

**KANSAS STATE BOARD OF MORTUARY ARTS  
700 SW JACKSON, SUITE #904  
TOPEKA, KANSAS**

**The Board Meeting of Thursday, April 14, 2022  
Senate Room, Jayhawk Tower Building**

---

**Format of Minutes:**

On each motion there appear the names of two board members in a parenthesis. The first named made the motion, and the second named made the second. Ayes and Nays will be recorded at a voter's request.

---

**Thursday, April 14, 2022:**

- I. 9:00 a.m.** The meeting of the Kansas State Board of Mortuary Arts (KSBMA) was called to order by President Bedene.

Roll call by Executive Secretary J.W. Carey found the following board members in attendance: President Barry W. Bedene, Arma, Licensee; Vice President Amy Elliott, Lenexa, Consumer; Craig Boomhower, Garden City, Licensee; Robert J. "Bob" Steil, Lawrence, Consumer; Phillip F. Ziegler, Dodge City, Licensee. Executive Secretary J.W. Carey, Investigator/ Inspector Michael Kelley, Assistant Attorney General Laine Barnard and Jane Weiler were also in attendance.

The board noted this meeting's tentative agenda that is displayed on the agency's website at: <http://ksbma.ks.gov/> under the heading of *Upcoming Meetings*.

(Steil-Elliott) To approve a final agenda for this meeting. Carried.

(Elliott-Ziegler) To adopt the February 4, 2022 board meeting minutes. Carried. These minutes will be signed by President Bedene and Executive Secretary Carey, then displayed on the board's website.

(Steil-Elliott) To adopt the March 9, 2022 board meeting minutes. Carried. These minutes will be signed by President Bedene and Executive Secretary Carey, then displayed on the board's website.

The board reviewed results of the written funeral directors' examination administered on February 4, 2022 noting that 100% (six of six applicants) were successful.

The board reviewed results of the written assistant funeral directors' examinations administered in February, March, and April 2022 noting that 45%

nine of the twenty applicants were successful.

The board reviewed the 'Interview Times' and the 'List of Licensure Applicants' scheduled to interview with the board at this meeting, noting that four applicants are scheduled to meet with the board: three embalmer-funeral director applicants, and one reciprocal embalmer-funeral director applicant. Following approval by the Board, four applicants are scheduled to be administered the written funeral directors' examination in conjunction with this meeting.

- 
- II. 9:15 a.m.** The board reviewed individual applications for licensure along with the executive secretary's summations of the applicant's apprentice and supervising licensee progress reports. Applicants for licensure will be interviewed later in this meeting. All funeral director applicants will be administered the written funeral directors' examination proctored by Office Manager, Kim Cottrell and Inspector Michael Kelley at 1:30 p.m. this afternoon in the Florentine Room of the Jayhawk Tower.

Quarterly apprentice progress reports of embalmer/funeral director apprentices and supervising licensees that were due March 15, 2022 were summarized by the executive secretary with copies of the individual reports available for board members to review.

Reviewed paid reciprocal license application and reciprocal license verification from the Florida Division of Funeral, Cemetery & Consumer Services for a reciprocal embalmer-funeral director applicant.

- 
- III. 9:25 a.m. Investigative Committee (IC) Report:**

Six files were closed with 13 files remaining open at this time.

- 
- IV. 9:30 a.m. General Counsel Legal Update:**

1) (Steil-Ziegler) Pursuant to K.S.A. 75-4319, I move that the Board recess into executive session for 20 minutes and reconvene the open meeting at 9:50 a.m. The meeting will reconvene in the current board room.

The justification is consultation that would be deemed privileged in the attorney-client relationship with the Board's legal counsel, Assistant Attorneys General Laine Barnard and Jane Weiler. The subject to be discussed in the executive session concerns account disposition. Board staff who are included as the client in the executive session are J.W. Carey and Michael Kelley. All other attendees are asked to exit the room at this time. Carried.

- 
- V. 9:40 a.m. Board Business:**

1) (Ziegler-Elliott) To approve the quarterly lists of continuing education. Carried. Lists approved were: Scheduled (On-Site) Programs (Listing by Date of Program from the KSBMA web site), Ongoing Programs, Home-Study/Correspondence Programs and the list of Crematory Operator

Programs. These items are updated regularly and are available on the board's website.

