

**KANSAS STATE BOARD OF MORTUARY ARTS
700 SW JACKSON, SUITE #904
TOPEKA, KANSAS
Wednesday, July 3 and Thursday, July 18, 2013**

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.

Wednesday, July 3, 2013:

- I. The Investigative Committee (IC) of the board met to discuss and make recommendations to the Board on open complaints. Those in attendance included Fred G. Holroyd, Topeka, Licensee; Theresa M. Schwartz, Lawrence, Consumer; with administrative staff assistance provided by Assistant Attorney General Steve Phillips and Executive Secretary, Mack Smith. Recommendations and Actions from this committee meeting are contained within these minutes.
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Thursday, July 18, 2013:

- II. The regularly scheduled meeting of the Kansas State Board of Mortuary Arts (KSBMA) was called to order by President Fred Holroyd.

Roll call by Executive Secretary Mack Smith found the following board members in attendance: President Fred G. Holroyd, Topeka, Licensee; Vice President Steven G. "Steve" Melby, Mankato, Licensee; Theresa M. Schwartz, Lawrence, Consumer; and William L. "Bill" Cozine, Wichita, Licensee. The board's Executive Secretary Mack Smith was in attendance. Board Member Randy Duncan, Brookville, Consumer, was unable to attend the meeting.

The board noted this meeting's tentative agenda that is displayed on the agency's website at: <http://www.kansas.gov/ksbma/> under the heading of *Agency Information and Tentative Board Agenda*.

(Melby-Schwartz) To approve a **final agenda** for this meeting. Carried.

The board decided to eat lunch at the Classic Bean.

(Schwartz-Cozine) To adopt the **April 10-11, 2013 regularly scheduled board meeting minutes** as amended. Carried. These minutes will be signed by President Fred Holroyd and Executive Secretary Mack Smith, then displayed on the board's website.

The board reviewed results of the written **funeral directors' examination** administered on **April 11, 2013** noting that **71.4% (five of seven applicants)** were **successful**.

The board reviewed results of the written **assistant funeral directors' examinations** administered in **May, June and July 2013** noting that **75% (six of eight applicants)** were successful. Since the law requiring examination for assistant funeral directors was enacted in 2008, **72.7% (104 of 143 applicants)** have successfully passed the written examination.

(Cozine-Melby) To approved the **Annual Report of the KSBMA** presented by President Holroyd at the *Tri-State Convention (Kansas, Nebraska and Missouri)* held in Overland Park, Kansas on Tuesday, May 7, 2013. Carried.

The board reviewed the '**List of Licensure Applicants**' scheduled to interview with the board at this meeting, noting the following applicants scheduled to meet with the board include: eleven (11) embalmer-funeral director applicants, two (2) funeral director applicants and one (1) reciprocal embalmer-funeral director applicant. One (1) applicant has registered to retake the funeral directors' examination—for a total of fifteen (15) applicants scheduled to be administered the written funeral directors' examination in conjunction with this meeting.

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- III.** 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 by Funeral Home/ Crematory Inspector Francis Mills at 1:30 p.m. this afternoon in the Florentine Room of the Jayhawk Tower.

The board reviewed a letter sent to an apprentice embalmer-funeral director regarding a lack of funeral directing activity during the second quarter of apprenticeship resulting from board review at the April 11, 2013 meeting. The board reviewed the third quarter apprentice progress report from this apprentice submitted June 15, 2013. (Schwartz-Cozine) To advise the apprentice that in order for the board to permit her to take the examination in October there needs to be a drastic increase in the amount of time spent on funeral directing activities during the last quarter of apprenticeship. Carried. Copies of the letter will be provided to both supervising licensees.

The board reviewed information provided by Executive Secretary Smith resulting from a question on a second quarter apprentice embalmer-funeral director progress report relating to a potential Crutchfield-Jacobs Disease (CJD) case.

All other quarterly apprentice progress reports of embalmer/funeral director apprentices and supervising licensees due June 15, 2013 were summarized by the executive secretary with copies of the individual reports available for board members to review as desired.

