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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  
CONDUCTED VIA VIDEOCONFERENCE**

TIME: 12:36 P.M.

PENNSYLVANIA DEPARTMENT OF STATE  
One Penn Center  
2601 North Third Street  
Harrisburg, Pennsylvania 17110

June 5, 2020

1 State Board of Funeral Directors

2 June 5, 2020

3  
4 BOARD MEMBERS:

5  
6 William G. Harris, Chairman, Professional Member  
7 K. Kalonji Johnson, Acting Commissioner of  
8 Professional and Occupational Affairs - Absent  
9 Ted Stauffer, Executive Assistant, Pennsylvania  
10 Department of State  
11 Scott Custead, Public Member  
12 Carmella Imburgia, Professional Member  
13 Jennifer Kirk, Esquire, Office of Attorney General  
14 Bureau of Consumer Protection Representative  
15 Francis McCusker, Public Member  
16

17  
18 BUREAU PERSONNEL:

19  
20 Jaime Black, Esquire, Board Counsel  
21 Timothy Fritsch, Esquire, Board Prosecution Liaison  
22 Ray Michalowski, Esquire, Board Prosecutor  
23 Carolyn A. DeLaurentis, Esquire, Deputy Chief Counsel  
24 Prosecution Division  
25 Heidy M. Weirich, Board Administrator  
26  
27 Marc Farrell, Deputy Policy Director, Pennsylvania  
28 Department of State  
29 Andrew LaFratte, MPA, Department of State  
30 Caleb Acker, Legal Extern, Pennsylvania Department  
31 of State  
32 Elliot Zucker, Legal Extern, Office of General  
33 Counsel, Pennsylvania Department of State  
34

35  
36 ALSO PRESENT:

37  
38 James Eirkson, Assistant Executive Director and COO,  
39 Pennsylvania Funeral Directors Association  
40 Lauren Thomas  
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1 State Board of Funeral Directors

2 June 5, 2020

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4 [Pursuant to Section 708(a)(5) of the Sunshine Act, at  
5 11:30 a.m. the Board entered into Executive Session  
6 with Jaime D. Black, Esquire, Board Counsel, to have  
7 attorney-client consultations and for the purpose of  
8 conducting quasi-judicial deliberations regarding the  
9 matters on today's agenda. The Board returned to  
10 public session at 12:36 p.m.]

11 \*\*\*

12 The regularly scheduled meeting of the State Board  
13 of Funeral Directors was held Friday, June 5, 2020.  
14 William Harris, Chairman, Professional Member, called  
15 the meeting to order at 12:36 p.m. The Pledge of  
16 Allegiance was recited.

17 \*\*\*

18 [Ms. Black noted the meeting was being recorded and  
19 that presence in the meeting was giving consent to  
20 being recorded.]

21 \*\*\*

22 [William Harris, Chairman, Professional Member,  
23 requested roll call.]

24 \*\*\*

25 Approval of Board Minutes of March 18, 2020

1 CHAIRMAN HARRIS:

2 First on the agenda is to approve the  
3 Minutes. I would just ask for a motion to do  
4 that at this time.

5 MR. CUSTEAD:

6 Motion.

7 MR. MCCUSKER:

8 Second.

9 [No vote was taken on the motion.]

10 \*\*\*

11 Report of Board Prosecution Liaison

12 [Timothy Fritsch, Esquire, Board Prosecution Liaison,  
13 reported there were no Consent Agreements to bring  
14 before the Board. He indicated the Prosecution  
15 continues to review incoming complaints, and the  
16 investigation of those complaints was moving forward  
17 through the Enforcement Investigation. Mr. Fritsch  
18 stated the investigations were being conducted via  
19 telephone and email as opposed to in person due to the  
20 current pandemic guidelines in place.]

21 \*\*\*

22 [Ray Michalowski, Esquire, Board Prosecutor, reported  
23 that inspections had resumed in those counties in the  
24 green phase and complaints were being followed up.  
25 Mr. Michalowski praised the Board's licensees for

1 abiding by all the compliances ordered since the  
2 pandemic crisis began.]

3 \*\*\*

4 MS. BLACK:

5 The first item, will the Board entertain  
6 a motion to delegate the matter of BPOA  
7 vs. Michael J. Yeosock, FD, and Yeosock  
8 Funeral Home, Case Nos. 16-48-01924 and  
9 17-48-02628 to a Hearing Examiner?

10 CHAIRMAN HARRIS:

11 I would entertain a motion pertaining to  
12 that.

13 MS. KIRK:

14 So moved.

15 CHAIRMAN HARRIS:

16 Do we have a second?

17 MS. IMBURGIA:

18 Second.

19 CHAIRMAN HARRIS:

20 Thank you. We have a motion and a  
21 second. All those in favor signify by  
22 saying aye? Is there any opposed?

23 [The motion carries unanimously.]

24 \*\*\*

25 MS. BLACK:

1 Moving on to the Motion to Deem Facts  
2 Admitted and Entry of Default, will the  
3 Board entertain a motion to grant the  
4 motion to Deem Facts Admitted and Entry  
5 of Default in BPOA vs. Vince N. Baker FD  
6 and Baker Funeral Home LTD, Case Nos. 17-  
7 48-013771, 18-48-009687 and 19-48-015612  
8 and direct Board Counsel to issue an  
9 Adjudication and Order in due course?