- 2) (Elliott-Boomhower) To approve the list of lapsed licenses. Carried. This list contains the names of individuals whose license renewals are past due for longer than six months, who have requested that their licenses be dropped or who have died and in the case of assistant funeral directors, who are no longer employed at a funeral home under the supervision of a funeral director. The current list reviewed and approved by the Board included eleven assistant funeral director licenses, two crematory operator licenses, eight embalmer licenses, six funeral director licenses and zero establishment/branch establishment licenses. This information is provided for a number of reasons, including use by the Office of Vital Statistics (OVS) for purposes of licensure verification on death certificates.
- 3) The board reviewed the draft list of Automatically Suspended Licenses. This list contains the names of individuals who have not paid their license renewal fees by the appropriate due date and have not requested that their licenses be dropped. Once a license is six months in arrears, it is then automatically placed on the lapsed license list for purposes of being dropped. This draft list includes eight embalmer licenses, twelve funeral director licenses, zero assistant funeral director licenses, one crematory operator licenses, zero establishment licenses and zero branch establishment licenses for license renewals due through February 28, 2021.
- 4) The board reviewed the following lists of information for the quarter: Changes in Funeral Home and Crematory Ownership with one crematories, one funeral establishments and zero branch funeral establishments noted. The list of Closed Funeral Homes and Crematories to report this quarter consists of zero funeral homes and zero crematories.
- 5) The Board reviewed the current roster of apprentice embalmers and funeral directors. A total of seventeen apprentices are currently registered with the board, including: fourteen embalmer-funeral director apprentices, one embalmer and two funeral director apprentices.
- 6) Board Meeting dates for 2022, include: July 14 and October 13.
- 7) The Board reviewed a Press Release from the KSBMA, about the new Funeral Home/Crematory Investigator-Inspector, Mr. Michael J. Kelley.
- 8) The Board reviewed a Press Release from District Attorney, Marc Bennett of the 18<sup>th</sup>. Judicial District of Kansas, concerning a now-closed funeral home in Wichita, Kansas.
- 9) The Board reviewed an email detailing the filing of SSI with the Secretary of State's Office.
- 10) Updated information pertaining to Board Members and Administrative Staff was provided and discussed.

---

**VI. 10:10 a.m. Executive Secretary's Report:**

- 1) Updated Budget Information:
  - a) FY 2022—A request of \$367,875 was submitted to the Division of the Budget.
  - b) FY 2023—A request of \$308,394 was submitted to the Division of the Budget.
- 2) Legislative Session Update:

- a) HCR 5014
- b) Substitute for SB 34
- 3) Information regarding the International Conference of Funeral Service Examining Boards (ICFSEB):
  - a) National Board Examination (NBE) Results were reviewed and discussed.
- 4) There was no new information to report from the Council on Licensure, Enforcement and Regulation (CLEAR).
- 5) There was no new information regarding the Federation of Associations of Regulatory Boards (FARB).
- 6) Information from the Kansas Funeral Directors Association (KFDA):
  - a) The Board reviewed the February 2022 edition of the KFDDA Journal.
  - b) The Board reviewed the KFDDA Spring Regional Meeting Update of the KSBMA.
  - c) The Board reviewed a submission from the KFDDA for Continuing Education for the Tri-State Convention, which will be held May 1<sup>st</sup>. - 4<sup>th</sup>. of 2022. Continuing Education denied. See K.A.R. 63-6-2 (a) 1.
- 7) The KSBMA's website, located at <http://ksbma.ks.gov/>, continues to be regularly updated by the KSBMA's administrative staff.
- 8) There was no new information to report from the National Funeral Directors Association (NFDA).
- 9) There was no new information from the Federal Trade Commission.
- 10) There was no new information to report from the American Board of Funeral Service Education (ABFSE.)
- 11) There was no new information to report from the Cremation Society of North America (CANA.)
- 12) There was no new information to report from the Funeral Consumer's Alliance (FCA.)
- 13) There was no new information to report from the Funeral Consumer's Alliance of Greater Kansas City (FCA-GKC.)
- 14) There was no new information to report from the Kansas Department of Health and Environment (KDHE), Office of Vital Statistics (OVS).
- 15) There was no new information to report from the Mortuary Science Program at Kansas City Kansas Community College (KCKCC.)
- 16) There was no new information to report from the Kansas Mass Fatality Planning Task Force.
- 17) The agency's Continuity of Operations Planning System (COOP) continues to be updated quarterly or more often as is needed. This is the system utilized in cases of emergencies by the State of Kansas for state agencies. COOP also sends monthly planning topics to all state agencies—including the KSBMA.
- 18) No new information from Non-Cabinet Agency Heads Meetings.
- 19) No new information from Smaller State Agencies Administrator's Meetings (SSAAM).

