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COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF STATE  
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS

**F I N A L M I N U T E S**

MEETING OF:

**STATE BOARD OF FUNERAL DIRECTORS  
VIA VIDEOCONFERENCE**

TIME: 10:30 A.M.

PENNSYLVANIA DEPARTMENT OF STATE

January 6, 2021

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State Board of Funeral Directors  
January 6, 2021

BOARD MEMBERS:

- William G. Harris, Chairman, Professional Member - Absent
- Milian E. Rodriguez, Vice Chairperson, Professional Member
- Thomas G. Kukuchka, CFSP, Secretary Professional Member - Absent
- K. Kalonji Johnson, Commissioner, Bureau of Professional and Occupational Affairs
- Scott Custead, Public Member
- Kenneth C. DuPree, Professional Member
- Carmella M. Imburgia, Professional Member
- Jennifer Jane Kirk, Esquire, Senior Deputy Attorney General, Antitrust Section, Office of Attorney General
- Francis McCusker, Public Member - Absent

BUREAU PERSONNEL:

- Jaime D. Black, Esquire, Board Counsel
- Carolyn DeLaurentis, Deputy Chief Counsel, Prosecution Division
- Timothy A. Fritsch, Esquire, Board Prosecution Liaison
- Alexandra "Sasha" Sacavage, Esquire, Board Prosecution
- Heidy M. Weirich, Board Administrator
- Kristel Hennessy Hemler, Acting Board Administrator
- Theodore Stauffer, Executive Secretary, Bureau of Professional and Occupational Affairs

1 \*\*\*

2 State Board of Funeral Directors

3 January 6, 2021

4 \*\*\*

5 [Pursuant to Section 708(a)(5) of the Sunshine Act, at  
6 9:00 a.m. the Board entered into Executive Session  
7 with Jaime D. Black, Esquire, Board Counsel, to have  
8 attorney-client consultations and for the purpose of  
9 conducting quasi-judicial deliberations regarding the  
10 items on today's agenda. The Board entered into  
11 public session at 10:30 a.m.]

12 \*\*\*

13 The regularly scheduled meeting of the State  
14 Board of Funeral Directors was held on Wednesday,  
15 January 6, 2021. Milian E. Rodriguez, Vice  
16 Chairperson, Professional Member, called the meeting  
17 to order at 10:30 a.m.

18 \*\*\*

19 Pledge of Allegiance]  
20 [Vice Chair Rodriguez requested the Pledge of  
21 Allegiance be recited.]

22 \*\*\*

23 Roll Call

24 [Vice Chair Rodriguez requested a roll call.]

25 \*\*\*

1 [Jaime D. Black, Esquire, Board Counsel, announced  
2 that the Board met in Executive Session prior to the  
3 meeting. She also noted the meeting was being  
4 recorded, and those who remained in the meeting were  
5 giving consent to being recorded.]

6

\*\*\*

7 Report of Prosecutorial Division

8 [Timothy A. Fritsch, Esquire, Board Prosecution  
9 Liaison, had nothing to report in terms of consent  
10 agreements.]

11 Mr. Fritsch announced this was Heidy Weirich's  
12 last meeting and thanked her for her service and  
13 wished her well.

14 Ms. Weirich noted appreciation for Mr. Fritsch  
15 and his attorneys.]

16

\*\*\*

17 Approval of Minutes

18 [Vice Chair Rodriguez noted no minutes to be  
19 approved.]

20

\*\*\*

21 Report of Board Counsel

22 [Jaime D. Black, Esquire, Board Counsel, noted two  
23 adjudication and orders, one proposed adjudication and  
24 order, and two items for discussion.]

25 MS. BLACK:

1                   Would the Board entertain a motion to  
2                   adopt the Adjudication and Order at Item  
3                   No. 1, BPOA v. Elnora Brickus Chikaka,  
4                   F.D. & BKG/Brickus Funeral Home &  
5                   Cremation, Inc. at Case Nos. 18-48-  
6                   010021 & 18-48-010022?

7 VICE CHAIR RODRIGUEZ:

8                   So moved.

9 MS. IMBURGIA:

10                   Second.

11 MS. BLACK:

12                   All in favor? Any opposed?

13 [The motion carried. Mr. DuPree recused himself from  
14 deliberations and voting on the motion.]

