

**THE NEW JERSEY STATE BOARD OF MORTUARY SCIENCE**  
**124 HALSEY STREET, NEWARK NJ, 07101**  
**HUDSON ROOM, 6<sup>th</sup> FLOOR**  
**9:30 A.M., TUESDAY, APRIL 7, 2015**  
<http://www.state.nj.us/lps/ca/nonmed.htm#mort7>

**OPEN SESSION MEETING MINUTES**

**ATTENDANCE**

James J. Marrocco, President  
Thomas M. Keiser, Jr., Secretary  
Charles F. Bechtold  
Thomas E. Day  
Garrett C. Jones  
Curtis S. Macysyn (Public Member)(arrived at 10:15 A.M.)  
Bayode Olabisi (Public Member)  
Anthony J. Papavero Jr.  
John Radzieta Sr.  
Lloyd Wimberg

**ALSO ATTENDING**

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

**APPROVAL OF MINUTES**

New Jersey State Board of Mortuary Science Open Session Minutes for February 3, 2015. On motion made by Mr. Wimberg, seconded by Mr. Radzieta, the Board voted to accept the minutes as read. All voted in favor of the motion.

**EXECUTIVE DIRECTOR'S REPORT**

Mr. Madin reported that the total number of complaints received in February/March are 6 and the total for the year are 9.

Mr. Madin reported that the next regular scheduled Board meeting has been scheduled for Tuesday, May 5, 2015, in the Hudson Conference Room, 6<sup>th</sup> floor.

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Mr. Madin reported that sixteen (16) candidates passed and four (4) failed the February 20, 2015 Jurisprudence Examination held at Mercer County Community College.

**INTERN REGISTRATIONS**

Jenna Bakstad, Galante Funeral Home  
Jeremy Brunwasser, McCracken Funeral Home  
Rayvn Conner, Middleton-Stroble & Zale Funeral Home  
Erik Dalton, Kingston and Kemp Funeral Home  
Brenna Daly, Ocean County Cremation Services  
Gabriel Glover, G.G. Woody Funeral Home, LLC  
James Jacob, Barnegat Funeral Home  
Meagan Miele, Warren Hills Memorial Home  
Annalyse Russo, Doyle Funeral Home, Inc.  
Braxton Turner, Ledford Funeral Home, Inc.

This was for the Board's information only.

**NEW LICENSEES**

Margaret Dos Anjos    Licensed by Credentials  
Alexandria Sprague    Licensed by Application

*Licensed by Application for 2015:*2                      *Licensed by Credentials for 2015:*1

This was for the Board's information only.

**NEW INSTALLATIONS**

James W. Conroy Funeral Home, South Plainfield, Mgr., James A. Gustafson  
Affordable & Dignified Cremation Services of New Jersey, South Plainfield, Mgr.  
James Gustafson  
Middlesex Funeral Home, Middlesex, Mgr., James A. Gustafson

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South Plainfield, South Plainfield, Mgr., James A. Gustafson  
Piscataway Funeral Home, Piscataway, Mgr., James A. Gustafson  
Manke Memorial, Ramsey, Mgr., John P.L. Manke  
Lavarin's Funeral Home, Inc. Trenton, Mgr., Willy P. Lavarin

This was for the Board's information only.

**CONTINUING EDUCATION**

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

**A) The Dodge Institute for Advanced Mortuary Studies: Sally Belanger**

1) The Dodge Technical Seminar-Cincinnati 2015 (4/15-16/15) **8hrs**

**B) Eastwick College: Daniel Simone**

1) The Good Death, Good Grief, Good Funeral:.....(5/15/15) **3hrs**  
2) Funeral Service Ethics (various) **1hr**  
3) OSHA (various) **2hrs**

**C) Hospice Foundation of America: Kristen Nanjundaram**

1) The Longest Loss: Alzheimer's Disease and Dementia (4/22/15) **3hrs**

**D) Creter Vault Corporation: William Robertson**

1) Burial Vaults 101: A Guide to Selling....(various) **1hr**  
2) Vault and Concrete Plant Tour (various) **2hrs**