10 CHAIRMAN HARRIS:

11 I would make that motion. Do we have a  
12 second?

13 MR. CUSTEAD:

14 Second.

15 CHAIRMAN HARRIS:

16 Thank you. We have a motion and a  
17 second. All those in favor signify by  
18 saying aye? Is anyone opposed to that  
19 motion?

20 [The motion carries unanimously.]

21 \*\*\*

22 MS. BLACK:

23 The last thing I have is an Adjudication  
24 and Order for Approval for BPOA vs.  
25 Antonio M. Pitts and Pitts Funeral Home

1 and Cremation Services, Inc., File Nos.  
2 19-48-007360 and 17-48-0178. Will the  
3 Board entertain a motion to deny the  
4 Respondent's motion requesting oral  
5 argument on exceptions?

6 MR. MCCUSKER:

7 I will move.

8 MR. CUSTEAD:

9 I will second.

10 CHAIRMAN HARRIS:

11 Thank you. We have a motion and a  
12 second. All in favor signify by saying  
13 aye? Anybody opposed?

14 [The motion carried unanimously.]

15 \*\*\*

16 MS. BLACK:

17 Would the Board entertain a motion to  
18 adopt and substitute a Proposed  
19 Adjudication and Order for BPOA vs.  
20 Antonio M. Pitts, Pitts Funeral Home and  
21 Cremation Funeral Services, File Nos. 19-  
22 48-007360 and 17-48-01780?

23 CHAIRMAN HARRIS:

24 Do we have a motion on that?

25 MR. MCCUSTER:

1 So moved.

2 CHAIRMAN HARRIS:

3 Do we have a second?

4 MS. IMBURGIA:

5 Second.

6 CHAIRMAN HARRIS:

7 We have a motion and a second. All in  
8 favor signify by saying aye? Anyone  
9 opposed to that?

10 [The motion carried unanimously.]

11 \*\*\*

12 MS. BLACK:

13 Will the Board entertain a motion to  
14 grant the Application for Funeral Intern  
15 of Robert Sopko, Item Number 5?

16 CHAIRMAN HARRIS:

17 Do we have a motion on that?

18 MR. CUSTEAD:

19 I'll make that motion.

20 CHAIRMAN HARRIS:

21 Do we have a second?

22 MS. IMBURGIA:

23 Second.

24 CHAIRMAN HARRIS:

25 We have a motion and a second. All in



1 favor signify by saying aye? Is there  
2 anybody opposed?

3 [The motion carried unanimously.]

4 \*\*\*

5 [Ted Stauffer, Executive Assistant, Pennsylvania  
6 Department of State, on behalf of K. Kalonji Johnson,  
7 Acting Commissioner of Professional and Occupational  
8 Affairs, expressed gratitude to the Board members and  
9 staff for adjusting to all orders during the  
10 pandemic.]

11 \*\*\*

12 Report of Chair

13 [William G. Harris, Professional Member, Chairman,  
14 commended staff, Acting Commissioner Johnson, and all  
15 involved for working together during this pandemic.  
16 He was very proud of funeral directors across the  
17 state for adjusting to all the guidelines. Chairman  
18 Harris was in contact with former Board member Joseph  
19 Fluehr, who indicated his funeral home in the  
20 Philadelphia area had processed approximately 50 COVID  
21 cases.]

22 \*\*\*

23 Report of Board Administrator

24 [Heidy M. Weirich, Board Administrator, thanked the  
25 Board and the public for continued support during the

1 emergency crisis.]

2 \*\*\*

3 Legislative Initiatives - No Report

4 \*\*\*

5 Continuing Education Report

6 [Chairman Harris noted approvals in between meetings

7 for those needing them, including the approval of a

8 webinar for the Pennsylvania Funeral Directors

9 Association (PFDA).]

10 \*\*\*

11 Miscellaneous

12 [James Eirkson, Assistant Executive Director and COO,

13 PFDA, stated that from telephone calls he's received,

14 the funeral directors across the state are doing the

15 best they can to service families innovatively and

16 creatively during this pandemic. He thanked the Board

17 for their assistance.]

18 \*\*\*

19 Adjournment

20 [There being no further business, the State Board of

21 Funeral Directors Meeting ended at 12:56 p.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 by supervision, and that the minutes accurately summarize the substance of the State Board of Funeral Directors meeting.



Alicia Gascoigne,

Minute Clerk

Sargent's Court Reporting  
Service, Inc.

STATE BOARD OF FUNERAL DIRECTORS  
REFERENCE INDEX  
June 5, 2020

	TIME	AGENDA
1		
2		
3		
4		
5		
6		
7	11:30	Executive Session
8	12:30	Return to Open Session
9		
10	12:36	Meeting called to order
11		
12	12:36	Pledge of Allegiance
13		
14	12:37	Roll Call
15		
16	12:38	Approval of Minutes
17		
18	12:39	Report Of Prosecutorial Division
19		
20	12:43	Motions
21		
22	12:48	Report of Acting Commissioner
23		
24	12:48	Report of Board Chairman
25		
26	12:50	Report of Board Administrator
27		
28	12:52	Continuing Education Report
29		
30	12:54	Miscellaneous
31		
32	12:56	Adjournment
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