

## MINUTES

Tuesday - January 20-21, 2004

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 1:07 P.M. Other Board members present were: Virginia S. Cheney, Ross C. DeJohn, 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. Shank, the minutes of the December 16-17 2003, meeting were approved as amended. Ayes: 5. Nays: 0. Motion approved.

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### Announcements

The Executive Director informed the Board that staff secretary, Alpheratta Small, has decided to retire in May 2004. The Department of Administrative Service, Disabilities Services Unit will coordinate the disability leave to allow a smooth transition into the Ohio Public Employees Retirement System. Mrs. Small joined the Board staff in 1985.

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Inspector Frank Savage described his experience in Pittsburgh, Pennsylvania on January 16, 2004, in which he served as commencement speaker for the Pittsburgh Institute of Mortuary Science. PIMS presented Inspector Savage with a plaque recognizing his unselfish dedication to funeral service and PIMS.

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### Unfinished Business

The Board reviewed copies of the Board's section of the new licensing system, OHeLic. The Board staff meets weekly with computer specialists for the Department of Administrative Services to prepare for and assist with conversion. The question of access for Board Members was discussed; viewing apprentice files, printing interview forms, etc. The Board questioned the content of the information that will be available to the public.

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### New Business

There were no applications for crematory facility license.

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On a motion by Mr. Shank, seconded by Mr. Tunnell, the Board voted to approve the following application for crematory facility license pending receipt of the occupancy permit and final inspection by the Board. Ayes: 6. Nays: 0. Motion approved

<u>Firm Title</u>	<u>Address</u>	<u>County</u>
Tribute Cremation Service	Bryan	Williams



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. Tunnell, seconded by Mr. Tobias, the Board approved the following applications for funeral home license. Ayes: 6. Nays: 0.

<u>Firm Title</u>	<u>Address</u>	<u>County</u>	<u>Inspection</u>
Engle-Shook	Green Springs	Sandusky	11/20/03
Engle-Shook	Tiffin	Seneca	11/20/03
Engle-Shook	Bettsville	Seneca	11/20/03
Smith FH Inc	Sugarcreek	Tuscarawas	12/12/03
Smith FH Inc	Baltic	Tuscarawas	12/12/03



On a motion by Mr. Shank, seconded by Mr. Tunnell, the Board voted to approve the following applications for funeral home license pending receipt of the occupancy permit and final inspection by the Board. Ayes: 6. Nays: 0. Motion approved.

<u>Firm Title</u>	<u>Address</u>	<u>County</u>
Gary Memorial Chapel	Columbus	Franklin
Krill FS Inc	Bryan	Williams
D. W. Swick FH	South Webster	Scioto



On a motion by Mr. Tunnell, seconded by Mrs. Cheney, the Board voted to approve the following application for funeral home license after approval of the application, receipt of the occupancy permit, and the final inspection. Aye: 6. Nays: 0. Motion approved

<u>Board meeting</u>	<u>Firm Title</u>	<u>Location</u>	<u>Inspection</u>
01/20/04	Nurre-Mihovk-Rosenacker	Cincinnati	12/29/03



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

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<u>I.D.#</u>	<u>Firm Title</u>	<u>Manager</u>	<u>County</u>
43-00-2309	Fares J. Radel FH Inc	Elizabeth A. Williams	Hamilton
43-00-1920	Nicol-Wells-Kloss	Barbara E. Nicol	Cuyahoga
43-00-1879	John Quint & Sons Funeral Inc	Anthony L. Treboni	Franklin
43-00-2152	Bridges-Stocker-Fraley FH	Geary E. Fraley	Miami
43-00-1711	Thompson FH	Nathan James Thompson	Williams

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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 December 2003.

<u>I.D.#</u>	<u>Firm Title</u>	<u>AIC/UR</u>	<u>County</u>
43-00-1920	Nicol-Wells-Kloss	James P. Murphy	Cuyahoga
43-00-2085	Nicol-Wells-Kloss	James P. Murphy	Cuyahoga
43-00-1976	Brown-Forward, Inc.	Robert L. Forward	Cuyahoga

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There were no individuals who met the licensure requirements, and therefore the Board did not issue embalmer and/or funeral director license numbers.