IV. **Legal Discussion: Individual Complaints/Investigations are listed numerically. The board did not necessarily take action in the order listed below:**

Complaints and legal concerns:

The board reviewed correspondence involving complaints resulting from actions taken and recommendations made at the meeting of April 11, 2013.

Information on open complaints:

The Board's Investigative Committee, which is composed of Board Members Holroyd and Schwartz met with Litigation Attorney Steve Phillips and KSBMA Executive Secretary Smith on Wednesday, July 3, 2013 at 11:00 a.m. to discuss and make recommendations on open complaints. Investigative Committee recommendations are included with the following individual complaints.

#13-01—(Schwartz-Cozine) Following review of correspondence to close the file. Carried. The complaint involves unprofessional conduct relating to cremation.

#13-03—(Schwartz-Cozine) Following review of correspondence to close the file. Carried. The complaint involves unprofessional conduct with the funeral home overdrawing money from a financial institution to pay for funeral expenses without receiving authorization to access the account.

#13-04—(Schwartz-Cozine) Following review of correspondence to close the file. Carried. The complaint involves unprofessional conduct and a legal next-of-kin issue. The consumer requested and has received a copy of the investigative report and has made numerous calls to KSBMA staff with additional questions surrounding the situation.

#13-05—(Schwartz-Holroyd) To adopt the recommendations of the Investigative Committee and close the file. Carried. The complaint involves a change in ownership status surrounded by a death of an owner and illness of the attorney handling paperwork that has since been filed and corrected.

#13-07—(Schwartz-Holroyd) To adopt the recommendations of the Investigative Committee and close the file. Carried. The complaint involves failure of a funeral home to file two (2) death certificates in a timely manner. Both certificates have been appropriately filed.

#13-08—(Schwartz-Holroyd) To adopt the recommendations of the Investigative Committee and close the file. Carried. The complaint involves the failure of a funeral home to file a death certificate in a timely manner. The certificate has been appropriately filed.

#13-09–(Schwartz-Holroyd) To adopt the recommendations of the Investigative Committee and close the file. Carried. The complaint involves failure of a funeral home to file a death certificate in a timely manner. The certificate has been appropriately filed.

#13-10–(Schwartz-Holroyd) To adopt the recommendations of the Investigative Committee and close the file. Carried. The complaint involves the failure of an out of state funeral home to file a death certificate involving a Kansas death in a timely manner. Information was forwarded to the Missouri State Board of Embalmers and Funeral Directors, and the certificate has since been appropriately filed.

#13-11–(Schwartz-Holroyd) To adopt the recommendations of the Investigative Committee and close the file. Carried. The complaint involves the failure of a formerly licensed assistant funeral director to report criminal convictions to the KSBMA. Information will be filed and considered should the individual re-apply for licensure or the reinstatement of licensure in the future.

#13-12–(Schwartz-Holroyd) To adopt the recommendations of the Investigative Committee and inform the consumer that no evidence of a prefinanced funeral agreement was discovered and to notify both parties of no violations. Carried. The complaint involves the inability of the funeral home to locate a prefinanced funeral agreement at the time of death.

#13-13–(Schwartz-Holroyd) To adopt the recommendations of the Investigative Committee and close the file. Carried. The complaint involves deceptive advertising.

#13-14–(Schwartz-Holroyd) To adopt the recommendations of the Investigative Committee that due to the passage of time, no evidence of any apparent violations and the fact that the crematory in question is located in Missouri, to notify both parties of no apparent violations of laws regulated by the board. Carried. The complaint involves the cremation process of two family members several years apart.

#13-15–(Schwartz-Holroyd) To adopt the recommendations of the Investigative Committee and close the file. Carried. The complaint involves concerns with a cremation process. The facility will be notified accordingly.

#13-16 & #13-17–(Schwartz-Holroyd) To adopt the recommendations of the Investigative Committee and to express sympathy for the family's loss, but explain that there has been no apparent violations of laws enforced by the board. The licensee will be informed that more sensitivity should have been utilized when visiting with the family. Carried. The complaint involves unprofessional conduct.

