

MINUTES

Tuesday - December 16-17, 2003

The Board members hosted a holiday luncheon for the staff at the Doubletree prior to the meeting. The regular meeting of the Board of Embalmers and Funeral Directors was held in the Riffe Center located in Columbus. President John J. Hadley called the meeting to order at 1:24 P.M. Other Board members present were: Virginia S. Cheney, Ross C. DeJohn, Pernel Jones, Sr., Robert L. Shank, David B. Tobias, and Kurtis A. Tunnell. Also, present were: Anthony D. Siciliano, Assistant Attorney General, Frank J. Savage, Inspector, Charles H. Wisby, Inspector, and Ann Cunningham, Executive Director.

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On a motion by Mr. DeJohn, seconded by Mr. Jones, the minutes of the November 18-19 2003 meeting were approved as amended. Ayes: 7. Nays: 0. Motion approved.

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Announcements

The Executive Director informed the Board that staff secretary, Alpheratta Small, is recuperating from her latest surgery. The Department of Administrative Service, Disabilities Services Unit extended Mrs. Small leave until February 14, 2004.

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The Board received greeting from former Board member, Roger Primm.

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Joe Marsalgia, Pittsburgh Institute of Mortuary Science, emailed his thanks for the presentation by Mr. DeJohn and Inspector Savage on December 10, 2003. In addition, Mr. DeJohn shared a note from the PIMS class. Mr. DeJohn received per diem and travel expenses

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Mark Kassouf, Deputy Registrar, Vital Statistics, contacted the office to invite the Board to participate in the testing an online death certificate. The Board office will cooperate with the project along with the Coroners' Association and Ohio Funeral Directors Association.

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On Friday, December 19, the Board staff will meet with Susan Downs and Norm Heading of DAS to begin the conversion to the new licensing system, CAVU (SRSe)

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It was reported that although President Bush is closing Federal agencies and excusing their employees from duty on Friday, December 25, 2003, the State of Ohio considers the day after Christmas a normal workday.



On a motion by Mr. DeJohn, seconded by Mr. Shank, the Board voted to approve Inspector Frank Savage's trip to Pittsburgh, Pennsylvania on January 16, 2004 to serve as commencement speaker for the Pittsburgh Institute of Mortuary Science. Ayes: 7. Nays: 0. Motion approved.



Unfinished Business

The Board decided not to send a representative to the 28th Annual Forum of the Federation of Associations of Regulatory Boards in Florida on February 6-8, 2004.



New Business

There were no applications for crematory facility license.



There were no applications for crematory facility license pending receipt of the occupancy permit and final inspection by the Board



There were no applications for crematory facility license after approval of the application, receipt of the occupancy permit, and the final inspection



On a motion by Mr. Shank, seconded by Mr. Tunnell, the Board approved the following applications for funeral home license. Ayes: 7. Nays: 0.

<u>Firm Title</u>	<u>Address</u>	<u>County</u>	<u>Inspection</u>
Hinman-Tanner FH	Berlin Heights	Erie	12/15/03
Jack Monreal FH	Willowick	Lake	09/09/03
Morman FH	Wakeman	Huron	12/15/03
Novak FH	Columbus	Franklin	03/26/03



There were no applications for funeral home license pending receipt of the occupancy permit and final inspection by the Board.

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There were no applications for funeral home license after approval of the application, receipt of the occupancy permit, and the final inspection.



The following funeral homes submitted an amendment to change the manager during the month of November 2003.

<u>I.D.#</u>	<u>Firm Title</u>	<u>Manager</u>	<u>County</u>
43-00-0113	Goings Memorial Chapel	Wayne E. Hennessee	Clark
43-00-2382	Ritondaro Funeral Home Inc	Sam Ritondaro	Geauga
43-00-1640	Busch-Boswell-Jones-Deck Mortuary	J. Mark Busch	Cuyahoga
43-00-2620	Hogenkamp-Dzendzel FH Inc	Michael D. Lehman	Mercer
43-00-1327	Walter-Getts Funeral Home	E .Todd Fowler	Montgomery
43-00-1319	Brough-Getts Funeral Home	Joel L. Getts	Montgomery



The following funeral homes submitted amendments to change the funeral director actually in charge of and ultimately responsible for the funeral home for the month of November 2003.