**E) Funeral Home Memorial Supply: William Robertson**

1) Plant Tour (various) **1hr**  
2) Monument Merchandising (various) **2hrs**

**F) MKJ Marketing: Krystal Casey**

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|---|-------------|
| 1) Strategies For a Declining Industry: "Competition....."(2/23/15) | <b>3hrs</b> |
| 2) Strategies For a Declining Industry: "Sales....." (2/24/15)      | <b>3hrs</b> |
| 3) Strategies For a Declining Industry: "Digital....."(2/25/15)     | <b>3hrs</b> |

**G) Thanos Institute: Richard Rizzo**

(Additional information provided to Chairman Bechtold only)

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|---|--------------|
| 1) Bereavement and the Funeral Director (home study)            | <b>10hrs</b> |
| 2) Forensic Pathology For Funeral Directors (home study)        | <b>10hrs</b> |
| 3) Grief Counseling for Funeral Directors (home study)          | <b>10hrs</b> |
| 4) Organ, Tissue Donation and the Funeral Director (home study) | <b>10hrs</b> |
| 5) Unexpected, Traumatic Death and the Funeral.....(home study) | <b>10hrs</b> |
| 6) A Student Dies, A School Mourns.....(home study)             | <b>10hrs</b> |
| 7) Restorative Art & Cosmetology (home study)                   | <b>10hrs</b> |
| 8) Embalming (home study)                                       | <b>10hrs</b> |
| 9) Management Skills For Funeral Directors (home study)         | <b>5hrs</b>  |
| 10) OSHA Compliance & FTC Rules (home study)                    | <b>5hrs</b>  |

**H) National Funeral Directors & Morticians: Cornell Robinson-Carroll**

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|--|------------|
| 1) Leadership: What Type of Leader Are You? (2/9/15)           | <b>1hr</b> |
| 2) Professionalism: Are You Prepared to be Recruited? (2/9/15) | <b>0hr</b> |

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

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|--|---------------|
| 1) Effective Community Outreach....(various) | <b>1hr</b>    |
| 2) NFDA CPC Correspondence Program (various) | <b>15hrs</b>  |
| 3) Meet The Mentors (various)                | <b>8.5hrs</b> |

**J) Education Workers Group: Barbara Cardone**

(Additional information provided to Chairman Bechtold only)

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|---|-------------|
| 1) Burial With Military Honors (funeralcontinuingeducation.com) | <b>3hrs</b> |
| 2) Complying With The FTC.....(funeralcontinuingeducation.com)  | <b>2hrs</b> |

3) Ethics, Attitude & Customer....(funeralcontinuingeducation.com)	<b>3hrs</b>
4) Funeral Products and..... (funeralcontinuingeducation.com)	<b>2hrs</b>
5) Funeral Ethics and Best..... (funeralcontinuingeducation.com)	<b>3hrs</b>
6) Helping Parents Cope with...(funeralcontinuingeducation.com)	<b>1hr</b>
7) Helping Parents Help.....(funeralcontinuingeducation.com)	<b>1hr</b>
8) Limited Exposure to HIV/AIDS (funeralcontinuingeducation.com)	<b>1hr</b>
9) Understanding Modern Funeral.... (funeralcontinuingeducation.com)	<b>1hr</b>
10) OSHA Compliance for Funeral.....(funeralcontinuingeducation.com)	<b>2hrs</b>
11) Perinatal Bereavement.....(funeralcontinuingeducation.com)	<b>2hrs</b>
12) Restorative Art & Modern....(funeralcontinuingeducation.com)	<b>3hrs</b>
13) The Sociology of Death (funeralcontinuingeducation.com)	<b>2hrs</b>
14) Understand Hospice & Palliative...(funeralcontinuingeducation.com)	<b>1hr</b>
15) Upselling Without Upsetting.....(funeralcontinuingeducation.com)	<b>1hr</b>
16) When Children Die: Guidance...(funeralcontinuingeducation.com)	<b>1hr</b>
17) Working With The Cemetery(funeralcontinuingeducation.com)	<b>2hrs</b>

**K) MKJ Marketing: Krystal Casey**

(Additional information provided to Chairman Bechtold only)

