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

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

MEETING OF:

**STATE BOARD OF FUNERAL DIRECTORS  
MEETING CONDUCTED VIA TELECONFERENCE**

TIME: 10:40 A.M.

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

March 18, 2020

State Board of Funeral Directors  
March 18, 2020

BOARD MEMBERS:

William G. Harris, Chairman, Professional Member  
Milian E. Rodriguez, Vice Chairperson, Professional Member  
Robert E. Neely, Secretary, Professional Member  
K. Kalonji Johnson, Acting Commissioner of Professional and Occupational Affairs  
Scott Custead, Public Member  
Thomas Kukuchka, Professional Member  
Carmella Imburgia, Professional Member  
Jennifer Kirk, Esquire, Office of Attorney General Bureau of Consumer Protection Representative  
Francis McCusker, Public Member

BUREAU PERSONNEL:

Jaime Black, Esquire, Board Counsel  
Timothy Fritsch, Esquire, Board Prosecution Liaison  
Ray Michalowski, Esquire, Board Prosecution Liaison  
Heidy M. Weirich, Board Administrator  
Andrew LaFratte, MPA, Department of State  
Ted Stauffer, Executive Assistant, Pennsylvania Department of State

ALSO PRESENT:

Lisa Branch-Edwards, Quaker State Funeral Directors Association (QSFDA)  
Kathleen K. Ryan, Esquire, Pennsylvania Funeral Directors Association  
Ernie Heffner, Heffner Funeral Chapel & Crematory Home, Crematory, and Arboretum

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State Board of Funeral Directors

February 5, 2020

\*\*\*

[Pursuant to Section 708(a)(5) of the Sunshine Act, at 9:30 a.m. the Board entered into Executive Session with Jaime D. Black, Esquire, Board Counsel, to have attorney-client consultations and for the purpose of conducting quasi-judicial deliberations regarding the matters before the Board as listed in the agenda. The Board returned to public session at 10:30 a.m.]

\*\*\*

The regularly scheduled meeting of the State Board of Funeral Directors was held Wednesday, March 18, 2020. Milian Rodriguez, Vice Chairman, Professional Member, called the meeting to order at 10:40 a.m. The Pledge of Allegiance was recited. Roll call was taken.

\*\*\*

Approval of minutes of the February 5, 2020 meeting  
MS. BLACK:

Will the Board entertain a motion to approve the minutes from February 5, 2020 Board meeting?

VICE CHAIRMAN RODRIGUEZ:

Do we have a motion?

1 MS. IMBURGIA:

2 I motion to move.

3 MS. KIRK:

4 I second.

5 VICE CHAIRMAN RODRIGUEZ:

6 All that agree, signify by saying aye.

7 Any opposed? The approval of the minutes  
8 passes.

9 [The motion carried unanimously.]

10 \*\*\*

11 Report of Board Prosecution Liaison

12 [Timothy Fritsch, Esquire, Board Prosecution Liaison,  
13 updated the Board on the Bureau's current status of  
14 teleworking from home. The staff will continue to  
15 review files.

16 Ray Michalowski, Esquire, Senior Prosecutor,  
17 stated the Prosecution Division will continue to move  
18 forward on any cases that need attention.]

19 \*\*\*

20 [Timothy Fritsch, Esquire, Board Prosecution Liaison,  
21 presented the Consent Agreement for Case No. 19-48-  
22 007426.]

23 \*\*\*

24 MR. KUKUCHKA:

25 I move to approve the Consent Agreement.

1 CHAIRMAN HARRIS:

2 Do we have a second?

3 VICE CHAIRMAN RODRIGUEZ:

4 I will second.

5 CHAIRMAN HARRIS:

6 We have a motion and a second. All in  
7 favor, signify by saying aye. Any  
8 opposed? Motion passes.

9 [The motion carried unanimously.]

10 MS. BLACK:

11 Let the record reflect that the Board has  
12 agreed to approve the consent agreement  
13 in the matter of J. Robert Varner,  
14 t/d/b/a Varner Funeral Home of  
15 Rimersburg, Case No. 19-48-007426.

16 \*\*\*

17 [Timothy Fritsch, Esquire, Board Prosecution Liaison,  
18 presented the Consent Agreement for Case Nos. 18-48-  
19 008912 and 19-48-00275.]

