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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

TIME: 10:48 A.M.

Held at

PENNSYLVANIA DEPARTMENT OF STATE

2601 North Third Street

One Penn Center, Board Room C

Harrisburg, Pennsylvania 17110

as well as

VIA MICROSOFT TEAMS

August 2, 2023

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State Board of Funeral Directors
August 2, 2023

BOARD MEMBERS:

- Arion R. Claggett, Acting Commissioner, Bureau of Professional and Occupational Affairs
- Carmella M. Imburgia, Chairperson, Professional Member
- Kenneth C. DuPree, Vice Chairperson, Professional Member
- Milian E. Rodriguez, Secretary, Professional Member
- Eric D. Ruggeri, Public Member - Absent
- Francis McCusker, Public Member
- Jennifer Jane Kirk, Esquire, Senior Deputy Attorney General, Antitrust Section, Bureau of Consumer Protection Representative - Absent
- Gregory K. Furlong, Professional Member

BUREAU PERSONNEL:

- Shawn J. Jayman, Esquire, Board Counsel
- Timothy A. Fritsch, Esquire, Board Prosecution Liaison
- J. Leslie Warner, Acting Board Administrator

ALSO PRESENT:

- Harry C. Neel, President/CEO, CCFE, Jefferson Memorial Cemetery, Funeral Home, and Crematory
- John Katora, Heffner Funeral Chapel & Crematory, Inc
- Nathan A. Bitner, Hetrick-Bitner Funeral Home, Inc.
- John Coyle, Act 41 Applicant
- Tyler Barnhart
- Victoria Lantz

1 ***

2 State Board of Funeral Directors

3 August 2, 2023

4 ***

5 [Pursuant to Section 708(a)(5) of the Sunshine Act,
6 at 9:00 a.m. the Board entered into Executive Session
7 with Shawn J. Jayman, Esquire, Board Counsel, for the
8 purpose of conducting quasi-judicial deliberations on
9 a number of matters currently pending before the
10 Board and to receive the advice of counsel. The
11 Board entered into 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 August 2, 2023. Carmella M. Imburgia, Chairperson,
16 Professional Member, called the meeting to order at
17 10:48 a.m.

18 ***

19 Roll Call/Introduction of Attendees

20 [Carmella M. Imburgia, Chairperson, Professional
21 Member, requested a roll call of Board members and
22 introduction of attendees.]

23 ***

24 [Shawn J. Jayman, Esquire, Board Counsel, noted the
25 Board entered into Executive Session for the purpose

1 of conducting quasi-judicial deliberations on a
2 number matters currently pending before the Board and
3 to receive the advice of counsel.]

4 ***

5 Approval of minutes of the June 21, 2023 meeting

6 CHAIR IMBURGIA:

7 Moving on to the minutes from the
8 meeting of June 21, 2023.

9 Do I have a motion to approve the
10 minutes?

11 MR. DUPREE:

12 I move to approve.

13 CHAIR IMBURGIA:

14 Second?

15 MS. RODRIGUEZ:

16 Second.

17 CHAIR IMBURGIA:

18 Roll call.

19
20 Arion Claggett, abstain; Carmella
21 Imburgia, aye; Kenneth DuPree, aye;
22 Milian Rodriguez, aye; Gregory Furlong,
23 abstain.

24 [The motion carried. Arion Claggett and Gregory
25 Furlong abstained from voting on the motion.]

1 ***

2 Report of Prosecutorial Division
3 [Timothy A. Fritsch, Esquire, Board Prosecutor, on
4 behalf of Glenn P. Masser, Esquire, Board Prosecutor,
5 presented the Consent Agreement and Order for Case
6 No. 23-48-004512.]

7 MR. JAYMAN:

8 Based on Executive Session
9 deliberations, I believe the Chair
10 would entertain a motion to approve the
11 Consent Agreement at Case No. 23-48-
12 004512.