<u>I.D.#</u>	<u>Firm Title</u>	<u>AIC/UR</u>	<u>County</u>
43-00-2382	Ritondaro Funeral Home Inc	Sam Ritondaro	Geauga
43-00-2620	Hogenkamp-Dzendzel FH Inc	Michael D. Lehman	Mercer
43-00-1327	Walter-Getts Funeral Home	Joel L. Getts	Montgomery
43-00-1319	Brough-Getts Funeral Home	Joel L. Getts	Montgomery



On a motion by Mr. Tunnell, seconded by Mr. Tobias, the Board voted to accept the following individuals as having met the licensure requirements, and issued embalmer and/or funeral director license numbers. Ayes: 7. Nays: 0. Motion approved.

<u>First name/initial</u>	<u>Last name</u>	<u>Embalmer License #</u>	<u>Funeral Director License #</u>
Terry J.	Adkins	9082 A	8990
James M.	Anderson		8991
Robert G.W.	Cartmill	9065 R	8970 R
Louis E.	Chisley	9066 A	8971
Dane F.	Daring II	9067 A	8972
Francis J.	Facchine	9068 R	8973 R
David A.	Hallenbeck	9069 R	8974 R

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Stephen P.	Leavitt	9070 R	8975 R
Christine E.	Levorchick		8976
John C.	McCormick	9071 R	8977 R
Kevin C.	McIntyre	9072 A	8978
Jessica P.	Mogard	9073 A	8979
Phillip J.	Pierrri	9074 A	8980
Mitchell R.	Planey	9075 A	8981
Dennis S.	Reed	9076 A	8982
Heather R.	Reynolds	9077 A	8983
Kathleen A.	Schulz		8984
Erin M.	Schwanitz	9078 A	8985
Chad J.	Snyder	9079 A	8986
Megan C.	Stamos		8987
Nathan J.	Thompson	9080 A	8988
William P.	Woodyard	9081 A	8989



The following individuals qualified and were issued registration numbers during the month of November 2003:

<u>First Name</u>	<u>Last Name</u>	<u>Embalmer registration</u>	<u>Funeral Director Number</u>	<u>Date Registered</u>
Leslie	Marshall		F-0037 04	11/24/03
Marsha	Yost		F-0038 04	11/24/03



The following individuals certified apprenticeships during the month of November 2003.

<u>First name/initial</u>	<u>Last name</u>	<u>Apprenticeship</u>	<u>Funeral Home</u>
Phillip	Edwards	FD	Gilligan Funeral Home 2926 Woodburn Ave Cincinnati
Leslie	Marshall	FD	Schoedinger FS 229 East State St Columbus Oh 43215
Marsha	Yost	FD	Dombrowski-Volak-Riddle FH 1939 Oberlin Ave Lorain Ohio 44052



The Board was informed that the Board office received and processed the following reports during the month of November 2003:

Embalming Case Reports	100
Embalming Master Reports	16
Embalmer Interviews	3
Funeral Director Progress Reports	197

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Funeral Director Master Reports 33

Funeral Director Interviews 4

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The Board members reviewed various news articles.

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The review of the position description for the new staff person caused much discussion as the Board members expressed their opinions. On a motion by Mr. Tunnell, seconded by Mr. DeJohn, the Board voted to approve the draft of the position description titled "Investigator Assistant." The draft will be forwarded to the Central Service Agency for editing and further processing. Ayes: 6. Nays: 0. Abstain: 1. Motion approved.

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Person before the Board.

Merlin Alexander appeared before the Board to answer questions concerning his applications for reciprocal embalmer and funeral director licenses. On a motion by Mr. Jones, seconded by Mrs. Cheney, the Board approved Mr. Alexander's request provided he successfully passes the Funeral Service Arts, embalmer Ohio laws, and funeral directors Ohio laws examinations. Ayes: 7. Nays: 0. Motion approved.

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On a motion by Mr. Tobias, seconded by Mr. Jones, the Board went into executive session pursuant to Section 121.22(G)(1) of the Revised Code, to consider complaints and possible disciplinary action against licensees, and Section 121.22(G)(3) of the Revised Code to conference with the Board's counsel to consider pending litigation. Roll call vote: Cheney, Aye; DeJohn, Aye; Hadley, Aye; Jones, Aye; Shank, Aye; Tobias, Aye, Tunnell, Aye.