**VII. The board met with *Applicants for Licensure* to discuss their applications and apprenticeships:**

**10:30 a.m. Embalmer-Funeral Director Applicant: Mr. Brent M. Silance**

Mr. Silance completed his embalmer and funeral director apprenticeships on April 5, 2022 at Dengel & Son Mortuary & Crematory located in Ottawa, Kansas. Once issued, the renewal date for the licenses would be July 31, 2023. Mr. Silance was granted an Associate in Applied Science Degree in Mortuary Science at Kansas City Kansas Community College (KCKCC) located in Kansas City, Kansas and passed the National Board Examination (NBE) administered by the International Conference of Funeral Service Examining Boards (ICFSEB).

(Boomhower-Elliott) To grant an embalmer license upon payment of an initial license fee of \$112.00 and to grant a funeral director license upon passing the written funeral director examination, which will be administered later today and payment of an initial license fee of \$54.50. Carried.

**10:40 a.m. Embalmer-Funeral Director Applicant: Ms. Maranda Thompson**

Ms. Thompson will complete her embalmer and funeral director apprenticeships on May 12, 2022 at Penwell-Gable Cremation, Funerals & Receptions located in Olathe, Kansas. Once issued, the renewal date for the licenses would be August 31, 2023. Ms. Thompson was granted an Associate in Applied Science Degree in Mortuary Science at Kansas City Kansas Community College (KCKCC) located in Kansas City, Kansas and passed the National Board Examination (NBE) administered by the International Conference of Funeral Service Examining Boards (ICFSEB).

(Elliott-Steil) To grant an embalmer license upon payment of an initial license fee of \$112.00 and to grant a funeral director license upon passing the written funeral director examination, which will be administered later today and payment of an initial license fee of \$54.50. Carried.

**10:50 a.m. Embalmer-Funeral Director Applicant: Ms. Cara J. Dailey**

Ms. Dailey completed her embalmer and funeral director apprenticeships on March 31, 2022 at Carlson-Geisendorf Funeral Home & Crematory located in Salina, Kansas. Once issued, the renewal date for the licenses would be April 30, 2022. Ms. Dailey was granted an Associate in Applied Science Degree in Mortuary Science at Kansas City Kansas Community College (KCKCC) located in Kansas City, Kansas and passed the National Board Examination (NBE) administered by the International Conference of Funeral Service Examining Boards (ICFSEB).

(Steil-Boomhower) To grant an embalmer license upon payment of an initial license fee of \$168.00 a funeral director license upon passing the written funeral director examination, which will be administered later today and payment of an initial license fee of \$38.50. Carried.

**11:10 a.m. Reciprocal (Florida) Embalmer-Funeral Director Applicant: Ms. Jeana G. Lind**

Ms. Lind was granted a Bachelor of Science Degree in Mortuary Science at the University of Minnesota(U of M) located in Minneapolis, Minnesota and passed

the National Board Examination (NBE) administered by the International Conference of Funeral Service Examining Boards (ICFSEB) in 2003. She is currently employed at Volusia Memorial located in Port Orange, Florida, and if granted licensure plans to be employed at McGilley State Line Chapel located in Kansas City, Missouri. Once issued, the renewal date for the licenses would be December 31, 2022.

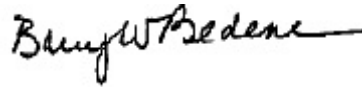
(Zigler-Steil) To grant a reciprocal embalmer license upon payment of an initial license fee of \$63.00 and to grant a funeral director license upon passing the written funeral director examination, which will be administered later today and payment of an initial license fee of \$85.50. Carried.

**VIII. 11:30 a.m. New/Old/Remaining Business/Adjournment**

(Elliott-Steil) To adjourn—subject to recall by the president, vice president or executive secretary. Carried. The date of the next regularly scheduled board meeting is Thursday, July 14, 2022.

At approximately 1:30 p.m. Executive Secretary Carey read instructions to the funeral director examinee applicants prior to the administration of the funeral directors' examination which was proctored by Office Manager, Kim Cottrell and Investigator-Inspector, Michael Kelley in the Florentine Room of the Jayhawk Tower.

Respectfully submitted:



---

Barry W. Bedene, President  
Thursday, July 14, 2022  
(Date)



---

J.W. Carey, Executive Secretary  
Thursday, July 14, 2022  
(Date)