15                   \*\*\*

16 MS. BLACK:

17                   Would the Board entertain a motion to  
18                   adopt the Adjudication and Order at Item  
19                   No. 2, BPOA v. Andrew T. Scheid, F.D. &  
20                   Andrew T. Scheid Funeral Home at Case  
21                   Nos. 20-48-000949 & 20-48-002632?

22 MS. KIRK:

23                   So moved.

24 MS. IMBURGIA:

25                   Second.

1 MS. BLACK:

2 All in favor? Any opposed? Any  
3 recusals?

4 [The motion carried unanimously.]

5 \*\*\*

6 MS. BLACK:

7 Would the Board entertain a motion to  
8 adopt the proposed Adjudication and  
9 Order at Item No. 3 in the Matter of the  
10 Petition for Reinstatement to Non-  
11 probationary status of John N. Bauer,  
12 F.D. at Case No. 20-48-010224?

13 MR. DUPREE:

14 Move to reinstate.

15 MS. KIRK:

16 Second.

17 MS. BLACK:

18 All in favor? Any opposed? Any  
19 recusals?

20 [The motion carried unanimously.]

21 \*\*\*

22 Items for Discussion

23 MS. BLACK:

24 Moving on to Item No. 4, Douglas Boyer's  
25 request for Extension of Funeral

1 Supervisor. The Board did not discuss  
2 this matter in Executive Session because  
3 the Board was notified prior to today's  
4 meeting that the matter has been  
5 resolved and no longer required Board  
6 action.

7 \*\*\*

8 MS. BLACK:

9 Additionally, there is an item that was  
10 discussed in Executive Session that is  
11 not listed on today's agenda. It would  
12 be Item No. 6, Hope Cannon.

13 Following a discussion in Executive  
14 Session regarding the request submitted  
15 by Ms. Cannon, would the Board entertain  
16 a motion to deny the request to process  
17 Ms. Cannon's funeral director license  
18 for failure to submit the required 35  
19 cases as set forth in Board regulation  
20 § 13.52?

21 CHAIR RODRIGUEZ:

22 So moved.

23 MS. KIRK:

24 Second.

25 MS. BLACK:

1 All in favor? Any opposed? Any  
2 recusals?

3 [The motion carried. Mr. DuPree recused himself from  
4 deliberations and voting on the motion.]

5 \*\*\*

6 [Jaime D. Black, Esquire, Board Counsel, echoed Mr.  
7 Fritsch's sentiments concerning Ms. Weirich and  
8 thanked her for all she had done.]

9 \*\*\*

10 Report of Commissioner - No Report

11 [K. Kalonji Johnson, Commissioner, Bureau of  
12 Professional and Occupational Affairs, wished everyone  
13 a happy new year.

14 Commissioner Johnson wished Ms. Weirich the best  
15 on her retirement, noting her to be a blessing for the  
16 organization and the Board on behalf of the folks at  
17 the Bureau of Professional and Occupational Affairs  
18 (BPOA).

19 Ms. Weirich noted being confident the Board will  
20 be in good hands with Ms. Hemler.]

21 \*\*\*

22 Report of Board Chair

23 [Milian E. Rodriguez, Vice Chairperson, Professional  
24 Member, noted Chairman Harris could not attend today's  
25 meeting. Vice Chair Rodriguez commended funeral



1 directors and addressed challenges they have  
2 scheduling funerals and memorial services during  
3 COVID-19.

4 Chair Rodriguez thanked Ms. Weirich and wished  
5 her the best on her retirement.]

6 \*\*\*

7 Report of Board Administrator - No Report

8 [Heidy M. Weirich, Board Administrator, thanked  
9 everybody, including the public. She noted meeting  
10 many wonderful funeral directors and wished everybody  
11 a safe and healthy year.]

12 \*\*\*

13 Appointment - Carolyn A. DeLaurentis, Esquire, Deputy  
14 Chief Counsel, Prosecution Division Presentation

15 [Carolyn A. DeLaurentis, Esquire, Deputy Chief  
16 Counsel, Prosecution Division, provided highlights of  
17 the prosecution division's work during the past year.  
18 She commended staff for all of their hard work to make  
19 telework successful. She noted all decisions were  
20 made thoughtfully and with the safety of all in mind.