Assistant Attorney General Tony Siciliano left the executive session to participate in a hearing.

The President declared the Board out of executive session.

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On a motion by Mr. DeJohn, seconded by Mrs. Cheney, the Board voted to accept the remedy offered by Paul M. McCauley and SBC Telephone Company to remove the name

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of William McCauley from the Youngstown/Warren Regional Telephone Book. Ayes: 7.
Nays: 0. Motion approved.

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On a motion by Mr. DeJohn, seconded by Mr. Tunnell the Board voted to close seven (7) investigatory files. Roll call vote: Cheney, Aye; DeJohn, Aye; Hadley, Aye; Jones, Aye; Shank, Aye; Tobias, Aye, Tunnell, Aye.

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On a motion by Mr. Shank, seconded by Mr. Tunnell, the Board rescinded the October 14, 2003, motion charging the owner of the Linda R. Simpson Funeral Home with violation of Section 4717.06(A)(2) of the Revised Code for failure to notify the Board within thirty days that the person serving as manager and funeral director actually in charge of and ultimately responsible for the funeral home had terminated her employment; and for violation of Section 4717.13(A)(5) of the Revised Code, for operating a funeral home without a license to operate the funeral issued by the Board under this chapter; and Section 4717-1-16(B)(2)(c) of the Administrative Code for failure to provide an amendment to the funeral home license within ten days after the person serving as manager, and funeral director actually in charge of and ultimately responsible for the funeral home terminated her employment. Roll call vote: Cheney, Aye; DeJohn, Aye; Hadley, Aye; Jones, Aye; Shank, Aye; Tobias, Aye; Tunnell, Aye.

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On a motion by Mr. Tobias, seconded by Mr. DeJohn, the Board voted to charge Wayne L. Wheat, holder of embalmer license #6596 and funeral director license #5684, with violation of Section 4717.14(A)(2) of the Revised Code, convict for a felony or any crime involving moral turpitude, specifically for Mr. Wheat's conviction for violation of 21 United State Code 846 and 21 United State Code 841(a)(1) and (b)(1)(A) for Conspiracy to Possess with the Intent to Distribute and Distribute Cocaine and Heroin. Roll call vote: Cheney, Aye; DeJohn, Aye; Hadley, Aye; Jones, Aye; Shank, Aye; Tobias, Aye; Tunnell, Aye.

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Correspondence

1. A letter from Anthony Treboni concerning the John Quint & Sons Funeral Home.
The Board reviewed Mr. Treboni's letter and a letter from the Executive Director.

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- Secretary to instruct Mr. Treboni to submit an amendment documenting the new manager, and himself as the funeral director actually in charge of and ultimately responsible for the funeral home. In addition, the Board confirmed that Mr. Treboni has until September 8, 2004 to add his name to the title.
2. A letter from Sean E. Berry responding to the Board instructions for reinstatement of his embalmer license. Secretary to reiterate the original instructions, quoting Section 4717.08(C) of the Revised Code that mandates the procedure.
 3. A letter from Fred Tumer concerning reinstatement of his embalmer and funeral director licenses. Secretary to inform Mr. Tumer that Section 4717.08 (C) of the Revised Code prescribes the procedure of successfully passage of the embalmer and funeral director Ohio laws examinations and payment of the renewal fee plus the monthly penalty fees.
 4. A letter from Joseph Paquelet informing the Board that the Brooks Funeral Home located in Massillon will close effective January 1, 2004. Secretary to request the renewal and display licenses, and a clearly enumerated list of all preneed.



Inspectors' Reports

Inspector Savage reported that he drove 1,234 miles in the counties of Columbiana, Cuyahoga, Erie, Geauga, Mahoning, Medina, Portage, Seneca, Stark, Summit, Trumbull, and Tuscarawas. He inspected 1 crematory facility, 33 funeral homes, and found no violations, conducted eight investigations, and monitored no apprentices. Inspector Savage participated in the Law Seminar at the Pittsburgh Institute of Mortuary Science on December 10, 2003.

Inspector Wisby reported that he drove 2,426 miles in the counties of Allen, Butler, Clark, Lucas, and Montgomery. He inspected 1 crematory facility, and 18 funeral homes, and found seven violations. He conducted five investigations and monitored one apprentice.