#13-18–(Schwartz-Holroyd) To adopt the recommendations of the Investigative Committee and close the file. Carried. The complaint involves a criminal conviction of a non-licensed employee of a funeral home. A copy of the information will be placed in the file of the funeral home.

#13-19—No action necessary at this time.

V. **Legislative Update**

The Board reviewed and discussed:

The board reviewed the **Final Roster of all Bills** involving the *KSBMA/funeral service/state agencies* for the 2013 Kansas Legislative Session with discussion on the following bills not discussed at the April 11, 2013 meeting:

Senate Bill 81 concerns open records relating to criminal justice information and restrictions to certain information. Became law upon publication in the Statute Book, July 1, 2013.

House Bill 2012 concerns public records relating to legislative review of exceptions of the Kansas Open Records Act (KORA.) Became law upon publication in the Statute Book, July 1, 2013.

House Bill 2078 concerns licensing boards and licensure of military service members. Merged with **House Bill 2077**. Became law upon publication in the Statute Book, July 1, 2013.

Substitute for House Bill 2183 addresses the designation and control of infectious and contagious diseases and amends the law concerning the ability of the Kansas Department of Health and Environment (KDHE) to recover from the estates of recipients of medical assistance. Became law upon publication in the Statute Book, July 1, 2013.

House Bill 2322 would change the name of the Kansas Department of Health and Environment to the Division of Health and Environment—Division of Public Health. Became law upon publication in the Statute Book, July 1, 2013.

House Bill 2339 includes information from **Senate Bill 26** that, among other things, eliminates continuing education requirements for preneed only insurance agents.

VI. **Board Business:**

- 1) (Melby-Cozine) To approve the **quarterly lists of continuing education (CE.)** Carried. Three lists containing *on-site programs, correspondence/home study programs* and *programs pertaining to cremation for crematory operators*. These lists are regularly updated and available on the board's web site.

- 2) (Melby-Schwartz) To approve the list of **lapsed licenses**. Carried. These lists contain the names of individuals whose license renewals are past due for longer than six months, who have requested that their licenses be dropped, who have died or 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 includes ten (10) assistant funeral director licenses, three (3) crematory operator licenses, eight (8) embalmer licenses and ten (10) funeral director licenses. This information is provided for a number of reasons, including use by the Office of Vital Statistics (OVS) for purposes of licensure verification used on death certificates. The board reviewed the 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 list includes seven (7) embalmer licenses and seven (7) funeral director license renewals due through June 30, 2013. The board reviewed the list of **funeral homes and crematories that have closed** since April 11, 2013. This list includes two (2) funeral homes and no crematories.
 - 3) (Holroyd-Cozine) To approve the **FY 2013 fourth quarter** (April 1-June 30, 2013) **Report** and the **FY 2013 Year's End Report** for KSBMA Funeral Home-Crematory Inspector Francis F. Mills. Carried. 190 inspections were conducted during the fourth quarter of FY 2013 with two (2) preparation room violations noted. 6,375 miles was traveled involving fifty-eight (58) counties during this time frame. **Totals for FY 2013** (July 1, 2012–June 30, 2013) included: 761 inspections were conducted in FY 2013 with seventeen (17) violations (eight preparation room and nine licenses) noted, 28,047 miles was traveled involving visits to 216 counties during FY 2013.
 - 4) Reviewed the **current roster of apprentice embalmers and funeral directors**. A total of thirty-six (36) apprentices are currently registered with the board, including: twenty-eight (28) embalmer-funeral directors, and eight (8) funeral directors.
 - 5) Discussion of **news articles** relating to the funeral profession that has been provided to board members and legal counsel for their review, including federal charges involving the National Prearranged Services missing prefinanced funeral agreement funds.
 - 6) A reminder of the remaining **2013 Board meeting**: October 10.
 - 7) (Melby-Schwartz) To approve 2014 Board Meeting dates of January 9, April 10, July 10 and October 9. Carried.
 - 8) The board signed travel vouchers.
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VII. Executive Secretary's Report:

- 1) **Budget Information–**
 - a) The **FY 2013** (July 1, 2012–June 30, 2013) **budget** was approved by the 2013 Kansas Legislature with an expenditure limitation of \$281,894. Actual expenditures were \$258,973, which represents a savings of \$22,921 (8%) that will remain in the agency's fee fund. Revenue was up 4.5% over agency projections.
 - b) **FY 2014** (July 1, 2013 through June 30, 2014) **budget** was approved for \$286,893.
 - c) **FY 2015** (July 1, 2014 through June 30, 2015) **budget** was approved for \$288,647. There are no salary increases included in any of the budgets with some employees having not received a pay increase for the past seven (7) years with none scheduled for the upcoming two (2) years.
- 2) Updated information regarding the **International Conference of Funeral Service Examining Boards (ICFSEB)**.
 - a) Information contained in the Spring 2013 Newsletter was discussed.
 - b) A copy of the June 2013 *Jurisdiction Regulations relating to Funeral Service Licensing, Continuing Education and Pre-Need* was discussed.
 - c) Executive Secretary Smith represented the KSBMA at the *ICFSEB's Strategic Planning Meeting* and chaired the *Board Member Training Program*—both held last week. Information from both programs was provided and discussed.
- 3) No updated information was provided for the **Council on Licensure, Enforcement and Regulation (CLEAR.)**
- 4) No updated information was provided for the **Federation of Associations of Regulatory Boards (FARB.)**
- 5) Updated information on the **Kansas Funeral Directors and Embalmers Association (KFDA)**
 - a) Executive Secretary Smith and Inspector Mills represented the KSBMA at the Tri-State (Kansas, Nebraska and Missouri) Convention held in Overland Park, Kansas, May 5-8, 2013. President Holroyd and Member Cozine were also in attendance. A copy of a written report summarizing available educational programs was provided by Mr. Smith.
 - b) **2013 KFDA Fall District Meetings**—Executive Secretary Smith will present a Board Update as his schedule permits.
- 6) Information relating to the **board's web site**, <http://www.kansas.gov/ksbma/>, was discussed.
 - a) Administrative staff members Smith and Garwood participated in a four hour training program on Sitefinity Software—which will be used on the agency's new website.
- 7) No updated information was provided for the **National Funeral Directors Association (NFDA)**.
- 8) No updated information was provided for the **Federal Trade Commission (FTC)** regarding the **FTC Funeral Rule**.

- 9) No updated information was provided for the **American Board of Funeral Service Education (ABFSE)** other than their search for a permanent executive director.
- 10) Updated information from the **Cremation Society of North America (CANA)** relating to continuing education for crematory operators was briefly discussed.
- 11) No updated information was provided for the **Funeral Ethics Association (FEA)**.
- 12) No updated information was provided for the **Funeral Consumer's Alliance (FCA)**.
- 13) No updated information was provided for the **Funeral Consumer's Alliance (FCA) of Greater Kansas City**.
- 14) No updated information was provided for the **Funeral Ethics Organization (FEO)**.
- 15) Updated information from the **American Society of Embalmers (ASE)** relating to the organization's current president and Kansas licensee, Mark McDonald, and their recent *Annual Meeting* were briefly discussed.
- 16) No updated information was provided for the **Kansas Department of Health and Environment (KDHE), Office of Vital Statistics (OVS)**.
- 17) Updated information from the **Kansas City Kansas Community College (KCKCC) Mortuary Science Program** was discussed.
 - a) Executive Secretary Smith attended the Wednesday, June 19, 2013 *KCKCC Advisory Board Meeting* and provided a report of the meeting and copies of handouts made available at the meeting. Since changing requirements, the program's pass rate for the National Board Examination (NBE) has improved dramatically with 23 of 26 first time examinees (thirteen students/two sections of the NBE) passed the Arts and Sciences sections of the recent NBE. KCKCC graduates who pass both sections of the NBE on their first attempt are reimbursed for the examination cost due to a scholarship fund left for an unnamed supporter of the college. 19 recent graduates are working in Kansas with 17 new Kansas students enrolling in the program.
- 18) Updated information from the **Kansas Mass Fatality Planning Task Force** was discussed.
 - a) The recent draft of the *Appendix/Planning Team Report* was provided.