1) International Deathcare Import-Export..“Essentials...”(1/28/15)	<b>0hr</b>
2) International Deathcare Import-Export..“Getting...”(1/28/15)	<b>0hr</b>
3) International Deathcare Import-Export..“Importing...”(1/28/15)	<b>0hr</b>
4) International Deathcare Import-Export..“More Than...”(1/28/15)	<b>0hr</b>
5) International Deathcare Import-Export..“It’s Not .....”(1/28/15)	<b>0hr</b>
6) International Deathcare Import-Export..“Marketing...”(1/28/15)	<b>0hr</b>

**L) Insight Institute: Glenda Stansbury**

(Additional information provided to Chairman Bechtold only)

1) Certified Funeral Celebrants (various)	<b>17hrs</b>
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## **M) Practicum Strategies: Susan Peterson**

(Additional information provided to Chairman Bechtold only)

1) Motivation and Coaching for the.....(home study)	<b>0hrs</b>
2) Managing Stress for Funeral Professionals (home study)	<b>4hrs</b>
3) The Vanguard of Competition (home study)	<b>3hrs</b>
4) Hazardous Chemical and Toxic.....(home study)	<b>3hrs</b>
5) Complying With The Funeral Rule (home study)	<b>5hrs</b>
6) Pre-Planning for Funeral Home Business (home study)	<b>5hrs</b>
7) Grief 101 For Funeral Directors (home study)	<b>4hrs</b>
8) The Funeral Profession and Consumer.....(home study)	<b>4hrs</b>
9) Coping With Stress as a Funeral.....(home study)	<b>4hrs</b>
10) Sacred/Sensitive... and Sane (home study)	<b>4hrs</b>
11) Funeral Values (home study)	<b>3hrs</b>
12) A Review of Basic Embalming Procedures (home study)	<b>4hrs</b>
13) Dealing With Communicable Diseases....(home study)	<b>3hrs</b>
14) Universal Precautions HIV/AIDS (home study)	<b>4hrs</b>
15) Job Burnout in Funeral Service (home study)	<b>4hrs</b>
16) OSHA: Practical Guide for Funeral.....(home study)	<b>4hrs</b>
17) How Do We Tell The Children (home study)	<b>4hrs</b>
18) Cremation: The Concept, The Client,.....(home study)	<b>4hrs</b>
19) The Process (home study)	<b>4hrs</b>
20) Understanding and Completing the Certificate.....(home study)	<b>1hr</b>
21) Power Communication for Funeral.... (home study)	<b>4hrs</b>
22) Marketing 101 for Funeral Directors (home study)	<b>3hrs</b>
23) Intermediate Marketing for Funeral.... (home study)	<b>3hrs</b>
24) Living With The FTC's Funeral Rule (home study)	<b>3hrs</b>
25) OSHA for Small Business (home study)	<b>3hrs</b>
26) Employee Recruitment and Retention....(home study)	<b>0hrs</b>
27) Embalming Chemistry (home study)	<b>3hrs</b>
28) Cremation: Yesterday, Today and Tomorrow (home study)	<b>2hrs</b>

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

1) How We Help Veterans ( 3/4/15)	<b>1hr</b>
2) Mass Fatality In a High Threat.... (3/5/15)	<b>1hr</b>
3) Mass Fatality Panel (3/5/15)	<b>1hr</b>
4) Online Engagement: Tech Terms & Tools... ( 4/9/15)	<b>1hr</b>
5) Certified Preplanning Consultant Seminar ( 5/7/15)	<b>8hrs</b>

**O) NJ Sharing Network: Wendy Rothschild**

(Additional information provided to Chairman Bechtold only)

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| 1) Funeral Director's Presentation 2015 (various) | <b>1hr</b> |
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**P) National Funeral Directors Association: Jackie Lindberg**

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|---|---------------|
| 1) All Stressed Out and Ready to Blow (4/25/15)             | <b>1.5hrs</b> |
| 2) The Business of Being A Woman (4/25/15)                  | <b>0hrs</b>   |
| 3) Round Table Discussions (4/25/15)                        | <b>2hrs</b>   |
| 4) What Happens In Washington D.C. ?....(4/26/15)           | <b>0hrs</b>   |
| 5) He Said-She Said: The Differing Language of....(4/26/15) | <b>1.5hrs</b> |
| 6) Restorative Art: From The Ordinary to.....(4/26/15)      | <b>2hrs</b>   |