13 MR. DUPREE:

14 I move to approve.

15 CHAIR IMBURGIA:

16 Second?

17 MS. RODRIGUEZ:

18 Second.

19 CHAIR IMBURGIA:

20 Roll call.

21
22 Arion Claggett, aye; Carmella Imburgia,
23 aye; Kenneth DuPree, aye; Milian
24 Rodriguez, aye; Gregory Furlong,
25 abstain.

1 [The motion carried. Gregory Furlong abstained from
2 voting on the motion. The Respondent's name is
3 Alfonso Cannon Funeral Chapels, Inc.]

4 ***

5 Report of Board Counsel - Miscellaneous

6 [Shawn J. Jayman, Esquire, Board Counsel, provided a
7 Status of Cases Report for the Board's review. He
8 noted the Board has 10 active cases and asked Board
9 members to inform him of any recusals.]

10 ***

11 Regulatory Issues

12 [Shawn J. Jayman, Esquire, Board Counsel, informed
13 Board members that there were no updates since the
14 last meeting.]

15 ***

16 Report of Acting Commissioner

17 [Arion R. Claggett, Acting Commissioner, Bureau of
18 Professional and Occupational Affairs, informed
19 everyone that the Bureau of Professional and
20 Occupational Affairs (BPOA) licensing staff moved to
21 2525 North 7th Street in Harrisburg. He stated the
22 website had been updated, and a notification via
23 email was sent to all licensees. He noted all mail
24 should continue to be sent to their post office box.

25 Acting Commissioner Claggett also informed

1 everyone that Board meetings would continue to be at
2 One Penn Center until further notice.]

3 ***

4 Report of Board Chairperson

5 [Carmella M. Imburgia, Chairperson, Professional
6 Member, welcomed Greg Furlong as a new professional
7 member on the Board.]

8 ***

9 Report of Board Administrator - No Report

10 ***

11 Applications Committee

12 MR. JAYMAN:

13 Based on Executive Session
14 deliberations, I believe the
15 Chairperson would entertain a motion to
16 approve the Out-of-State Application
17 for a Funeral Director for John Coyle,
18 Application No. AA0004659220.

19 CHAIR IMBURGIA:

20 Do I have a motion?

21 MR. DUPREE:

22 Motion to approve.

23 CHAIR IMBURGIA:

24 Second?

25 MS. RODRIGUEZ:

1 Second.

2 CHAIR IMBURGIA:

3 Roll call.

4

5 Arion Claggett, aye; Carmella Imburgia,
6 aye; Kenneth DuPree, aye; Milian
7 Rodriguez, aye; Gregory Furlong,
8 abstain.

9 [The motion carried. Gregory Furlong abstained from
10 voting on the motion.]

11 ***

12 Appointment - Michael McDonald

13 [Arion R. Claggett, Acting Commissioner, Bureau of
14 Professional and Occupational Affairs, informed
15 everyone that Michael McDonald was unable to join the
16 meeting due to technical difficulties.]

17 ***

18 Adjournment

19 CHAIR IMBURGIA:

20 Let's adjourn the meeting for
21 Wednesday, August 2, 2023.

22 Do I have a motion to close the
23 meeting?

24 ACTING COMMISSIONER CLAGGETT:

25 So moved.

1 CHAIR IMBURGIA:

2 Second?

3 MS. RODRIGUEZ:

4 Second.

5 CHAIR IMBURGIA:

6 Meeting is adjourned. Thank you.

7 ***

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

10 ***

11

12 CERTIFICATE

13

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

20

21



22

Victoria Lantz,

23

Minute Clerk

24

Sargent's Court Reporting

25

Service, Inc.

26

STATE BOARD OF FUNERAL DIRECTORS
REFERENCE INDEX

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TIME	AGENDA
9:00	Executive Session
10:30	Return to Open Session
10:48	Official Call to Order
10:49	Roll Call/Introduction of Attendees
10:50	Approval of Minutes
10:51	Report of Prosecutorial Division
10:55	Report of Board Counsel
10:56	Regulatory Issues
10:56	Report of Board Chairperson
10:57	Report of Acting Commissioner
10:57	Applications Committee
10:58	Adjournment