

**THE NEW JERSEY STATE BOARD OF MORTUARY SCIENCE
124 HALSEY STREET, NEWARK NJ, 07101
HUDSON ROOM, 6th FLOOR
9:30 A.M., TUESDAY, AUGUST 8, 2017
<http://www.njconsumeraffairs.gov/mor>**

OPEN SESSION MEETING MINUTES

ATTENDANCE

Charles F. Bechtold, President
Garrett C. Jones
James J. Marrocco
Bayode Olabisi (Public Member)
Anthony J. Papavero Jr.
John Radzieta Sr.
Lloyd Wimberg

ABSENT

Thomas M. Keiser, Jr., Secretary - (excused)
Thomas E. Day - (excused)
Curtis S. Macysyn (Public Member) - (absent)

ALSO ATTENDING

Quin Archer, Executive Director
Meaghan Goulding, Deputy Attorney General
Sabrina Dwight, Administrative Assistant
Cynthia Khalil, Principal Clerk Transcriber

APPROVAL OF MINUTES

New Jersey State Board of Mortuary Science Open Minutes for July 11, 2017. On motion made by Mr. Marrocco, seconded by Mr. Radzieta, the Board voted to accept the minutes as amended. All voted in favor of the motion.

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EXECUTIVE DIRECTOR'S REPORT

Ms. Archer reported that the total number of complaints received in July are 9 and the total for the year are 33.

Ms. Archer reported that the next regular Board meeting has been scheduled for Tuesday, October 3, 2017 in the Hudson Conference Room, 6th floor.

Ms. Archer reported that 32 candidates registered for the July 21, 2017 Jurisprudence Examination in which 25 passed and 7 failed.

Ms. Archer reported that the Board meeting dates for 2018 are as follows:

January 9, 2018	July 10, 2018
February 6, 2018	August 7, 2018
March 6, 2018	October 2, 2018
April 3, 2018	October 30, 2018
May 1, 2018	December 4, 2018
June 5, 2018	

Ms. Archer reported that the Jurisprudence Examination dates for 2018 are February 16, 2018, July 20, 2018 and October 19, 2018.

Ms. Archer reported that the auditor has completed the review for the 2015-2017 continuing education credits.

INTERN REGISTRATIONS

- A) Sophi Campbell, Timothy E. Ryan Home For Funerals
- B) Christian Corso, Givnish Funeral Home
- C) Diandra Dwyer, Introcaso-Angelo Funeral Home
- D) Christopher Hoffman, Pepler Funeral Home
- E) Alexandra Loures, Clayton & McGirr Funeral Home
- F) Matthew McCracken, Costello-Runyon Funeral Home
- G) John Scholz, Bradley & Stow Funeral Home

New intern registration for 2017: 37

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This was for the Board's information only.

NEW LICENSEES

None.

Licensed by Application for 2017: 16 Licensed by Credentials for 2017: 1

This was for the Board's information only.

NEW INSTALLATIONS

Beth Shalom of Central Jersey LLC, East Brunswick, Mgr., James Fife
Cromwell Funeral Home of Hopewell Valley, Hopewell, Mgr., Christopher Merlino
Spells Funeral Home Inc., Trenton, Mgr., Alameen Spells

New Installation received in July: 3 Total for 2017: 12

CONTINUING EDUCATION

(Approved courses are found on the state website www.njconsumeraffairs.gov/mort under the licensee tab)

A) Edith Churchman

(Additional document furnished to Charles Bechtold only)

- | | |
|---|------------|
| 1) The Art of the Apology (various) | 1hr |
| 2) Third Party Sales (various) | 1hr |
| 3) Preparing your Firm for OSHA (various) | 1hr |
| 4) Preneed Case Studies (various) | 1hr |
| 5) Funeral Ethics Case Studies (various) | 1hr |
| 6) Funeral Ethics (various) | 1hr |
| 7) The New Jersey Apprentice (various) | 1hr |
| 8) The Funeral Agent (various) | 1hr |
| 9) Funeral Home Rentals (various) | 1hr |
| 10) Getting The Most From Your....(various) | 1hr |
| 11) Aligning Your Firm In the....(various) | 1hr |
| 12) The Unethical Consumer (various) | 1hr |
| 13) Funeral Home Dress Codes (various) | 1hr |