20 CHAIRMAN HARRIS:

21 If there are no questions on this Consent  
22 Agreement, do we have a motion to approve  
23 the Consent Agreement?

24 MS. IMBURGIA:

25 I move.

1 CHAIRMAN HARRIS:

2 Do we have a second?

3 MR. NEELY:

4 Second.

5 CHAIRMAN HARRIS:

6 We have a motion and a second. All in  
7 favor, signify by saying aye. Do we have  
8 any that opposed? If not, motion  
9 carries.

10 [The motion carried unanimously]

11 MS. BLACK:

12 Let the record reflect that the Board has  
13 agreed to approve the Consent Agreement  
14 in matter of Kevin Duffy, t/d/b/a Howard  
15 J. Snowdon Funeral Home, Case Nos. 18-48-  
16 008912 and 19-48-00275.

17 \*\*\*

18 [Timothy Fritsch, Esquire, Board Prosecution Liaison,  
19 presented the Consent Agreement Case Nos. 19-48-008689  
20 and 19-48-008686.]

21 \*\*\*

22 CHAIRMAN HARRIS:

23 Do we have a motion to approve this  
24 Consent Agreement?

25 MS. IMBURGIA:

1 I motion.

2 CHAIRMAN HARRIS:

3 Do we have a second?

4 MR. MCCUSTER:

5 I will second that.

6 CHAIRMAN HARRIS:

7 All in favor, signify by saying aye.

8 Opposed?

9 [The motion carried. Mr. Kirk opposed the motion.]

10 \*\*\*

11 [Robert Neely excused himself from the teleconference  
12 meeting.]

13 \*\*\*

14 MS. BLACK:

15 Let the record reflect that the Board has  
16 agreed to approve Consent Agreement in  
17 the matter of Richard Mark Lowery, F.D.,  
18 F.S., and Jay E. Lowery Funeral Home and  
19 Cremation Services Inc., Case Nos. 19-48-  
20 008689 and 19-48-008686.

21 \*\*\*

22 [Timothy Fritsch, Esquire, Board Prosecution Liaison,  
23 stated the Consent Agreements for Case No. 16-48-05644  
24 and Case No. 18-48-010241 were withdrawn.]

25 \*\*\*

1 [Ms. Black noted the Adjudication and Order for  
2 Christopher Lawrence Kelly, Case no. 19-48-004787.]

3 MS. BLACK:

4                   Would the Board entertain a motion to  
5                   adopt the final adjudication in this  
6                   matter?

7 CHAIRMAN HARRIS:

8                   Do we have a motion?

9 VICE CHAIRMAN RODRIGUEZ:

10                   So moved.

11 CHAIRMAN HARRIS:

12                   Do we have a second?

13 MS. IMBURGIA:

14                   I'll second.

15 CHAIRMAN HARRIS:

16                   We have a motion and a second. All in  
17                   favor, signify by saying aye. Any  
18                   opposed? The motion carries on No. 6.

19 [The motion carried unanimously.]

20   \*\*\*

21 [Ms. Black noted the Adjudication and Order for  
22 Respondent Andrew T. Scheid, F.D. and Andrew T. Scheid  
23 Funeral Home, Case Nos. 16-48-08296, 16-48-13160, and  
24 17-48-010595.]

25 MS. BLACK:



1                    Would the Board entertain a motion to  
2                    adopt the final Adjudication and Order in  
3                    the matter?

4 MR. CUSTEAD:

5                    I'll make that motion.

6 CHAIRMAN HARRIS:

7                    Do we have a second?

8 MS. KIRK:

9                    I'll second it.

10 CHAIRMAN HARRIS:

11                    We have a motion and a second. All in  
12                    favor, signify by saying aye. Will there  
13                    be anybody opposed? If not, that motion  
14                    carries on No. 7.

15 [The motion carried unanimously.]

16   \*\*\*

17 [Ms. Black noted the Adjudication and Order for David  
18 J. Stianche, F.D., Case Nos. 14-48-02380, 14-48-09277  
19 and 15-48-14084.]

20 MS. BLACK:

21                    Will the Board entertain a motion to  
22                    adopt the proposed Adjudication and Order  
23                    but adding the cost of the investigation  
24                    in the amount of \$770.88 to the fine?