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

<u>First Name</u>	<u>Last Name</u>	<u>Embalmer registration</u>	<u>Funeral Director Number</u>	<u>Date Registered</u>
Anthony P.	Skunza	E-0027 04	F-0039 04	12/10/03
Donna A.	Treboni		F-0040 04	12/10/03
Kylee N.	Ensminger	E-0028 04	F-0041 04	12/15/03
Cortney B.	Fouse	E-0029 04	F-0042 04	12/15/03
Michael A.	Carnes	E-0030 04	F-0043 04	12/31/03
Ward W.	Colson	E-0031 04	F-0044 04	12/31/03
Kyle R.	Conroy	E-0032 04	F-0045 04	12/31/03
Adam P.	Glenn	E-0033 04	F-0046 04	12/31/03
Neil T.	Harris	E-0034 04	F-0047 04	12/31/03
Jessica L.	Lemmink	E-0035 04	F-0048 04	12/31/03
Andrew M.	Waite	E-0036 04	F-0049 04	12/31/03
Diane E.	Wright	E-0037 04	F-0050 04	12/31/03

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

<u>First name/initial</u>	<u>Last name</u>	<u>Apprenticeship</u>	<u>Funeral Home</u>
Michael A.	Carnes	Emb/Fd	Anderson Funeral Home 1357 East Second St Franklin Ohio 45005
Kylee N.	Ensminger	Emb/Fd	Bolin Funeral Home 1271 Blue Ave Zanesville Ohio 43701
Cortney B.	Fouse	Emb/Fd	Arnold-Lynch & Paquelet FH 1100 Wales Rd NE Massillon Ohio 44646
Adam P.	Glenn	Emb/Fd	Redmon Funeral Home 3633 Darrow Rd Stow Ohio 44224
Anthony P.	Skunza	Emb/Fd	Held-Skunza FH 1166 Parsons Ave Columbus Ohio 43206
Donna A.	Treboni	Fd	John Quint & Sons FH 1177 West 5 <sup>th</sup> Ave Columbus Ohio 43212
Marsha A.	Yost	Fd	Dombrowski-Volak-Riddle FH 1939 Oberlin Ave Lorain Ohio 44052



The Board office received and processed the following reports during the month of December 2003:

Embalming Case Reports	124
Embalming Master Reports	20
Embalmer Interviews	2
Funeral Director Progress Reports	219
Funeral Director Master Reports	36
Funeral Director Interviews	3



The Board members reviewed various news articles.



The Board reviewed Bulletin 2003-09 from the Betty Montgomery, Auditor of State, issued December 23, 2003. The bulletin explains Section 9.24 of the Revised Code, effective January 1, 2004, that prohibits a state agency or political subdivision from awarding a contract for goods, services or construction, which is paid for in whole or in part with state funds, to a person against whom a finding for recovery has been issued by the Auditor of State, if the finding for recovery is unresolved.



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The Executive Director reported on a meeting with Department of Health, Bureau of Vital Statistics, in which Vital Statistics asked for participants in beta-testing an electronic system to create death certificates. Those present discussed the advantages and disadvantages of the proposed web-based system which will be voluntary in the beginning. The Coroner's Association offered two coroner's offices and the Ohio Funeral Directors Association will provide up to twelve funeral homes for the testing. The Associations and the Board offered to provide a link for funeral homes.

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David Tobias will serve as Board monitor for the examinations given on January 27-28, 2004, assisting the Board Inspectors.

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Inspector Wisby will attend the Allied Memorial Council Educational Seminar scheduled for Friday, February 13, 2004, at the Columbus Marriott Northwest.

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The Board office received numerous inquiries since the publication of an article concerning preneed, that spawned other articles, each of which became progressively incorrect. The Board discussed the format of the annual preneed report form, and decided to add "prior to January 1, 1997" to the line P.O.D. funded prearrangements. Also, Mr. Siciliano will assist with creating a statement to accompany the blank form when it is mailed to funeral homes in Ohio.

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On a motion by Mr. Tunnell, seconded by Mr. Shank, the Board approved a request by Ms. Cunningham to attend the annual full-day meeting of the Association of Executives of Funeral Service Boards (AEFSB) on April 23, 2004 in St. Louis, Missouri. Ayes: 6. Nays: 0. Motion approved.

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On a motion by Mr. DeJohn, seconded by Mr. Tunnell, the Board voted to send Mr. Tobias, Board Vice-President, and Ms. Cunningham, Executive Director, to the annual convention of the International Conference of Funeral Service Examining Boards on April 24-25, 2004 in St. Louis, Missouri. Ayes: 6. Nays: 0. Motion approved.

