

**THE NEW JERSEY STATE BOARD OF MORTUARY SCIENCE
124 HALSEY STREET, NEWARK NJ, 07101
HUDSON ROOM, 6TH FLOOR
9:30 A.M., TUESDAY, JULY 1 , 2008
<http://www.state.nj.us/lps/ca/nonmed.htm#mort7>
OPEN SESSION MEETING MINUTES**

ATTENDANCE

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

ABSENT

Edith C. Churchman, Ph.D., CFSP
Fanny Jaramillo (Public Member)

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 Minutes for June 3, 2008.

On motion made by Mr. Lombardi, seconded by Mr. Brown, 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 June were 6 and the total for the year are 53.

Mr. Mandeville reported that the next regular Board meeting has been scheduled for Tuesday, August 5, 2008 in the Hudson Conference Room, 6th floor.

Mr. Mandeville reported that there were 28 candidates that registered for the June 20, 2008 Jurisprudence Examination.

Mr. Mandeville reported that Mr. Frederick R. Whiteley, III has resigned from his position on the Board effective June 3, 2008.

ELECTION OF OFFICERS

Pursuant to the provision of N.J.S.A. 45:7-37, Board members conduct the annual election of officers. On motion

made by Goldstein, seconded by Mr. Brown, the Board elected Mr. Stellato as President of the Board and Mr. Galante as Secretary of the Board. All voted in favor of the motion.

INTERN REGISTRATIONS

Caroline Bennett, Michalski Funeral Home
Nancy Ann Butkiewicz, Flynn and Son Funeral Home
Kelly Malloy, Day Funeral Home
Ian Manelis, Louis Suburban Chapel, Inc.
Nicholas Tomasello, Gardner Funeral Home
Michael Warchal, Silverton Memorial Funeral Home

This was for the Board's information only.

NEW LICENSEES

Steven Rapacki Licensed by Application

This was for the Board's information only.

NEW INSTALLATIONS

Cremation Company, Jersey City, Mgr. Richard Riotto

This was for the Board's information only.

CONTINUING EDUCATION

International Order of the Golden Rule: Jenny Gabbert

- 1) The Golden Rule School-7/16-18, 2008 21hrs
 - 2) Using NFAM and the Golden Rule Logo to Promote Your FH -7/17/08 1hr
 - 3) First Impressions: The Art of Telephone Conversation-8/21/08 1hr
- B) Bergen County Funeral Director's Association: Ginny Sanzo
- 1) Common Footing on Sacred Ground-4/2/08 1hr
- C) Batesville Casket Company, Inc.: Deb St. Pierre 1hr
- 1) The Future of Chinese Casket Imports- (blanket time & location) 3hrs
- D) Funeral Director's Association: Edith Churchman
- 1) State Board Update - 4/17/08 1hr
- E) Bergen County Funeral Director's Association: Ginny Sanzo
- 1) Hospice Care-1/2/08 1hr
- F) Matthews International: Jay Diaz
- 1) A Fresh Look at The Future Seminar -(various) 8hrs