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The Board reviewed the revenue and voucher journals for November, the percentage of expenditures chart as of November and a comparison of revenue and disbursements for November.



On a motion by Mr. Tunnell, seconded by Mr. Shank, the Board voted to purchase auto physical damage coverage for the two vehicles leased from the Department of Administrative Services, Transportation Services Unit. These vehicles are driven by Inspectors Savage and Wisby. The Department of Administrative Services, Risk Management estimates the annual premium at \$544.00 for each vehicle. Ayes: 7. Nays: 0. Motion approved.



The Board recessed at 3:03 P.M.



Wednesday - December 17, 2003

The Board reconvened at 8:00 A.M. in the Board office. President John J. Hadley presided. Present were: Virginia S. Cheney, Ross C. DeJohn, Pernel Jones, Sr., Robert L. Shank, David B. Tobias, Kurtis A. Tunnell, Inspector Frank J. Savage, Inspector Charles H. Wisby, and Executive Director, Ann Cunningham. Also present was Barbara Hadley.



The Secretary was instructed to ask the Assistant Attorney General to prepare for a discussion of direct disposition facilities that allegedly offer funeral service without a funeral home license.



Continuing Education

On a motion by Mr. Tunnell, seconded by Mrs. Cheney, the Board approved, and where indicated denied, the following continuing education programs. Ayes: 7. Nays: 0.

Motion approved

PRIOR APPROVAL GROUP:

Date	Sponsor	Title	Hours
031107	REGSPTSV	Annual OSHA Training Milton WV David E Partridge Blanket Approval thru 06-30-04	03
031112	WILBERT	Synchronized Marketing Plan Wooster OH Kathleen Berry 216-521-1705 Blanket Approval thru 06-30-04	02

M I N U T E S

031112	YORK	The Future of Funeral, Cemetery & Memorial Product Merchandising Jamie M Maack Blanket Approval thru 06-30-04	09
031118	BATES	Professional Arranger Development Seminar Batesville IN Donald J Baechle, Jr 800-622-8373 Blanket Approval thru 06-30-04	10
031125	OTR/OFDA	Partnership for Life -"Giving the Gift of Life" Archbold OH Gary M Burr Blanket Approval thru 06-30-04	01
031209	CENTRAL	Grief & Loss - Better Care in the 21st Century Miamisburg OH Joel L Getts 937-572-8636 Blanket Approval thru 06-30-04	03
040108	CENTRAL	Talking to Children & Teens about Death & Dying Miamisburg OH Joel L Getts 937-572-8636 Blanket Approval thru 06-30-04	02
040114	TRI-CO	Tuscarawas County Coroners Procedures & Protocol New Philadelphia OH Robert L Smith 330-852-2141	02
040114	OTRC	Partnership for Life Sandusky OH Mark Lattimer 216-721-5610 Blanket Approval thru 06-30-04	02
040115	OFDA #16	Business Marketing - Once you have your business plan, then what Canton OH Randall J Sanders 330-484-2525	02
040119	FDANWO	Use of Computers in the Arrangement Conference and Darlington House and the Funeral Director Toledo OH Carter Neff 419-243-6281	02
040120	OFDA	Master Trust Committee Meeting Columbus OH Diana O'Neal 486-5339	02
040121	ARTISTIC	How to Market Memorial Stones Perrysburg OH Jeff Pettit 419-873-0433	02
040121	OFDA	Board of Directors Meeting Columbus OH Diana O'Neal 486-5339	02
040122	CENTRAL	Developing Healthy Attitudes in the Arrangements Conference Room Miamisburg OH Joel L Getts 937-572-8636 Blanket Approval thru 06-30-04	02
040127	OFDA #14	Batesville: Meaningful Memory Planner & Merchandising Columbus OH Duane Shaul, President 614-224-6105	02
040129	EAC	Cause & Manner of Death at the Cuyahoga County Coroner's Office Cleveland OH Steven R Shopp 440-842-0875	02
040205	CENTRAL	Stress Reduction for Funeral Directors Miamisburg OH Joel L Getts 937-572-8636 Blanket Approval thru 06-30-04	03
040209	DODGE	Serving the bereaved, funeral home management, embalming, and infectious disease prevention Scottsdale AZ Debbie Dodge 617-661-0500	20
040210	FDAKY	2004 FDAK Mid-Winter Conference Lexington KY Sidney Fogle 502-223-0622 Four programs each program 2 hours	08
040213	OFDA	Allied Memorial Council Educational Seminar - The	04