VIII. The board met with *Applicants for Licensure* to discuss their applications and apprentices:

Embalmer-Funeral Director Applicant: Mr. Ryan J. Minnis

(Melby-Schwartz) To grant an embalmer license upon payment of an initial license fee of \$133.00 and to grant a funeral director license upon passing of the written funeral directors' examination, which will be administered later today and payment of an initial license fee of \$38.00. Carried. Mr. Minnis completed his apprenticeships on July 18, 2013 at Kimple Funeral Home in Ellinwood, Kansas. Once issued, the renewal date for the licenses would be January 31, 2015. Mr. Minnis attended Sterling College in Sterling, Kansas, Barton County Community College in Great Bend, Kansas, Fort Hays State University in Hays, Kansas and earned an Associate in Applied Science Degree in Funeral Service at the Dallas Institute of Funeral Service in Dallas, Texas.

Embalmer-Funeral Director Applicant: Mr. Michael J. “Mike” Benedict

(Schwartz-Melby) To grant an embalmer license upon payment of an initial license fee of \$56.00 and to grant a funeral director license upon passing of the written funeral directors’ examination, which will be administered later today and payment of an initial license fee of \$16.00. Carried. Mr. Benedict completed his apprenticeships on July 11, 2013 at Penwell-Gabel Funeral Home and Crematory, Olathe Chapel in Olathe, Kansas. Once issued, the renewal date for the licenses would be February 28, 2014. Mr. Benedict attended Johnson County Community College in Overland Park, Kansas and earned an Associate in Applied Science Degree in Mortuary Science at Kansas City Kansas Community College in Kansas City, Kansas.

Embalmer-Funeral Director Applicant: Mr. Ryan T. Parsons

(Melby-Cozine) To grant an embalmer license upon payment of an initial license fee of \$154.00 and to grant a funeral director license upon passing of the written funeral directors’ examination, which will be administered later today and payment of an initial license fee of \$44.00. Carried. Mr. Parsons completed his apprenticeships on June 25, 2013 at Parsons Funeral Home in Ellsworth, Kansas. Once issued, the renewal date for the licenses would be April 30, 2015. Mr. Parsons attended Kansas State University in Manhattan, Kansas, Barton County Community College in Great Bend, Kansas and earned an Associate in Applied Science Degree in Mortuary Science at Kansas City Kansas Community College in Kansas City, Kansas.

Embalmer-Funeral Director Applicant: Ms. Jaimee R. O’Laughlin

(Cozine-Schwartz) To grant an embalmer license upon payment of an initial license fee of \$147.00 and to grant a funeral director license upon passing of the written funeral directors’ examination, which will be administered later today and payment of an initial license fee of \$42.00. Carried. Ms. O’Laughlin completed her apprenticeships on June 27, 2013 at Headley Funeral Chapel in Augusta, Kansas. Once issued, the renewal date for the licenses would be March 31, 2015. Ms. O’Laughlin attended Hannibal-LaGrange College in Hannibal, Missouri, Moberly Area Community College in Kirksville, Missouri, Stephens College in Columbia, Missouri and earned an Associate in Applied Science Degree in Mortuary Science at Kansas City Kansas Community College in Kansas City, Kansas.

Embalmer-Funeral Director Applicant: Ms. Cheryl D. Switzer

(Schwartz-Melby) To grant an embalmer license upon payment of an initial license fee of \$175.00 and to grant a funeral director license upon passing of the written funeral directors' examination, which will be administered later today and payment of an initial license fee of \$50.00. Carried. Ms. Switzer completed her apprenticeships on July 12, 2013 at Countryside Funeral Home in Fredonia, Kansas and was previously employed at Miles Funeral Service in Winfield, Kansas. Once issued, the renewal date for the licenses would be July 31, 2015. Ms. Switzer attended Hutchinson Community College in Hutchinson, Kansas, Cowley County Community College in Arkansas City, Kansas and earned an Associate in Applied Science Degree in Mortuary Science at Kansas City Kansas Community College in Kansas City, Kansas.