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### Correspondence

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1. A letter from David and Tammy Vernon concerning change of firm title. The Board approved their request to change "Skillman-McDonald Funeral Home" to "Skillman, McDonald & Vernon Funeral Home," and to change "Freshwater-McDonald Funeral Home" to "Freshwater, McDonald & Vernon Funeral Home." Secretary to inform Mr. and Mrs. Vernon that all advertisements and signage must reflect the new firm titles.
2. A letter from James P. Murphy responding to the Board's request for information. The former funeral homes titles "J. Flynn Mylott, Inc. did not have any preneed accounts to report.
3. A letter from James W. Brossia concerning change of firm title. The Board approved his request to change "Robinson-Henn-Brossia Funeral Home" to Brossia-Marsh Funeral Home" in Woodville. Secretary to inform Mr. Brossia that all advertisements and signage must reflect the new firm title.
4. A letter from David L. Packard requesting removal of the exemption for continuing education. The Board approved Mr. Packard's request provided he complies with Administrative Rule 4717-1-23.
5. A letter from Andrew Gonzalez informing the Board the he ceased operating the Gonzalez Funeral Home in Lorain as of December 31, 2003. Mr. Gonzales returned the funeral home display license and renewal. Secretary to request a clearly enumerated list of all preneed accounts.
6. A letter from Leslie M. Marshall concerning attending school during her apprenticeship. On a motion by Mr. Shank, seconded by Mr. Tunnell, the Board approved her request to attend Ashland Seminar for one day a week. Ayes: 6. Nays: 0. Motion approved.
7. Two letters from Randy T. Simmons, Ph.D. concerning a two-year funeral director apprenticeship and full-time employment as a school psychologist for Belpre City Schools and Wolf Creek Local School. Dr. Simmons stated that he worked less than forty hours per week, and felt the twenty-hour limit on part-time employment was capricious and maladaptive. On a motion by Mr. DeJohn, seconded by Mr. Shank, the Board voted to allow Dr. Simmons to work a

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maximum of twenty hours outside his apprenticeship. Ayes: 6. Nays: 0. Motion approved.

8. A letter from Richard E. Smith concerning reinstatement after the lapse of his embalmer and funeral directors licenses. On a motion by Mr. DeJohn, seconded by Mr. Tobias, the Board reiterated that Mr. Smith must comply with Section 4717.08 (C) of the Revised Code that states a holder of a lapsed license shall pay the lapsed licensed fee and take and pass the Ohio Laws examinations for each license as a condition for reinstatement. Ayes: 6. Nays: 0. Motion approved.



### Inspectors' Reports

Inspector Savage reported that he drove 1,510 miles in the counties of Ashland, Cuyahoga, Guernsey, Huron, Muskingum, Tuscarawas, and Washington. He inspected 3 crematory facilities, 33 funeral homes, and found no violations, conducted four investigations, and monitored no apprentices. Inspector Savage was the commencement speaker for the Pittsburgh Institute of Mortuary Science on January 16, 2004.

Inspector Wisby reported that he drove 2,214 miles in the counties of Auglaize, Clark, Clermont, Gallia, Hamilton, Meigs, Montgomery, Pickaway, and Ross. He inspected 7 crematory facilities, and 58 funeral homes, and found eight violations. He conducted three investigations and monitored four apprentices.



On a motion by Mr. DeJohn, seconded by Mr. Tobias, 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; Shank, Aye; Tobias, Aye, Tunnell, Aye.

The President declared the Board out of executive session.



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On a motion by Mr. Tunnell, seconded by Mrs. Cheney the Board voted to close one (1) investigatory file. Roll call vote: Cheney, Aye; DeJohn, Aye; Hadley, Aye; Shank, Aye; Tobias, Aye, Tunnell, Aye.

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Mr. Tunnell left the Board meeting at this point.

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Fiscal

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

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The Board members were given a copy of "Ohio's Licensing and Regulatory Boards Report" prepared by the Legislative Service Commission pursuant to Section 103.13 of the Revised Code.

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The Board recessed at 4:50 P.M.

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Wednesday - January 21, 2004

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, Robert L. Shank, David B. Tobias, Kurtis A. Tunnell, Inspector Frank J. Savage, Inspector Charles H. Wisby, and Executive Director, Ann Cunningham. Marie Lorz and Werner H. Kohles, members of the Funeral Consumer Alliance of Central Ohio were observers. Also present was Barbara Hadley.