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		Main Event Round #2 Dublin OH Diana O'Neal 486-5339	
040218	LONG&RCK	Rock U 2004 Galion OH Sean Longstreth 419-468-3477	05
040219	IN-SIGHT	Celebrants St Petersburg FL Glenda Stansbury 405-810-9501 Blanket Approval thru 06-30-04	17
040219	CENTRAL	Growing to Become a More Effective Funeral Service Aftercare Provider Miamisburg OH Joel L Getts 937-572-8636 Blanket Approval thru 06-30-04	03
040227	OFDA	Annual Educational Conference St Thomas US Virgin Islands Diana O'Neal 486-5339	12
040305	CENTRAL	What in the World am I Doing? Miamisburg OH Joel L Getts 937-572-8636 Blanket Approval thru 06-30-04	03
040315	DODGE	Serving the bereaved, funeral home management, embalming, and infectious disease prevention Ft Lauderdale FL Debbie Dodge 617-661-0500	20
040416	IN-SIGHT	Celebrants Wheeling IL Glenda Stansbury 405-810-9501 Blanket Approval thru 06-30-04	17
040507	IN-SIGHT	Celebrants Toronto ON Glenda Stansbury 405-810-9501 Blanket Approval thru 06-30-04	17
040723	IN-SIGHT	Celebrants Cleveland OH Glenda Stansbury 405-810-9501 Blanket Approval thru 06-30-04	17
040910	IN-SIGHT	Celebrants Seattle WA Glenda Stansbury 405-810-9501 Blanket Approval thru 06-30-04	17
040924	IN-SIGHT	Celebrants San Antonio TX Glenda Stansbury 405-810-9501	17
041001	IN-SIGHT	Celebrants Minneapolis MN Glenda Stansbury 405-810-9501 Blanket Approval thru 06-30-04	17



On a motion by Mr. Tunnell, seconded by Mr. Tobias, the Board approved, and where indicated denied, the following continuing education programs. Ayes: 7, Nays: 0.

Motion approved.

BLANKET APPROVAL GROUP:

Sponsor	Title	Hours
CEB	End of Life Opportunities Iris Pieschalski, RN 216-844-1969	01
CENTRAL	Unique Tools for Those in Grief Joel L Getts 937-572-8636	03
CNTRLHMS	Unique Tools for Those in Grief Joel L Getts 937-572-8636	02

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CNPOH	The Certified Networker Program John Meyer 419-537-9054	tabled
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On a motion by Mr. Shank, seconded by Mr. Tunnell, the Board tabled the application for approval of a continuing education submitted by John Meyer, titled "The Certified Networker Program." Secretary to request additional information, specifically does this course receive college credit hours? Ayes: 7. Nays: 0. Motion approved.



On a motion by Mr. Shank, seconded by Mr. Jones the Board approved, and where indicated denied, the following continuing education programs. Ayes: 7. Nays: 0. Motion approved.

INDIVIDUAL APPROVAL GROUP:

Date	Licensee	Title	Hours
020701	41-00-7375	January 15, 2004 Grief Counseling Skills Blue Ash OH Cheryl L. Ross Cox	06
020701	41-00-8085	January 15, 2004 Grief Counseling Skills Blue Ash OH Roger A. Cox	06
020701	42-00-7268	January 15, 2004 Grief Counseling Skill Blue Ash OH Herman L. Stewart	06
020701	42-00-7533	January 15, 2004 Grief Counseling Skills Blue Ash OH David L. Cox	06



On a motion by Mr. Tunnell, seconded by Mrs. Cheney, the Board approved the following exemptions and waivers. Ayes: 7. Nay: 0. Motion approved.

APPLICATION FOR WAIVERS OR EXEMPTION 2002-2004

Waiver	Exemption	Licensee Name	Granted/Denied
X	X	Brown, William S.	OK



President Hadley adjourned the meeting at 8:45 A.M.