

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

**The Board Meeting of Thursday, July 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, July 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; Phillip F. Ziegler, Dodge City, Licensee. Executive Secretary J.W. Carey, and Assistant Attorney General Laine Barnard were also in attendance. Robert J. "Bob" Steil, Lawrence, Consumer; and Assistant Attorney General Jane Weiler were absent.

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*.

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

(Boomhower-Elliott) To adopt the April 14, 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 April 14, 2022 noting that 75% (three of four applicants) were successful.

The board reviewed results of the written assistant funeral directors' examinations administered in May, June, and July 2022 noting that 70.5% twelve of the seventeen 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, and two reciprocal funeral director applicants. Following approval by the Board, six 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.** 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 Senate Room of the Jayhawk Tower.

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

Reviewed two paid reciprocal license applications and reciprocal license verifications from the Missouri State Board of Embalmers and Funeral Directors for two reciprocal funeral director applicants.

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

Eleven files were closed with nine files remaining open at this time.

IV. 9:30 a.m. Application Discussion and Review:

Ayes and Nays recorded at the request of Craig Boomhower.

- 1) Donald L. Koelliker, Application for a Kansas Crematory Operator's License with a felony.

(Bedene-Elliott-Boomhower-Ziegler) Aye, To table the Application due to lack of information. Secretary Carey to send the applicant a letter requesting a written explanation of the felony convictions, letters of recommendation that demonstrate to the Board that the applicant has been rehabilitated to warrant the public trust, and to appear at the October 13, 2022, regularly scheduled Board meeting, for a potential interview. Carried.

- 2) Glen David Mollick, Application for a Kansas Crematory Operator's License and Application for Licensure as an Assistant Funeral Director with a felony.

(Boomhower-Ziegler) Aye, (Elliott-Bedene) Nay, To grant the applications. Applications tabled due to a tie. Carried.

(Elliott-Bedene) Secretary Carey to send the applicant a letter requesting letters of recommendation that demonstrate to the Board that the applicant has been rehabilitated to warrant the public trust, and to appear at the October 13, 2022, regularly scheduled Board meeting, for a potential interview. Carried.

- 3) Sonia Levaro Smith, Application for Licensure as an Assistant Funeral Director, Registration as a Student Embalmer and Embalmer / Funeral Director Apprenticeship vote to approve.

(Bedene-Elliott-Boomhower-Ziegler) Aye, Applications granted. Carried.

- 4) Haley Lynn Henderson, Application for Licensure as an Assistant Funeral Director with a felony.

(Bedene-Elliott-Boomhower-Ziegler) Aye, To table the Application due to lack of information. Secretary Carey to send the applicant a letter requesting letters of recommendation that demonstrate to the Board that the applicant has been rehabilitated to warrant the public trust, and to appear at the October 13, 2022, regularly scheduled Board meeting, for a potential interview. Carried.

- 5) Jay Dean Unruh, Application for a Kansas Crematory Operator's License with a felony.

(Bedene-Elliott-Boomhower-Ziegler) Aye, To table the Application due to lack of information. Secretary Carey to send the applicant a letter requesting a written explanation of the felony convictions, letters of recommendation that demonstrate to the Board that the applicant has been rehabilitated to warrant the public trust, and to appear at the October 13, 2022, regularly scheduled Board meeting, for a potential interview. Carried.

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

- 1) (Elliott-Ziegler) 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) (Ziegler-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 four assistant funeral director licenses, two crematory operator licenses, four 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 eleven embalmer licenses, sixteen funeral director licenses, zero assistant funeral director licenses, four crematory operator licenses, zero establishment licenses and zero branch establishment licenses for license renewals due through May 31, 2022.

- 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 zero funeral homes and zero crematories.
- 5) The Board reviewed the current roster of apprentice embalmers and funeral directors. A total of nineteen apprentices are currently registered with the board, including: fifteen embalmer-funeral director apprentices, one embalmer and three funeral director apprentices.
- 6) The Board reviewed and discussed news articles and related information involving the agency, licensure/regulation, funeral service & related areas
 - a) The Board reviewed a Press Release from the KSBMA, about the reappointment of Board Member Barry W. Bedene.
 - b) The Board reviewed a Letter to the Editor from Jack E. Lechner, Jr., posted in the Funeral Home & Cemetery News, concerning the National Board Examination.
 - c) The Board reviewed an email from Darlene Paull, Executive Director, The Conference, in response to Mr. Lechner's letter.
- 7) Board Meeting dates for 2022, include: October 13.
- 8) Updated information pertaining to Board Members and Administrative Staff was provided and discussed.
- 9) (Boomhower-Ziegler) To approve the Investigator/Inspector Michael J. Kelley's Funeral Home/Crematory Reports. Carried.
 - a) Fourth Quarter Report
 - b) Year End Report

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

- 1) Legislative Session Update:
 - a) HCR 5014
 - b) HB 2087
- 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 May 2022 edition of the KFDA Journal.
 - b) The Board reviewed the June 2022 edition of the KFDA Journal.
 - c) The Board reviewed the Annual Report of the KSBMA given at the KFDA Tri-State Convention by President Barry W. Bedene.