2) Focus on Your Future- (various) 12hrs

G) The Dodge Institute: Kimberly Gehlert

1) Embalming: The Challenges & The Rewards -9/10/08 6hrs

H) Stericycle: Sheryl Pellerin

1) Respiratory Protection Awareness-7/31/08 1hr

2) Tuberculosis Regulatory Awareness- 7/31/08 1hr

3) Lock Out/Tag Out Awareness Training-7/31/08 1hr

4) Funeral Industry: OSHA/Bloodborne Pathogens Training 3-7/31/08 3hrs

5) Funeral Industry: OSHA/Bloodborne Pathogens Training 2-7/31/08 3hrs

6) Confined Space Awareness Training -7/31/08 1hr

7) Formaldehyde Awareness Training -7/31/08 1hr

8) Hazard Communication Training -7/31/08 1hr

I) Selected Independent Funeral Home: Wilson R. Bradley

1) Service That Rocks-3/31/08

2) Performance that Rocks-3/31/08

3) Selected Update-4/1/08

4) Roundtable Discussion-4/1/08

J) Rutgers: Kyle Ledford

1) EEO Law and Lawful Employment Programs-2/5/08 6hrs

2) Realities of Americans With Disabilities Act-2/20/08 6hrs

3) Dealing with the Troubled Employee-6/4/08 6hrs

4) EEO Compliance: Practical Strategies & Techniques 10/03/07 6hrs

5) Harassment in the Workplace-10/31/07 6hrs

6) Preparing the Company's Defense in Employee Disputes-10/23/07 6hrs

7) Preparing Employee Handbook- 11/1/07 6hrs

8) Human Resource Management and the Law-11/8/07 6hrs

9) Legal Framework for Employee Discipline & Discharge-11/29/07 6hrs

10) Employee And Labor Relations-12/13/07 6hrs

K National Funeral Directors & Morticians Association, Inc: Kim Bogard

1) Youth and Violence-A Discussion-8/2/08 1hr

2) Muslim Burial Customs-8/3/08 1hr

3) Smart Stretch-8/3/08 1hr

4) Common Embalming Problems-8/4/08 1hr

5) Use of Computers in the Funeral Home- 8/4/08 1hr

- 6) Funeral Service: A Look at Trends & Strategies for the Future-8/4/08 1hr
 - 7) Introducing Change in the Funeral Home-8/4/08 1hr
 - 8) Embalming Basics-8/5/08 1hr
 - 9) Funeral Home & Liability-Recognizing It and Avoiding It-8/5/08 1hr
 - 10) 4 Steps to Transforming Your Workplace and Creating Lasting Values-8/5/08 1hr
 - 11) Governmental Laws, Rules & Operations That Directly Affect Families During Military Burials -8/6/08 1hr
 - 12) Embalming: Cosmetic Application and Techniques -8/6/08 1hr
 - 13) Facts Funeral Directors Should Know From Their State Boards-8/6/08 1hr
 - 14) Making Funeral Arrangements-8/6/08 1.5hrs
 - 15) Succession Planning- Minimizing Family Disputes-8/6/08 1.5hrs
- L) National Funeral Directors & Morticians Association, Inc: Kim Bogard
- 1) Elder Care Legal Issues-5/17/08 1hr
 - 2) OSHA/Waste Management-5/17/08 1 hr
- M) Rolling, Shaw & Associates, P.C.: David Danaher
- 1) The Decision to Sell-5/2/08
 - 2) The Appraisal-Putting Out the Anchor-5/2/08
 - 3) "Soft Considerations"- Non Monetary Issues-5/2/08
 - 4) Working Lunch-" The Anatomy of a Transaction"-5/2/08
 - 5) The Tax Man Waits-5/2/08
 - 6) Strategies for Beating the Tax Man-5/2/08

The committee reported that section C) Batesville Casket Company, the Board is requesting additional information, section H) Stericycle, number five (5) was approved for two (2) hours only, section I) Selected Independent Funeral Home, was not approved, section J) Rutgers, is not related to mortuary science and was not approved, section K), number 3, is not related to mortuary science and was not approved, section M) Rolling, Shaw & Associates, P.C., is not related to the funeral industry and was not approved. On motion made by Mr. Goldstein, seconded by Galante, the Board determined to accept the committee report as read. All voted in favor of the motion.

CORRESPONDENCE

None.

OPEN DISCIPLINARY MATTERS

#08-26 Snover - Givnish Funeral Home, Cinnaminson, Mgr., Michael Givnish, paid the penalty of \$3,000.00 for violation of N.J.A.C.13:36-11.2 and 13:36-11.3 on June 11, 2008. Mr. Givnish also provided his continuing education credits as proof of compliance. This was for the Board's information only.

#08-50 Dennison Funeral Home, Florence, Mgr., Richard Dennison, paid the penalty of \$100.00 for violation of N.J.A.C. 45:1-7(c) on June 13, 2008. This was for the Board's information only.

John Hughes was issued an Final Order of Discipline on June 9, 2008. This was for the Board's information only.

Edward Manbeck Jr. was issued an Final Order of Discipline on June 9, 2008. This was for the Board's information only.

George Hartman Jr. was issued an Final Order of Discipline on June 9, 2008. This was for the Board's information only.

#07-127 Plinton Curry Funeral Home, Mgr., James Curry, paid the penalty in three monthly payment for a total of \$1,700.00 for violation of N.J.S.A 45:7-65.3, N.J.A.C 13:36-1.9 N.J.A.C 13:36-9.5(b)(1) and 9.6(b)(1), 16 C.F.R. § 453.3 (c)(2) and N.J.A.C. 13:36-9.7(d)(4) and 9.11(b) on June 17, 2008. Mr. Curry also provided his revised forms as proof of compliance. This was for the Board's information only.

PUBLIC COMMENT

Michael Mittenzwei, NJSFDA, has received numerous calls regarding the problems with purchasing and registering a funeral home and wanted to know if four (4) weeks is the approximate time to say the process will take to register a new funeral home. Mr. Mandeville stated that there is no time frame and have them submit their application to the Board's office as soon as possible. On motion made by Mr. Galante, seconded by Mr. Macysyn, the Board determined to forward this matter to the regulation committee.

Also the Archdiocese of Newark is now adding on a \$25.00 fee for "Road Repair". The fee is passed on to the funeral home. How does the funeral home pass on the fee?

EXECUTIVE SESSION - 10:35 A.M. On motion made by Mr. Macysyn, seconded by Mr. Goldstein, 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