**Q) Middlesex & Somerset County Funeral Directors Association: Thomas DeMarco**

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| 1) Burial Protocol At the Wm C. Doyle Veterans.....(3/26/15) | <b>1hr</b> |
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**R) Matthews International: Peter Buck**

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| 1) 10 Arrangements Step Essential For Families.....(various)     | <b>1hr</b> |
| 2) Moving From Grieving to Remembrance (various)                 | <b>1hr</b> |
| 3) The Beauty, Characteristics and Value....Metals.....(various) | <b>1hr</b> |
| 4) The Beauty, Characteristics and Value....Woods.....(various)  | <b>1hr</b> |

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

(Additional information provided to Chairman Bechtold only)

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| 1) HIV/AIDS-Communicable Diseases.....(continuous)             | <b>2hrs</b> |
| 2) Grief and the Role of the Funeral Professional (continuous) | <b>3hrs</b> |

**T) SCI-Dignity University: Alexandria Barnes**

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|--------------------------------------|------------|
| 1) Back Safety (continuous)          | <b>1hr</b> |
| 2) Bloodborne Pathogens (continuous) | <b>1hr</b> |

3) Compliant Resolution (continuous)	1hr
4) Cremation Theory (continuous)	1hr
5) Effective Telephone Communication (continuous)	1hr
6) Effective Employee Counseling (continuous)	0hr
7) Effective Supervision (continuous)	0hr
8) Fire Safety (continuous)	1hr
9) Formaldehyde Awareness Training (continuous)	1hr
10) FTC - Funeral Rule (continuous)	2hrs
11) Hazard Communications (continuous)	1hr
12) Hiring, Training & Retaining High.....(continuous)	0hr
13) Hospice Explained (continuous)	1hr
14) Jewish Funeral Traditions (continuous)	1hr
15) Managing Change (continuous)	1hr
16) Office Safety (continuous)	1hr
17) Respiratory Protection (continuous)	1hr
18) Funeral At-Need Contracts:.....(continuous)	1hr
19) Workplace Discrimination (continuous)	2hrs
20) Workplace Diversity (continuous)	1.5hrs
21) Workplace Harassment (continuous)	2hrs

**U) National Funeral Directors Association: Kathleen Walczak/Jackie Lindberg**

1) Certified Preplanning Consultant Program....(various)	8-16hrs
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**V) International Order of the Golden Rule: Jessica Smith**

(Additional information provided to Chairman Bechtold only)

1) 2015 Annual Conference & Supplier Showcase (4/23-25/15)	11hrs
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**W) National Funeral Directors Association: Jackie Lindberg**

1) Annual All-Staff Training With The FTC.....(5/14/15)	2hrs
2) New Campaign Tool to Inspire Families..... (5/28/15)	1hr

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**X) Eastwick College: Dr. Daniel Simone**



1) NJ Mortuary Rules & Regulations Revisited (various)	2hrs
<b>Y) Ethics Training and Consulting, LLC: Claudia Hawkins</b> (Additional information provided to Chairman Bechtold only)	
1) The Case For Funeral Service Ethics (TBD)	3hrs
2) Maximizing Your Image (TBD)	2hrs
<b>Z) Sylvia L. Saxton: Sylvia Saxton</b>	
1) Overview of the Ebola Virus (various)	1hr
2) Ebola Virus for Healthcare Workers & Embalmers (various)	2hrs
3) Overview of Infectious Diseases The Funeral..... (various)	3hrs
<b>ZA) National Funeral Directors Association: Jackie Lindberg</b>	
1) NJDA Business Conference (5/6/15)	8.5hrs
<b>ZB) National Funeral Directors Association: Jackie Lindberg</b>	
1) Talkin' bout My Generation: Four Generations.....(5/21/15)	1hr
<b>ZC) Edith Churchman: Edith Churchman</b> (Additional information provided to Chairman Bechtold only)	
1) Ethics Case Studies (various)	1hr
2) Getting the Most from Your Firms Preneed (various)	1hr
3) Preneed Case Studies (various)	1hr
4) Funeral Ethics (various)	1hr
5) Funeral Agent (various)	1hr
6) The Ne Jersey Medicaid Funeral (various)	1hr
7) Funeral Home Rentals (various)	1hr
8) The New Jersey Apprentice (various)	1hr
9) Funeral Ethics in the Internet Age (various)	1hr
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10) Funeral Home Dress Codes (various)	1hr
11) Going Green for your Funeral Home:.....(various)	1hr