Embalmer-Funeral Director Applicant: Mr. Lance W. Witmer

(Melby-Cozine) To grant an embalmer license upon payment of an initial license fee of \$35.00 and to grant a funeral director license upon passing of the written funeral directors' examination, which will be administered later today and payment of an initial license fee of \$10.00. Carried. Mr. Witmer completed his apprenticeships on June 22, 2013 at Day Funeral Home in Wellington, Kansas. Once issued, the renewal date for the licenses would be November 30, 2013. Mr. Witmer attended Cowley County Community College in Arkansas City, Kansas and earned an Associate in Applied Science Degree in Mortuary Science at Kansas City Kansas Community College in Kansas City, Kansas.

Embalmer-Funeral Director Applicant: Ms. Alyssa R. Thomson

(Schwartz-Cozine) To grant an embalmer license upon payment of an initial license fee of \$182.00 and to grant a funeral director license upon passing of the written funeral directors' examination, which will be administered later today and payment of an initial license fee of \$52.00. Carried. Ms. Thomson completed her apprenticeships on June 20, 2013 at Bruce Funeral Home in Gardner, Kansas. Once issued, the renewal date for the licenses would be August 31, 2015. Ms. Thomson attended Colby Community College in Colby, Kansas and earned an Associate in Applied Science Degree in Mortuary Science at Kansas City Kansas Community College in Kansas City, Kansas.

Assistant Attorney General Lisa Mendoza entered the meeting.

Embalmer-Funeral Director Applicant: Ms. Regina M. Martinez

(Melby-Schwartz) To grant an embalmer license upon completion of apprenticeship and payment of an initial license fee of \$126.00 and to grant a funeral director license upon completion of apprenticeship, passing of the written funeral directors' examination, which will be administered later today and payment of an initial license fee of \$36.00. Carried. With continuous employment, Ms. Martinez is scheduled to complete her apprenticeships on August 22, 2013. She is currently employed at DW Newcomers Sons Funeral Home in Overland Park, Kansas. Once issued, the renewal date for the licenses would be January 31, 2015. Ms. Martinez attended Metropolitan Community College in Kansas City, Missouri and earned an Associate in Applied Science Degree in Mortuary Science at Kansas City Kansas Community College in Kansas City, Kansas.

Embalmer-Funeral Director Applicant: Ms. Rowneeka T. Jones

(Melby-Schwartz) To grant an embalmer license upon payment of an initial license fee of \$112.00 and to grant a funeral director license upon passing of the written funeral directors' examination, which will be administered later today and payment of an initial license fee of \$32.00. Carried. Ms. Jones completed her apprenticeships on June 18, 2013 at Mrs. J.W. Jones Memorial Chapel in Kansas City, Kansas and was previously employed at Northern Star Mortuary in Kansas City, Kansas. Once issued, the renewal date for the licenses would be October 31, 2014. Ms. Jones attended Cowley County Community College in Arkansas City, Kansas and earned an Associate in Applied Science Degree in Mortuary Science at Kansas City Kansas Community College in Kansas City, Kansas.

Embalmer-Funeral Director Applicant: Ms. Elizabeth G. "Liz" Harnack

(Cozine-Melby) To grant an embalmer license upon payment of an initial license fee of \$98.00 and to grant a funeral director license upon passing of the written funeral directors' examination, which will be administered later today and payment of an initial license fee of \$28.00. Carried. Ms. Harnack completed her apprenticeships on July 17, 2013 at Charter Funerals in Merriam, Kansas. Once issued, the renewal date for the licenses would be August 31, 2014. Ms. Harnack attended Iowa Central Community College and earned a Bachelor of Science Degree in Communication at Iowa University in Iowa City, Iowa and earned an Associate in Applied Science Degree in Mortuary Science at Kansas City Kansas Community College in Kansas City, Kansas.

