for 3.5 credit hours only,; section K) Elite Continuing Education, number 2 the course was approved for credit under N.J.A.C. 13:36-10.6 but cannot be applied to N.J.A.C. 13:36-10.3(b)2,; section M) Thanos Institute, number 2 the course was approved under N.J.A.C. 13:36-10.6 but cannot be applied to N.J.A.C. 13:36-10.3(b)2,; number 4 was approved for 5 credit hours only,; number 10 was approved for 3 credit hours only,; section O) American Academy McAllister Institute of Funeral Service numbers 2 & 3 were not approved; section P) National Funeral Directors Association, number 1 was not approved,; number 10 the course was approved for credit under N.J.A.C. 13:36-10.6 but cannot be applied to N.J.A.C. 13:36-10.3(b)2,; number 12 was not approved,; number 19 was not approved,; number 20 the course was approved for credit under N.J.A.C. 13:36-10.6 but cannot be applied to N.J.A.C. 13:36-10.3(b)2,; number 30 was not approved,; section R) International Conference of Funeral Service Examining Board was not approved,; section S) New Jersey Funeral Service Education Corp was previously approved and acknowledges the schedule change. On motion made by Mr. Lombardi, seconded by Mr. Papavero, the Board voted to accept the committee report as read. All voted in favor of the motion.

## **CORRESPONDENCE**

New Jersey Cemetery Board Public Session Agenda for January 10, 2013. This was for the Board's information only.

Maurice Guerra, provided the Board with an updated copy of the Michigan Memorial Home 2013 price list. This was for the Board's information only.

## **OPEN DISCIPLINARY MATTERS**

#12-13 Diane Rhea-Collins, Manager of the Jeffries & Keates Funeral Home, paid the penalty of \$10,000.00 for the violation of **N.J.A.C.13:36-11.16** (a)(b) ( c) and **N.J.A.C.13:36-5.21**(a)(b) on January 9, 2013. This was for the Board's information only.

#12-14 Richard Pennestri, Manager of the Keates-Plum Funeral Home, paid the penalty of \$10,000.00 for the violation of **N.J.A.C.13:36-11.16** (a)(b) ( c) and **N.J.A.C.13:36-5.21**(a)(b) on January 9, 2013. This was for the Board's information only.

## **ITEMS FOR DISCUSSION**

Wilson Beebe Jr., Executive Director of the New Jersey Funeral Directors Association, submitted a preliminary proposal to amend **N.J.A.C.13:36-1.9**. On motion made by Mr. Wimberg, seconded by Mr. Lombardi, the Board determined to schedule a regulation committee meeting to meet with a representative from the New Jersey State Funeral Directors Association. All voted in favor of the motion.

## **PUBLIC COMMENTS**

None.

**EXECUTIVE SESSION** - 10:05 A.M. On motion made by Mr. Lombardi, seconded by Mr. Wimberg, 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 if the Board determines disciplinary or other law enforcement action is necessary. If the Board determines to issue uniform penalty letters, that action will be taken in public session immediately after the executive session.

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Respectfully submitted,

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James J. Marrocco  
Secretary

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Dated