25 CHAIRMAN HARRIS:

1                   The chair asks for a motion.

2 VICE CHAIRMAN RODRIGUEZ:

3                   So moved.

4 CHAIRMAN HARRIS:

5                   Do we have a second?

6 MR. MCCUSKER:

7                   I will second that.

8 CHAIRMAN HARRIS:

9                   We have a motion and a second. All in  
10 favor, signify by saying aye. Anybody  
11 opposed? If not, motion carries.

12 [The motion carried unanimously.]

13   \*\*\*

14 [Ms. Black noted the application for supervisor for  
15 Lance Carrier.]

16 MS. BLACK:

17                   Will the Board entertain a motion to  
18 approve the application for supervisor  
19 for Lance Carrier?

20 CHAIRMAN HARRIS:

21                   The chair asks for a motion.

22 MS. IMBURGIA:

23                   I'll motion.

24 CHAIRMAN HARRIS:

25                   Do we have a second? The chair will

1 second that.

2 CHAIRMAN HARRIS:

3 We have a motion and a second. All in  
4 favor, signify by saying aye. Does  
5 anybody oppose? If not, the motion  
6 carries.

7 [The motion carried unanimously.]

8 \*\*\*

9 MS. BLACK:

10 Moving on, will the Board entertain a  
11 motion to approve No. 10 on the agenda  
12 application for supervisor of Valerie M.  
13 Bean of outside employment?

14 CHAIRMAN HARRIS:

15 The chair asks for a motion.

16 VICE CHAIR RODRIGUEZ:

17 So moved.

18 CHAIRMAN HARRIS:

19 Do we have a second?

20 MS. IMBURGIA:

21 I'll second.

22 CHAIRMAN HARRIS:

23 Thank you. We have a motion and a  
24 second. All in favor, signify by saying  
25 aye. Opposed?

1 [The motion carried unanimously.]

2 \*\*\*

3 MS. BLACK:

4 Will the Board entertain a motion to  
5 approve Item No. 11 on the agenda,  
6 Application for Supervisor Deana Turner  
7 for outside employment?

8 CHAIRMAN HARRIS:

9 The chair asks for a motion.

10 VICE CHAIR RODRIGUEZ:

11 So moved.

12 CHAIRMAN HARRIS:

13 Do we have a second?

14 MR. CUSTEAD:

15 I'll second that.

16 CHAIRMAN HARRIS:

17 All in favor, signify by saying aye.  
18 Opposed? If not, number 11 is approved.  
19 Thank you.

20 [The motion carried unanimously.]

21 \*\*\*

22 MS. BLACK:

23 Will the Board entertain a motion to  
24 approve Item No. 12 on the agenda, the  
25 application for Funeral Director for

1 Bethany Lynn Anna?

2 CHAIRMAN HARRIS:

3 The chair asks for a motion.

4 MS. IMBURGIA:

5 I'll make the motion.

6 MR. CUSTEAD:

7 I'll second it.

8 CHAIRMAN HARRIS:

9 We have a motion and a second. All in  
10 favor, signify by saying aye. Is anybody  
11 opposed to this?

12 MR. JOHNSON:

13 Abstain.

14 CHAIRMAN HARRIS:

15 We have a motion and a second. All in  
16 favor, signify by saying aye. Motion  
17 carries. So noted from the Commissioner,  
18 thank you.

19 [The motion carried. Mr. Johnson abstained from  
20 voting on the motion.]

21 \*\*\*

22 [Ms. Black addressed Item No. 13 on the agenda,  
23 Application for Funeral Trainee of Kathryn Grace  
24 Rudolph. During the Board's February 5th, 2020  
25 meeting, the applicant was discussed and the Board

1 voted to provisionally deny this application. She  
2 stated this application was placed on the agenda in  
3 error. Ms. Black noted the Board had approved this  
4 applicant in December 2019.]

5 \*\*\*

6 MS. BLACK:

7 Will the Board entertain a motion to  
8 vacate the February 5, 2020 vote to  
9 provisionally deny the application of  
10 Funeral Trainee Catheryn Grace Rudolph  
11 because the Board already approved the  
12 application in December 2019?

13 CHAIRMAN HARRIS:

14 The chair will actually make a motion to  
15 approve this. Do we have a second?

16 MR. CUSTEAD:

17 I'll second.

18 CHAIRMAN HARRIS:

19 We have a motion and a second. All in  
20 favor, signify by saying aye. Any  
21 opposed? If not, that motion carries.  
22 Thank you.