Embalmer-Funeral Director Applicant: Ms. Tamyra C. Clark

(Schwartz-Cozine) To grant an embalmer license upon completion of apprenticeship and payment of an initial license fee of \$56.00 and to grant a funeral director license upon completion of apprenticeship, passing of the written funeral directors' examination, which will be administered later today, completion of the twenty-five (25) case report and payment of an initial license fee of \$16.00. Carried. With continuous employment, Ms. Clark is scheduled to complete her apprenticeships on August 7, 2013. She is currently employed at Northern Star Mortuary in Kansas City, Kansas. Once issued, the renewal date for the licenses would be March 31, 2014. Ms. Clark attended Washburn University in Topeka, Kansas, Metropolitan Community Colleges in Kansas City, Missouri and earned an Associate in Applied Science Degree in Mortuary Science at Kansas City Kansas Community College in Kansas City, Kansas.

Funeral Director Applicant: Mr. Douglas L. "Doug" Gorham

(Schwartz-Melby) To grant a funeral director license upon completion of apprenticeship, passing the written funeral directors' examination, which will be administered later today, and payment of an initial license fee of \$22.00. Carried. With continuous employment, Mr. Gorham is scheduled to complete his funeral directing apprenticeship on August 31, 2013 at Amos Family Funeral Home and Crematory in Shawnee, Kansas. Once issued, the renewal date for the license will be July 31, 2014. He attended Kellogg Community College in Battle Creek, Michigan, Western Michigan University in Kalamazoo, Michigan, Miami Dade College in Miami, Florida and Barry University in Miami Shores, Florida.

Funeral Director Applicant: Mr. Justin D. Shirley

(Schwartz-Melby) To grant a funeral director license upon passing the written funeral directors' examination, which will be administered later today, and payment of an initial license fee of \$50.00. Carried. Mr. Shirley completed his funeral directing apprenticeship on June 4, 2013 at Midwest Cremation Society and Kevin Brennan Family Funeral Home—both in Topeka, Kansas. Once issued, the renewal date for the license will be July 31, 2015. He attended Southwestern College in Winfield, Kansas, Salt Lake Community College in San Diego, California and Washburn University in Topeka, Kansas.

Reciprocal (Nebraska) Embalmer-Funeral Director Applicant: Mr. Christopher J. "Chris" Loecker

(Schwartz-Melby) To grant a reciprocal embalmer license upon payment of a \$126.00 initial license fee and to grant a funeral director license upon passing the written funeral directors' examination, which will be administered later today, and payment of an initial license fee of \$171.00. Carried. The renewal date for the licenses would be December 31, 2014. Mr. Loecker was granted Nebraska embalmer-funeral director licenses in 2010. He earned Bachelor of Science Degree at Wayne State College in Wayne, Nebraska and earned an Associate in Applied Science Degree in Mortuary Science at Kansas City Kansas Community College in Kansas City, Kansas. Mr. Loecker has passed the National Board Examination (NBE) administered by International Conference of Funeral Service Examining Boards (ICFSEB.) He is employed at Warren-McElwain Funeral Home in Lawrence, Kansas.

IX. Board Election of Officers

(Holroyd-Cozine) To nominate Theresa Schwartz as President and Steve Melby as Vice President. Carried.

President Schwartz appointed the following Committees:

Investigative Committee: Board Members Schwartz and Holroyd.

Continuing Education Committee: Board Members Melby and Cozine.

Hearing Committee: Board Members Melby, Cozine and Duncan.

X. New/Old/Remaining Business/Adjournment

(Cozine-Melby) 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, October 10, 2013. Board Member Schwartz will be unable to attend the October meeting.

At approximately 1:30 p.m. Executive Secretary Smith read instructions to the funeral directors' examinee applicants prior to the administration of the funeral directors' examination which was proctored by Inspector Francis Mills in the Senate Room of the Jayhawk Tower. The results of that examination are a part of these minutes.

Respectfully submitted:

Steve Melby, Vice President
Thursday, October 10, 2013
(Date)

Mack Smith, Executive Secretary
Thursday, October 10, 2013
(Date)

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