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B) National Funeral Directors Association: Jackie Ellis

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|---|-------------|
| 1) Webinar: Using Media to Grow Your Funeral....(9/28/17) | 1hr |
| 2) It's Easy Being Green: Getting Started.... (10/29/17) | 1hr |
| 3) Cremation Certification Program (9/14/17) | 3hrs |

C) International Cemetery and Funeral Association: Daniel Osorio

- | | |
|--|-------------|
| 1) 2017 Fall Management Conference (10/4-6/17) | 7hrs |
| 2) 2017 Crematory Arranger & Operator Certification.....(open) | 7hrs |
| 3) Crematory Operator Certification Class (open) | 0hrs |
| 4) Crematory Arranger Certification Class (open) | 7hrs |

The committee reported that section B) National Funeral Directors Association, number 3 was approved for three (3) hours only; section C) International Cemetery and Funeral Association, number 2 was approved for seven (7) hours only and number 3 was not approved. On motion made by Mr. Marrocco, seconded by Mr. Radzieta, the Board voted to accept the committee report as read. All voted in favor of the motion.

CORRESPONDENCE

The registration for the Branchburg Funeral Home was reinstated on February 20, 2017. This was for the Board's information only.

On February 7, 2017 upon Theodore Ricci's request the Board granted a waiver of N.J.A.C.13:36-

4.13, which would allow him to utilize the Lester Memorial Home, more the 3 times per calendar year, while both the Beth Israel Memorial Home and Spotswoods Funeral Home undergo renovations and construction. Mr. Ricci updated the Board with the status of the renovations and have provided a copy of the rental log sheet. On motion made by Mr. Radzieta, seconded by Mr. Jones, the Board voted to approve his waiver until December 31, 2017, the end of the calender year. All voted in favor of the motion.

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Intern applicant Robert Gordon, is requesting a six month extension in order to complete his remaining intern requirements. On motion made by Mr. Marrocco, seconded by Mr. Papavero, the Board voted to approve the six month extension. All voted in favor of the motion.

The Board approved the revised Continuing Education Form.

OPEN DISCIPLINARY MATTERS

Lawrence Charlton provided a response to the Provisional Order of Discipline (POD) that was issued on November 2, 2016 and copies of his 2013-2015 continuing education certificates. On motion made by Mr. Marrocco, seconded by Mr. Papavero, the Board determine to finalize the POD with modifications. After reviewing Mr. Charlton's submission the Board determined that he failed to complete the required ten continuing education credits. The Board voted to include in the Final Order of Discipline (FOD) that he complete two (2) more continuing education credits, within sixty (60) days of filing of the FOD. The two (2) continuing education credits cannot be used for any additional renewal period. In addition, he shall be fined \$500.00 for failure to timely submit his response to the Board. All voted in favor of the motion.

Carol Baugh failed to respond to the November 2, 2016 Provisional Order of Discipline which was sent via certified and regular mail. On motion made by Mr. Radzieta, seconded by Mr. Jones, the Board determined to finalize the Provisional Order of Discipline without modification. All voted in favor of the motion.

In receipt of Ronald Zale and Sean Zale response to the Provisional Order of Discipline that was issued on November 10, 2016. On motion made by Mr. Marrocco, seconded by Mr. Jones, the Board determined to finalize the Provisional Order of Discipline with modifications. After reviewing the submissions by Ronald Zale and Sean Zale, the Board determined that both failed to complete one required continuing education credit. The Board voted to order that Ronald Zale and Sean Zale complete one (1) more continuing education credit within sixty (60) days and issue a fine of \$100.00 for not completing the required ten continuing education credits during the 2013-2015 biennial renewal period. The one continuing education credit cannot be used for any additional renewal period. All voted in favor of the motion.

Consumer submitted a complaint against the Cotton Funeral Services for the embalming of her father's body without authorization. A Uniform Penalty Letter was issued to Oswald Boykins for violating N.J.A.C.13:36-8.8. On motion made by Mr. Marrocco, seconded by Mr. Jones, the Board determined to go into executive session for advice from counsel. All voted in favor of the motion. The matter was moved to executive session. On motion made by Mr. Marrocco, seconded by Mr. Radzieta, the Board voted to go back into open session. All voted in favor of the motion.

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

Respectfully submitted,

Thomas M. Keiser, Jr.,
Secretary

Dated