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On a motion by Mr. DeJohn, seconded by Mr. Shank, the Board approved a request by Wendy Elaine Houston-Johnson, to attend college part time during her apprenticeship. The two classes total six hours per week. Ayes: 5. Nays: 0. Motion approved.

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Continuing Education

M I N U T E S

On a motion by Mr. Shank, seconded by Mr. Tobias, the Board approved, and where indicated denied, the following continuing education programs. Ayes: 6. Nays: 0.

Motion approved

**PRIOR APPROVAL GROUP:**

Date	Sponsor	Title	Hours
031209	BATES	Meeting the Needs of Our Changing Families Batesville IN Donald J Baechle, Jr 1800-622-8373 Blanket Approval thur 06-30-04	02
031212	CCMS	5th Quarter Practicum/CCMS Cincinnati OH Wanda Mullins Lee 513-761-2020 Blanket Approval thru 06-30-04	02
031217	BATES	Meeting the Needs of Our Changing Families Batesville IN Donald J Baechle, Jr 812-934-7953 Blanket Approval thru 06-30-04	06
031218	AURORA	Marketing Today & Tomorrow - Solutuion Merchandising Washington Courthouse OH Dave Lane 513-979-5260 Blanket Approval thru 06-30-04	02
031218	AURORA-1	Aurora Plant Tour - Video Washington Courthouse OH Dave Lane 513-979-5260 Blanket Approval thru 06-30-04	01
040109	BATES	Meeting The Needs of Our Changing Families Batesville IN Donald J Baechle, Jr 800-622-8373 Blanket Approval thru 06-30-04	06
040115	OGR	Memorialization Practices of Ethnic Segments Live Distance Audio Seminar via telephone Jenny Gabbert 800-637-8030	01
040117	UFD&EGC	Increasing your bottom line with cremation Cincinnati OH Arlene J Lawrence 513-241-6788	02
040122	NFDA	Exceptional Customer Service - Teleconference Via Telephone Sandra Jeske 800-228-6332	02
040128	#3-OFDA	Coroners Chat Sidney OH Jon Neeper 419-229-2300	01
040128	OFDA #3	Biorecovery Services Sidney OH Jon Neeper 419-229-2300	01
040205	TRI-CO	Trumbull Co Coroner's Office Niles OH Kyle Timothy 330-534-1955	02
040211	IFDA	2004 Mid Winter Conference Indianapolis IN Renee Parker 317-846-2448	16
040216	FDANWO	Georgio's Cafe International Toledo OH Carter Neff 419-243-6281	02
040219	OGR	Veterans and Flag Protocol Live Distance Audio Seminar - via telephone Jenny Gabbert 800-637-8030	01
040219	OFDA #16	Military Graveside Services - Procedures, Honorariums, etc Massillon OH	02

M I N U T E S

		Randall J Sanders 330-484-2525	
040219	BELMONT	Annual Coroner's Meeting St Clairsville Ohio Robert N Dell 740-676-1611	02
040224	GLCFD	The role of the Coroner Oberlin OH Launey J Dovin 440-245-5118	03
040224	MARTIN	Integrating Everyday Changes and Loss Learning to: "Go With the Flow" Cleveland OH Herrick M Martin 216-751-4300	02
040227	LIFEAPPR	Life Appreciation Training Cleveland OH Kevin Bates 512-237-5170 Blanket Approval thru 06-30-04	05
040301	MKJ	Improving Your Funeral Homes/4 days Keystone CO Kathy Ruzzo 888-655-1566	12
040304	NFDA	FTC Funeral Rule: 2004 Update Via Telephone Sandra Jeske 800-228-6332	02
040310	ICFA	Annual Convention & Exposition Nashville TN Lisa D'Angelo 703-391-8400 ext 214	13
040315	MKJ	Improving Your Funeral Home/3 days Naples FL Kathy Rizzo 888-655-1566	09
040318	OGR	Serving Blended Families: Who Get the Final Word? Live Distance Audio Seminar via telephone Jenny Gabbert 800-637-8030	01
040320	UFD&EGC	OSHA Training for Funeral Homes Cincinnati OH Arlene J Lawrence 513-241-6788	04
040321	AVON	Long Term Care Avon OH Joan Reidy or Richard Reidy 440-934-5204	03
040331	OGR	Making a Difference: Igniting Your Independent Spirit - 2004 Annual Conference Kissimmee FL Jenny Gabbert 800-637-8030	15
040406	CCC	The Director's Assistant Regional Training Charlotte NC Heather Scott 870-932-0081 ext 260	15
040415	OGR	Open Line Idea Exchange - Live Distance Audio Seminar via telephone Jenny Gabbert 800-637-8030	01
040427	CCC	The Director's Assistant Regional Training Cleveland OH Heather Scott 870-932-0081 ext 260	15
040504	CCC	The Director's Assistant Regional Training Memphis TN Heather Scott 870-932-0081 ext 260	15
040506	NFDA	Advanced Cost Savings for Small Businesses Via Telephone Sandra Jeske 800-228-6332	02
040515	UFD&EGC	Clinically preparing the organ donated body Cincinnati OH Arlene J Lawrence 513-241-6788	02
040521	OGR	Misidentified Bodies: Safeguards to a Serious Liability Live Distance Audio Seminar via telephone Jenny Gabbert 800-637-8030	01