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|---|------------|
| 12) The Art of the Apology (various)                      | <b>1hr</b> |
| 13) Harassment in the Funeral Service Workplace (various) | <b>1hr</b> |
| 14) Preparing Your Firm For OSHA (various)                | <b>1hr</b> |
| 15) FTC Review (various)                                  | <b>1hr</b> |

**ZD) Mark Samuel Ross, Esq.: Mark Samuel Ross**

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| 1) Annual OSHA Training (TBD)                          | <b>2hrs</b> |
| 2) Annual OSHA Training-Refresher (TBD)                | <b>1hr</b>  |
| 3) NJ Pre-Need Rules and Regulations-.....(TBD)        | <b>2hrs</b> |
| 4) Liability and the Funeral Home.... (TBD)            | <b>2hrs</b> |
| 5) Privacy and the Funeral Home (TBD)                  | <b>2hrs</b> |
| 6) Trend and Issues in Funeral Service (TBD)           | <b>2hrs</b> |
| 7) Understanding Probate, Estate.....(TBD)             | <b>2hrs</b> |
| 8) Complying With the FTC Funeral Rule (TBD)           | <b>2hrs</b> |
| 9) Work First NJ, The Medicaid Recapture Rule (TBD)    | <b>2hrs</b> |
| 10) Towards A Code of Ethics For Funeral Service (TBD) | <b>2hrs</b> |
| 11) Jewish Funeral Practice (TBD)                      | <b>2hrs</b> |

**ZE) Goldstein Funeral Chapel, Inc.: Martin Goldstein/Michael Mittenzwei**

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|---------------------------------------|-------------|
| 1) Funeral Directing Ethics (various) | <b>2hrs</b> |
| 2) Pre-Need (various)                 | <b>2hrs</b> |
| 3) The Right of Disposition (various) | <b>1hr</b>  |

**ZF) National Funeral Directors Association: Jackie Lindberg**

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|---|-------------|
| 1) Tech Talk (5/14/15)                              | <b>1hr</b>  |
| 2) The New Customer Experience (5/13/15)            | <b>1hr</b>  |
| 3) AFE-Demonstration #1and #2:.....(5/12-13/15)     | <b>2hrs</b> |
| 4) AFE-Lecture: Embalming Difficult Cases (5/14/15) | <b>1hr</b>  |

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The committee reported that section H) National Funeral Directors & Morticians, number 2 was not

approved; section J) Education Workers Group, the Ethics courses were 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 requiring three hours of in-person attendance for ethics and law courses; section K) MKJ Marketing was not approved; section M) Practicum Strategies, number 1 and 26 were not approved; section P) National Funeral Directors Association, number 2 and 4 were not approved; section T) SCI-Dignity University, numbers 5, 6 and 12 were not approved. On motion made by Mr. Olabisi, seconded by Mr. Wimberg, the Board voted to accept the committee report as read. All voted in favor of the motion.

### **CORRESPONDENCE**

Linda Van Arsdale, Trust Project Manager for Choices, informs the Board that they were authorized to prepare the notification letters to the preneed purchasers, regarding the change of ownership for Middlesex Funeral Home, Piscataway Funeral Home, South Plainfield Funeral Home and Affordable & Dignified Cremation Services of NJ. This was for the Board's information only.

Linda Van Arsdale, Trust Project Manager for Choices, informs the Board that they were authorized to prepare the notification letters to the preneed purchasers, regarding the change of ownership for Robert L. Ford Funeral Home. This was for the Board's information only.

Linda Van Arsdale, Trust Project Manager for Choices, informs the Board that they were authorized to prepare the notification letters to the preneed purchasers, regarding the change of ownership for Lowenstein Funeral Home. This was for the Board's information only.

Frank Galante, informed the Board that he inadvertently pressed the wrong key, when completing the license renewal questionnaire, regarding having been disciplined. This was for the Board's information only.

