

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
njconsumeraffairs.gov/nonmedical/mortuary.htm
OPEN SESSION MEETING MINUTES

ATTENDANCE

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

ABSENT

Fanny Jaramillo (Public Member)
Thomas Brown
Frederick R. Whiteley, III

ALSO ATTENDING

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

APPROVAL OF MINUTES

New Jersey State Board of Mortuary Science Open Session Minutes for February 5, 2008.

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

EXECUTIVE DIRECTOR'S REPORT

Mr. Mandeville reported that the total number of complaints received in February were 8 and the total for the year are 18.

Mr. Mandeville reported that the next regular Board meeting has been scheduled for Tuesday, April 1, 2008 in the Hudson Conference Room, 6th floor.

Mr. Mandeville reported that eighteen (18) Facilities failed to renew their funeral home registration.

Mr. Mandeville reported that due to inclement weather the Jurisprudence Examination scheduled for February 22, 2008 has been cancelled and rescheduled for March 7, 2008.

INTERN REGISTRATIONS

Marc Mastapeter, Mastapeter Funeral Home
Darnell E. Scott, Nesbitt Funeral Home, Inc.

This was for the Board's information only.

NEW LICENSEES

Danielle Denan Licensed by Application
Tai Wook Lee Licensed by Application
Dennis A Mulheren Licensed by Application
Emily Santangelo Licensed by Application

This was for the Board's information only.

NEW INSTALLATIONS

Cotton-Parker Funeral Home, Inc., Jersey City

This was for the Board's information only.

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 14hrs

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
- I) Preferred Funeral Directors International Trade Association: Sandra Paiva

1) PFDI Spring 2008 Convention- 4/19-22/08 10.5hrs

The committee reported that section B) Stericycle, numbers 1 through 6 the Board is requesting additional information, section C)International Order of the Golden Rule, number 2) Here Today. Where Tomorrow? Doorway to Success were approved for 14 hours only, section H) Bergen Funeral Service, Inc., numbers 2 through 24, the Board is requesting that a speaker be submitted for each course and how it relates to the practice of mortuary science section I) Preferred Funeral Directors International Trade Association, number 1) PFDI Spring 2008 Convention was approved for 10.5 hours. On motion made by Ms. Churchman, seconded by Mr. Goldstein, the Board determined to accept the committee report as read. All voted in favor of the motion. On motion made by Mr. Macysyn, seconded by Mr. Goldstein, the Board determined to approve section D) Funeral Directors Association of Essex, Union & West Hudson. All voted in favor of the motion. Ms. Churchman recused herself.

CORRESPONDENCE

Erica Marks, request the Board approval for an extension of her internship. Note: Monthly reports are blank from May 2005 to December 2006. On motion made by Mr. Lombardi, seconded by Mr. Goldstein, the board determined to extend her internship for six (6) months. All voted in favor of the motion.

News article titled " Ex-N.J. mortician charged in \$24M trust-fund fraud". This was for the Board's information only.

News article titled "Cemetery owner facing charges". This was for the Board's information only.

News article titled "Osceola Cemetery owner charged with stealing millions from grave site and maintenance fund". This was for the Board's information only.

OPEN DISCIPLINARY MATTERS

#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. This was for the Board's information only.

#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. This was for the Board's information only.

#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?, N.J.A.C.13:36-1.11 and 11.2(d)(2) on February 11, 2008. This was for the Board's information only.

#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. On motion made by Mr. Macysyn, seconded by Mr. Goldstein, the Board determined to uphold the uniform penalty letter. All voted in favor of the motion. Ms. Churchman opposed.

#08-04 Davis & Wagner Funeral and 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. This was for the Board's information only.

PUBLIC COMMENT

Michael Mittenzwei, NJSFDA wanted to know if Par-Troy Funeral Home can or cannot use the Statement of Funeral Goods and Services Selected forms.. DAG Krugman stated that the Board will not take a position on this matter at this time.

EXECUTIVE SESSION - 10:30 A.M. On motion made by Mr. Lombardi, seconded by Mr. Macysyn, 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,

Richard J. Galante, Jr. Date
Secretary