- 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) Information from the American Board of Funeral Service Education (ABFSE.)
 - a) The Board reviewed the Committee on Accreditation Actions.
- 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. Amberlie M. Gonzales

Ms. Gonzales will complete her embalmer and funeral director apprenticeships on August 5, 2022 at Northern Star Mortuary located in Kansas City, Kansas. Once issued, the renewal date for the licenses would be July 31, 2022. Ms. Gonzales 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) Upon the receipt of two more cases for the 25 case report, applicant will be allowed to sit for the written funeral director examination. Carried.

(Boomhower-Elliott) To grant an embalmer license upon payment of an initial license fee of \$168.00 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 \$228.00. Carried.

10:40 a.m. Embalmer-Funeral Director Applicant: Mr. Julio C. Minon, Jr.

Mr. Minon will complete his embalmer and funeral director apprenticeships on August 5, 2022 at Highland Park Funeral Home & Crematory located in Kansas City, Kansas. Once issued, the renewal date for the licenses would be January 31, 2023. Mr. Minon 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 \$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.

10:50 a.m. Embalmer-Funeral Director Applicant: Ms. CaMille N. Gates

Ms. Gates will complete her embalmer and funeral director apprenticeships on July 16, 2022 at Downing & Lahey located in Wichita, Kansas. Once issued, the renewal date for the licenses would be July 31, 2022. Ms. Gates 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).

(Ziegler-Elliott) 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 \$228.00. Carried.

11:00 a.m. Embalmer-Funeral Director Applicant: Ms. Maria L. Bonilla

Ms. Bonilla completed her embalmer and funeral director apprenticeships on June 16, 2022 at Swaim Family Funeral Home located in Dodge City, Kansas. Once issued, the renewal date for the licenses would be February 28, 2024. Ms. Bonilla 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 \$140.00 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 \$10.00. Carried.

11:10 a.m. Reciprocal (Missouri) Funeral Director Applicant: Ms. Hannah J. Rathman

Ms. Rathman was granted a Bachelor of Science Degree in Life Sciences / Mortuary Science at Wayne State College located in Wayne, Nebraska, 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) in 2018. She is currently a licensed funeral director in the State of Missouri. Once issued, the renewal date for the license would be June 30, 2023.

(Ziegler-Elliott) 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 \$114.00. Carried.

11:30 a.m. Reciprocal (Missouri) Funeral Director Applicant: Mr. Dimond M. Piggie

Mr. Piggie was granted a Bachelor of Science Degree in Hotel and Institutional Management at Norfolk State University located in Norfolk, Virginia. He is currently a licensed Missouri funeral director employed at Golden Gate Funeral & Cremation Services, LLC located in Kansas City, Missouri. Once issued, the renewal date for the licenses would be April 30, 2023.

(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 \$95.00. Carried.

VIII. 11:40 a.m. Election of Officers / Appointment of Committee Members

(Boomhower-Bedene) To elect Amy Elliott as President of the Kansas State Board of Mortuary Arts. Carried.

(Bedene-Elliott) To elect Craig Boomhower as Vice President of the Kansas State Board of Mortuary Arts. Carried.

Appointment of Committee Members by President Elliott:

Investigative Committee: Barry Bedene and Amy Elliott.

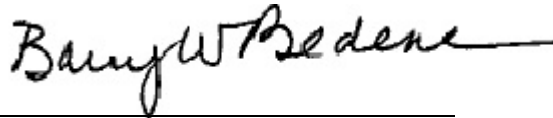
Continuing Education Committee: Phillip Ziegler, J.W. Carey, Craig Boomhower.

IX. 12:00 p.m. New/Old/Remaining Business/Adjournment

(Elliott-Ziegler) 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 13, 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 Senate Room of the Jayhawk Tower.

Respectfully submitted:



Barry W. Bedene, President
Thursday, October 13, 2022
(Date)



J.W. Carey, Executive Secretary
Thursday, October 13, 2022
(Date)