

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

**The Board Meeting of Thursday, October 14, 2021  
Senate Room, Jayhawk Tower Building**

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**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.

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**Thursday, October 14, 2021:**

- 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 and 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-Boomhower) To approve a final agenda for this meeting. Carried.

(Elliott-Ziegler) To adopt the July 8, 2021 board meeting minutes. Carried. These minutes will be signed by President Bedene and Executive Secretary Carey, then displayed on the board's website.

(Steil-Boomhower) To adopt the September 2, 2021 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 July 8, 2021 noting that 100% (all four applicants) were successful.

The board reviewed results of the written assistant funeral directors' examinations administered in August, September and October 2021 noting that

75% three of the four 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 six applicants are scheduled to meet with the board: four embalmer-funeral director applicants, one funeral director applicant and one reciprocal embalmer applicant. Following approval by the Board, five applicants are scheduled to be administered the written funeral directors' examination in conjunction with this meeting.

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- 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 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 September 15, 2021 were summarized by the executive secretary with copies of the individual reports available for board members to review.

Reviewed reciprocal license verification from the Arkansas State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services and paid reciprocal license application for a reciprocal embalmer applicant.

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

Zero files were closed with three files remaining open at this time.

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

1) (Steil-Boomhower) 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 outside agency communications. Board staff who are included as the client in the executive session are J.W. Carey. All other attendees are asked to exit the room at this time. Carried.

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- V. 9:50 a.m. Board Business:**

1) (Ziegler-Steil) 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. Carried. These items are updated regularly and are available

- on the board's website.
- 2) (Steil-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 three assistant funeral director licenses, twelve crematory operator licenses, eleven embalmer licenses, eleven 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 six embalmer licenses, seven funeral director licenses, zero assistant funeral director licenses, zero crematory operator licenses, zero establishment licenses and zero branch establishment licenses for license renewals due through September 30, 2021.
  - 4) The board reviewed the following lists of information for the quarter: Changes in Funeral Home and Crematory Ownership with zero crematories, zero funeral establishments and zero branch funeral establishments noted. The list of Closed Funeral Homes and Crematories to report this quarter consists of seven funeral homes and zero crematories.
  - 5) The Board reviewed the current roster of apprentice embalmers and funeral directors. A total of twenty two apprentices are currently registered with the board, including: seventeen embalmer-funeral director apprentices, one embalmer and four funeral director apprentices.
  - 6) Board Meeting dates for 2022, include: January 13, April 14, July 14, October 13.
  - 7) The Board reviewed the State Agency Return to Remote Work Guidance.
  - 8) Updated information pertaining to Board Members and Administrative Staff was provided and discussed.

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

- 1) Updated Budget Information:
  - a) Last FY 2021 (July 1, 2020–June 30, 2021) The amount approved by the 2020 Kansas Legislature is \$325,571.
  - b) FY 2022–A request of \$367,875 was submitted to the Division of the Budget.
  - c) FY 2023–A request of \$308,394 was submitted to the Division of the Budget.
- 2) Information regarding the International Conference of Funeral Service Examining Boards (ICFSEB):
  - a) National Board Examination (NBE) Results were reviewed and discussed.

- 3) There was no new information to report from the Council on Licensure, Enforcement and Regulation (CLEAR).
- 4) There was no new information regarding the Federation of Associations of Regulatory Boards (FARB).
- 5) Information from the Kansas Funeral Directors Association (KFDA):
  - a) The Board reviewed the July 2021 edition of the KFDA Journal.
  - b) The Board reviewed the August 2021 edition of the KFDA Journal.
  - c) Report of the KSBMA at the 2021 KFDA Fall District Meetings.
- 6) The KSBMA's website, located at <http://ksbma.ks.gov/>, continues to be regularly updated by the KSBMA's administrative staff.
- 7) There was no new information to report from the National Funeral Directors Association (NFDA).
- 8) There was no new information from the Federal Trade Commission.
- 9) There was no new information to report from the American Board of Funeral Service Education (ABFSE.)
- 10) There was no new information to report from the Cremation Society of North America (CANA.)
- 11) There was no new information to report from the Funeral Consumer's Alliance (FCA.)
- 12) There was no new information to report from the Funeral Consumer's Alliance of Greater Kansas City (FCA-GKC.)
- 13) There was no new information to report from the Kansas Department of Health and Environment (KDHE), Office of Vital Statistics (OVS).
- 14) There was no new information to report from the Mortuary Science Program at Kansas City Kansas Community College (KCKCC.)
- 15) There was no new information to report from the Kansas Mass Fatality Planning Task Force.
- 16) 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.
- 17) No new information from Non-Cabinet Agency Heads Meetings.
- 18) 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: Ms. Maegan A. Pugh**

Ms. Pugh completed her embalmer and funeral director apprenticeships on August 28, 2021 at Charter Funeral located in Merriam, Kansas. Once issued, the renewal date for the licenses would be April 30, 2023. Ms. Pugh 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).