Richard Galante, Jr, informed the Board that he inadvertently pressed the wrong key, when completing the license renewal questionnaire, regarding having been suspended or disciplined. This was for the Board's information only.

David Flotard, informed the Board that an incorrect answer was submitted on the license renewal questionnaire, regarding having been suspended, revocation, surrender or other action taken against his license. This was for the Board's information only.

Barbara Bromirski, informed the Board of the passing of William Bromirski, and her decision to

assume the role as manager of the Bromirski Funeral Home Inc. This was for the Board's information only.

Linda Van Arsdale, Trust Project Manager for Choices, informs the Board that they were authorized to prepare the notification letters to the preneed purchasers, regarding the closing of Paul Ippolito Memorial Home. This was for the Board's information only.

Peter Cummings, informed the Board of a typographical error that was entered on the license renewal questionnaire, regarding having been suspended, revocation, surrender or other action taken against his license. This was for the Board's information only.

John M. Gorny is not sure why the Board is questioning his renewal application concerning suspension, revocation, surrender or other action taken against his license.

Elizabeth Gormley Johnson, informed the Board of a typographical error that was entered on the license renewal questionnaire, regarding having been suspended, revocation, surrender or other action taken against her license. This was for the Board's information only.

Jeffrey Heagen, informed the Board that he checked the wrong box, when completing the license renewal questionnaire, regarding having been disciplined. This was for the Board's information only.

Angela Ippolito, informed the Board that she accidentally hit yes on the license renewal questionnaire, regarding having been suspended, revocation, surrender or other action taken against her license. This was for the Board's information only.

Vincent Grauso, informed the Board of a typographical error that occurred on the license renewal questionnaire, regarding being a U.S. Citizen. This was for the Board's information only.

Mike Roberson, informed the Board of a typographical error that was made on the license renewal questionnaire, regarding having been suspended, revocation, surrender or other action taken against his license. This was for the Board's information only.

James Ronald Curry, apologized to the Board for a typographical error that was made on the license renewal questionnaire, regarding having been convicted of a crime or having any violation with the law enforcement. This was for the Board's information only.

Christopher Young informed the Board of his 2012 DWI. This was for the Board's information only.

John J. Sperling IV, informed the Board of his 2013 DUI. This was for the Board's information only.

Minerva L. Feagin, advised the Board of her arrest in 2014 for Theft of movable property. This was for the Board's information only.

Kevin Beare is seeking reinstatement of his practitioner license, which expired in 1991. The Board determined to issue a letter requiring previous and current fees, complete a mini internship, take and pass the practical examination and jurisprudence examination, submit an affidavit listing each job held during the lapsed licensure period, a notarized statement including whether or not he was engaged in the practice of mortuary science in New Jersey and satisfactory documentation that of continuing education credits have been maintained.

Cynthia Becker, advised the Board of Geraldine Oliverie and Michael J. Hennicke, plan to open up the Oliverie Funeral Home with an attached banquet hall. News article titled "Seniors fight 'depressing' proposal for funeral home". The Board determined to issue a letter requesting the plans be submitted to the Board's office for review. Mr. Marrocco recused himself.

#### **OPEN DISCIPLINARY MATTERS**

#14-47 Marrocco Funeral Home, Passaic, Peter Marrocco paid the penalty of \$250.00 for the violation of **N.J.A.C.**13:36-4.1 (a)(b) on March 11, 2015. This was for the Board's information only.

#### **ITEMS FOR DISCUSSION**

Regulation Analyst, Rachel Glasgow, arrived at 10:0 A.M. for the open discussion of **N.J.S.A.** 45:1-15, 45:7-38 and P.L. 2013, chapter 49. Ms. Glasgow discussed the approval of the adoption notice granting veterans credit earned during their time served to be substantially equivalent.

## **PUBLIC COMMENTS**

Adam Guziejewski, NJSFDA wanted to know is there any new information with the Pennsylvania child abuse courses. Mr. Madin informed Mr. Guziejewski that he will be in contact with him.

**EXECUTIVE SESSION** - 10:10 A.M. On motion made by Mr. Wimberg, seconded by Mr. Olabisi, the Board voted 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.

Respectfully submitted,

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Thomas M. Keiser, Jr.,  
Secretary

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Dated