21 Ms. DeLaurentis stated the Board prosecutors made  
22 every effort to monitor the restrictions, waivers,  
23 policies, and new procedures specific to the practice  
24 in each profession regarding challenges imposed on  
25 licensees by the COVID-19 pandemic.

1 Ms. DeLaurentis noted the Pennsylvania Licensing  
2 System (PALS) to be a lifeline. She stated the Bureau  
3 of Enforcement and Investigation (BEI) worked closely  
4 with prosecution to continue investigations and figure  
5 out the best methods during statewide shutdowns and  
6 stay-at-home orders. She also noted the Professional  
7 Compliance Office continued opening cases and  
8 processing files, and legal assistants have been a  
9 hybrid schedule to ensure mailings and filings are  
10 completed.

11 Ms. DeLaurentis commented that Board staff and  
12 counsel all have adapted to virtual Board meetings and  
13 prosecution will continue to work with everyone to  
14 ensure efficient and effective presentation and  
15 resolution of cases. She mentioned 2020 was a year  
16 filled with challenges, but the prosecution division  
17 led by the incredible senior staff rose to the  
18 challenge and will continue to do so.

19 Ms. DeLaurentis informed the Board that 185 cases  
20 were opened and 240 cases were closed in 2020. She  
21 noted 121 open cases as of January 1.

22 Ms. DeLaurentis addressed enforcement actions  
23 with 36 total cases that resulted in Board discipline  
24 in 2020. She reported 60 warning letters with 25  
25 cases resulting in fines, 4 cases resulting in

1 citation fines, 9 suspensions, 6 revocations or  
2 voluntary surrenders, and 5 probation cases in 2020.

3 Ms. DeLaurentis discussed 2020 overall  
4 prosecution review. She noted 44 immediate temporary  
5 suspensions. She mentioned 15 of the 1,223 open  
6 COVID-19 cases are for the Board of Funeral Directors.  
7 She reported the total number of open cases for the  
8 prosecution division as of January 1, 2021, was  
9 12,250, total number of cases opened for the year was  
10 13,394, and the total number of files closed was  
11 13,274.

12 Ms. DeLaurentis thanked Timothy Smith for his  
13 assistance providing information for 2020.]

14 \*\*\*

15 Public Session

16 [Hope Cannon requested information from the Board  
17 concerning HER funeral director license, stating that  
18 the testing institution where she submitted her 35  
19 cases in order to sit for the exam is no longer in  
20 business and as such the documentation of her 35 cases  
21 is gone.

22 Ms. Black explained that Ms. Cannon needed to  
23 meet the requirements for licensure, specifically  
24 those set forth in §13.52. The 35 cases can be any 35  
25 she performed during her internship and do not need to

1 be the same 35 cases submitted when she took the exam.

2 Ms. Weirich further explained that Ms. Cannon  
3 should have a case history list that must be signed by  
4 a preceptor and advised Ms. Cannon to notify the Board  
5 of the name of that preceptor.]

6 \*\*\*

7 Adjournment

8 VICE CHAIR RODRIGUEZ:

9 I would like to make a motion to adjourn  
10 our meeting. Who seconds?

11 MS. KIRK:

12 Second.

13 VICE CHAIR RODRIGUEZ:

14 Everyone in favor, say aye. Anyone  
15 opposed?

16 [The motion carried unanimously.]

17 \*\*\*

18 [There being no further business, the State Board of  
19 Funeral Directors Meeting adjourned at 10:58 a.m.]

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CERTIFICATE

I hereby certify that the foregoing summary minutes of the State Board of Funeral Directors meeting, was reduced to writing by me or under my supervision, and that the minutes accurately summarize the substance of the State Board of Funeral Directors meeting.



Derek Richmond,  
Minute Clerk  
Sargent's Court Reporting  
Service, Inc.

STATE BOARD OF FUNERAL DIRECTORS  
REFERENCE INDEX

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TIME	AGENDA
9:00	Executive Session
10:30	Return to Open Session
10:30	Official Call to Order
10:31	Pledge of Allegiance
10:32	Roll Call
10:33	Report of Prosecutorial Division
10:34	Report of Board Counsel
10:37	Items for Discussion
10:43	Report of Board Chair
10:45	Appointment - Carolyn A. DeLaurentis, Esquire, Deputy Chief Counsel, Prosecution Division Presentation
10:53	Public Session
10:58	Adjournment