(Bedene-Elliott) To grant an embalmer license upon payment of an initial license

fee of \$189.00 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 \$54.00. Carried.

**10:40 a.m. Embalmer-Funeral Director Applicant: Ms. Tiffany J. Young**

Ms. Young completed her embalmer and funeral director apprenticeships on October 5, 2021 at Maple Hill Funeral Home located in Kansas City, Kansas. Once issued, the renewal date for the licenses would be December 31, 2021. Ms. Young 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-Ziegler) To grant an embalmer license upon payment of an initial license fee of \$21.00 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 \$6.00. Carried.

**10:50 a.m. Embalmer-Funeral Director Applicant: Mr. Joshua M. Austin**

Mr. Austin will complete his embalmer and funeral director apprenticeships on November 17, 2021 at Broadway Mortuary, Inc. located in Wichita, Kansas. Once issued, the renewal date for the licenses would be January 31, 2022. Mr. Austin was granted an Associate in Applied Science Degree in Funeral Services at Dallas Institute of Funeral Service (DIFS) located in Dallas, Texas and passed the National Board Examination (NBE) administered by the International Conference of Funeral Service Examining Boards (ICFSEB).

(Ziegler-Boomhower) To grant an embalmer license upon payment of an initial license fee of \$14.00 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 \$8.00. Carried.

**11:00 a.m. Embalmer-Funeral Director Applicant: Mr. Ryan DesLauriers**

Mr. DesLauriers completed his embalmer and funeral director apprenticeships on September 3, 2021 at Minnis Chapel-St. John located in St. John, Kansas. Once issued, the renewal date for the licenses would be April 30, 2022. Mr. DesLauriers 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-Bedene) To grant an embalmer license upon payment of an initial license fee of \$49.00 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 \$14.00. Carried.

**11:10 a.m. Funeral Director Applicant: Ms. Sydney M. Rhoades**

Ms. Rhoades completed her funeral director apprenticeship on August 20, 2021 at Elliott Funeral Home located in Hutchinson, Kansas. Once issued, the renewal date for the license would be June 30, 2023. Ms. Rhoades attended Hutchinson Community College located in Hutchinson, Kansas and earned a Bachelor of Science Degree in Bible and Leadership at Manhattan Christian College located in Manhattan, Kansas.

(Elliott-Ziegler) 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 \$42.00. Carried.

**11:20 a.m. Reciprocal (Arkansas) Embalmer Applicant: Ms. Ashley A. Ali**

Ms. Ali was granted an Associate in Applied Science Degree in Funeral Services at Arkansas State University Mountain Home (ASUMH) located in Mountain Home, Arkansas. She is currently employed at Newcomer Funeral Service Group located in Topeka, Kansas and is currently a licensed Kansas Assistant Funeral Director and licensed Arkansas Embalmer and Funeral Director. Once issued, the renewal date for the license would be January 31, 2022.

(Elliott-Steil) Pursuant to K.S.A. 75-4319, I move that the Board recess into executive session for 9 minutes and reconvene the open meeting at 12:09 p.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 reciprocal embalmer applicant apprenticeship qualifications. Board staff who are included as the client in the executive session are J.W. Carey. All other attendees are asked to exit the room at this time. Carried.

(Elliott-Steil) Pursuant to K.S.A. 75-4319, I move that the Board recess into executive session for 4 minutes and reconvene the open meeting at 12:16 p.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 reciprocal embalmer applicant apprenticeship qualifications. Board staff who are included as the client in the executive session are J.W. Carey. All other attendees are asked to exit the room at this time. Carried.

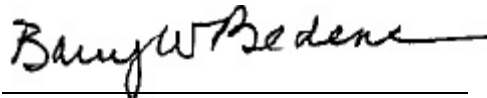
(Boomhower-Ziegler) To have reciprocal embalmer applicant serve a one year apprenticeship under a licensed Kansas embalmer. Carried.

**VIII. 12:16 p.m. New/Old/Remaining Business/Adjournment**

(Bedene-Elliott) To adjourn—subject to recall by the president, vice president or executive secretary. Carried. The date of the next regularly scheduled board meeting is Friday, February 4, 2022.

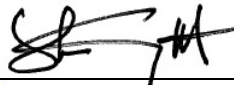
At approximately 1:30 p.m. Executive Secretary Carey read instructions to the funeral director examinee applicants prior to the administration of the funeral directors' examination which was proctored by Office Manager, Kim Cottrell in the Florentine Room of the Jayhawk Tower.

Respectfully submitted:



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Barry W. Bedene, President  
Friday, February 4, 2022  
(Date)



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J.W. Carey, Executive Secretary  
Friday, February 4, 2022  
(Date)