M I N U T E S

040525	CCC	The Director's Assistant Regional Training Minneapolis MN Heather Scott 870-932-0081 ext 260	15
040615	CCC	The Director's Assistant Regional Training Boston MA Heather Scott 870-932-0081 ext 260	15
040617	OGR	Funeral Directors as Event Planners: The Next Step? Live distance Audio Seminar via telephone Jenny Gabbert 800-637-8030	01
040620	OGR	Embalming, Body Appearance and Universal Precautions St Louis MO Jenny Gabbert 800-637-8030	12
040629	CCC	The Director's Assistant Regional Training Houston TX Heather Scott 870-932-0081 ext 260	15
040706	CCC	The Director's assistant Regional Training Philadelphia PA Heather Scott 870-932-0081 ext 260	15
040715	NFDA	Handling EPA & OSHA Enforcement Issues: 2004 Update Via Telephone Sandra Jeske 800-228-6332	02
040717	UFD&EGC	Handling the Irate Customer Cincinnati OH Arlene J Lawrence 513-241-6788	02
040720	CCC	The Director's Assistant Regional Training San Francisco CA Heather Scott 870-932-0081 ext 260	15
040803	CCC	The Director's Assistant Regional Training Oklahoma City OK Heather Scott 870-932-0081 ext 260	15
040817	CCC	The Director's Assistant Regional Training St Louis MO Heather Scott 870-932-0081 ext 260	15
040909	NFDA	Advanced Cost Savings for Small Businesses Via Telephone Sandra Jeske 800-228-6332	02
040914	CCC	The Director's Assistant Regional Training Denver CO Heather Scott 870-932-0081 ext 260	15
040918	UFD&EGC	Funeral Home Succession Planning Cincinnati OH Arlene J Lawrence 513-241-6788	02
040928	CCC	The Director's Assistant Regional Training Orlando FL Heather Scott 870-932-0081 ext 260	15
041104	NFDA	OSHA Communicable Disease Via Telephone Sandra Jeske 800-008-6332	02



On a motion by Mr. Shank, seconded by Mr. Tunnell, the Board approved, and where indicated denied, the following continuing education programs. Ayes: 6, Nays: 0.  
Motion approved.

**BLANKET APPROVAL GROUP:**

Sponsor	Title	Hours
TRIGARD	Funeral Service	07

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Blake Swinford 217-477-5732	
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On a motion by Mr. DeJohn, seconded by Mrs. Cheney the Board approved, and where indicated denied, the following continuing education programs. Ayes: 6. Nays: 0.

Motion approved.

**INDIVIDUAL APPROVAL GROUP:**

Date	Licensee	Title	Hours
020701	42-00-8729	December 11, 2003 Specialized Embalming and Reconstructive Surgery Techniques Detroit MI Dean A Mueller	05
020701	42-00-8812	December 11, 2003 Specialized Embalming and Reconstructive Surgery Techniques Detroit MI James C Strabler	04



On a motion by Mr. Tunnell, seconded by Mr. DeJohn, the Board approved the following exemptions and waivers. Ayes: 6. Nay: 0. Motion approved.

**APPLICATION FOR WAIVERS OR EXEMPTION 2002-2004**

Waiver	Exemption	Licensee Name	Granted/Denied
	X	Stocker, Clifford L	Granted
X		Vandervoort, Lloyd T	Granted



President Hadley adjourned the meeting at 8:30 A.M.