

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

**The Board Meeting of Thursday, January 12, 2023  
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, January 12, 2023:**

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

Roll call by Executive Secretary J.W. Carey found the following board members in attendance: President Amy Elliott, Lenexa, Consumer; Vice President Craig Boomhower, Garden City, Licensee; Robert J. "Bob" Steil, Lawrence, Consumer; Phillip F. Ziegler, Dodge City, Licensee. Executive Secretary J.W. Carey, Assistant Attorney General Paul Keithley and Jane Weiler were also in attendance. Barry W. Bedene, Arma, Licensee was 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-Steil) To approve a final agenda for this meeting. Carried.

(Ziegler-Steil) To adopt the October 13, 2022 board meeting minutes. Carried. These minutes will be signed by President Elliott and Executive Secretary Carey, then displayed on the board's website.

The board reviewed results of the written funeral directors' examination administered on October 13, 2022 noting that 100% (seven of seven applicants) were successful.

The board reviewed results of the written assistant funeral directors' examinations administered in November, December 2022, and January 2023 noting that 52.63% ten of the nineteen 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 five applicants

are scheduled to meet with the board: with five embalmer-funeral director applicants. 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.** 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 December 15, 2022 were summarized by the executive secretary with copies of the individual reports available for board members to review.

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

Five files were closed with four files remaining open at this time.

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

The board was updated about the current leadership change at the Office of the Kansas Attorney General.

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

- 1) (Boomhower-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. 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, ten crematory operator licenses, eight embalmer licenses, twelve 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, nine funeral director licenses, zero assistant funeral director licenses, three 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 one crematory, five funeral establishments and seven 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 twenty five apprentices are currently registered with the board, including: twenty embalmer-funeral director apprentices, zero embalmer and five funeral director apprentices.
  - 6) The Board reviewed and discussed news articles and related information involving the agency, licensure/regulation, funeral service & related areas.
  - 7) Board Meeting dates for 2023, include: April 13, July 20 and October 19.
  - 8) Updated information pertaining to Board Members and Administrative Staff was provided and discussed.
  - 9) (Steil-Elliott) Review and Approval of Investigator/Inspector Michael J. Kelley Funeral Home/Crematory Reports
    - a) Second Quarter Report
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**VI. 10:10 a.m. Executive Secretary's Report:**

- 1) Budget Information for FY 2023, 2024 and 2025 that was submitted by Secretary Carey on September 15, 2022:
  - a) FY 2023 adjusted estimated budget request (\$317, 670).
  - b) FY 2024 estimated budget request (\$322, 934).
  - c) FY 2025 estimated budget request (\$324, 494).
- 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 November / December 2022 edition of the KFDA Journal.
- 6) The KSBMA's website, located at <http://ksbma.ks.gov/>, continues to be regularly updated by the KSBMA's administrative staff and is still under re-configuration by the Office of Information and Technology Services (OITS).
- 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 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) Information to report from the Mortuary Science Program at Kansas City Kansas Community College (KCKCC.)
    - a) The Board reviewed the Advisory Board Committee Meeting Agenda attended by Secretary Carey.
  - 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. Elisha Black**

Ms. Black will complete her embalmer and funeral director apprenticeships on February 8, 2023 at Mrs. J.W. Jones Memorial Chapel located in Kansas City, Kansas. Once issued, the renewal date for the license would be February 28, 2024. Ms. Black 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 \$98.00, 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 \$26.00. Carried.

**10:40 a.m. Embalmer-Funeral Director Applicant: Mr. Chase Dengel**

Mr. Dengel will complete his embalmer and funeral director apprenticeships on February 3, 2023 at Dengel and Son Mortuary located in Ottawa, Kansas. Once issued, the renewal date for the licenses would be April 30, 2024. Mr. Dengel was granted an Associate in Applied Science Degree in Funeral Services at Des Moines Area Community College (DMACC) located in Ankeny, Iowa and passed the National Board Examination (NBE) administered by the International Conference of Funeral Service Examining Boards (ICFSEB).

(Steil-Elliott) To grant an embalmer license upon payment of an initial license fee of \$105.00, 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 \$30.00. Carried.

**10:50 a.m. Embalmer-Funeral Director Applicant: Mr. Travis Mumma**

Mr. Mumma will complete his embalmer and funeral director apprenticeships on February 25, 2023 at Mercer Funeral Home located in Holton, Kansas. Once issued, the renewal date for the licenses would be January 31, 2025. Mr. Mumma 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-Steil) 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 \$46.00. Carried.

**11:00 a.m. Embalmer-Funeral Director Applicant: Ms. Mercedes J. Zutterman**

Ms. Zutterman completed her embalmer and funeral director apprenticeships on January 11, 2023 at Kinsley Mortuary located in Marysville, Kansas. Once issued, the renewal date for the license would be December 31, 2023. Ms. Zutterman was granted an Associate in Applied Science Degree in Mortuary Science at Worsham College of Mortuary Science (WCMS) located in Wheeling, Illinois and passed the National Board Examination (NBE) administered by the International Conference of Funeral Service Examining Boards (ICFSEB).

(Boomhower-Steil) To grant an embalmer license upon payment of an initial license fee of \$84.00, 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 \$24.00. Carried.

**11:10 a.m. Embalmer-Funeral Director Applicant: Mr. Conlee Hugunin**

Mr. Hugunin will complete his embalmer and funeral director apprenticeships on February 8, 2023 at Oliff-Boeve Memorial Chapel located in Phillipsburg, Kansas. Once issued, the renewal date for the licenses would be August 31, 2024. Mr. Hugunin 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, 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 \$38.00. Carried.

**VIII. 11:20 a.m. Applications Review and Discussion/Interview**

Ayes and Nays recorded at the request of Craig Boomhower.

- 1) Robert J. Hizey, Application for a Kansas Crematory Operator's License with a felony.

(Elliott-Boomhower-Steil-Ziegler) Aye, To grant the Application. Carried.

**IX. 11:50 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, April 13, 2023.

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:



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Amy Elliott, President  
Thursday, April 13, 2023  
(Date)



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J.W. Carey, Executive Secretary  
Thursday, April 13, 2023  
(Date)