23 [The motion carried unanimously.]

24 \*\*\*

25 Continuing Education Report

1 [Chairman Harris noted the following Provider  
2 Applications for Continuing Education Course Approval:  
3 The National Funeral Directors Association (NFDA);  
4 Membership LLC, The Pennsylvania Director's Funeral  
5 Association, The Western Pennsylvania Director's  
6 Funeral Association, and PESI Inc. Chairman Harris  
7 asked if any of the Professional Members on the Board  
8 had any objections with these applications. Board  
9 agreed to proceed with approval of applications.]

10 \*\*\*

11 VICE CHAIR RODRIGUEZ:

12 I second.

13 CHAIRMAN HARRIS:

14 The Chair makes a motion and we have a  
15 second. All in favor, signify by saying  
16 aye. Anybody opposed? If not, motion  
17 carries on the continued education.

18 Thank you.

19 [The motion carried unanimously.]

20 \*\*\*

21 Report of Commissioner

22 [K. Kalonji Johnson, Acting Commissioner of  
23 Professional and Occupational Affairs, commended the  
24 Board and public members of the audience for  
25 conducting the meeting via teleconference under these

1 trying circumstances during the Covid-19 crisis. He  
2 announced the Department continues its work on  
3 reviewing all regulations and administrations that are  
4 possibly waivable in order to move forward for  
5 practitioners. Mr. Johnson urged the Board members to  
6 review the Governor's guide for essential and non-  
7 essential businesses, social distancing, and measures  
8 to mitigate the spread of Covid-19. He asked the  
9 Board to assist in identifying issues within the  
10 guidelines in order to facilitate the operations of  
11 funeral directors during this crisis.

12 Mr. Johnson noted the Department of Health's  
13 website page would be updated daily with new  
14 information. Mr. Johnson suggested any topics of  
15 discussion be brought up in public session in order to  
16 ease the process moving forward. He stated all  
17 essential personal are teleworking from home, which  
18 would create a minor impact on the licensing  
19 Operations. He assured the Board that all necessary  
20 precautions necessary were taken to make certain the  
21 impact was minimal. Applications and renewals were  
22 continuing to be processed as normal. Stakeholders  
23 can get their questions answered through either the  
24 Department of Affairs or their admissions office.]

25

\*\*\*



1 Report of Chair

2 [William G. Harris, Professional Member, Chairman,  
3 announced the importance of working together during  
4 this time of the Covid-19 pandemic. He stated funeral  
5 directors will continue to serve families in other  
6 methods and offer a service that will allow them to  
7 grieve as a family. Chairman Harris noted the  
8 importance of continuing to serve the families in the  
9 most ethical way.]

10 \*\*\*

11 Report of Board Administrator

12 [Heidy M. Weirich, Board Administrator, thanked the  
13 Board and the public for their continued support  
14 during the transition. She noted her staff is  
15 teleworking from home.]

16 \*\*\*

17 [Thomas Kukuchka, Professional Member, asked Ms.  
18 Weirich if there was a pull-down menu within the  
19 software of all of the funerals in her county. Ms.  
20 Weirich stated there was not a listing on the website.  
21 She suggested using PALS.gov website and conduct a  
22 county verification search. Ms. Weirich was not  
23 certain if this would bring up the listing. She  
24 offered to provide an email address where the request  
25 could be submitted, but it would include a fee.]

1 \*\*\*

2 [Lisa Edwards, Public Member, Quaker State Funeral  
3 Association, questioned the Board as to the proper  
4 process with Death Certificates and if Funeral Homes  
5 were considered an essential business. Mr. Johnson  
6 stated all Commonwealth offices were currently closed  
7 with few exceptions. He noted employees have been  
8 directed to telework from home. He suggested to Ms.  
9 Edwards to use the Department of Health website and  
10 use the contact links to find a solution. He stated  
11 it may be a transaction that could be completed  
12 online.

13 Mr. Johnson referred to the Community and Economic  
14 Development and Labor & Industry's listing posting of  
15 nonessential and essential businesses. He strongly  
16 encouraged all to abide by the social distancing  
17 guidelines. Mr. Johnston stated infection and death  
18 rates increase daily. He noted the level of  
19 contamination continues to be extremely high. Mr.  
20 Johnston indicated, at the end of the two weeks, the  
21 matter would be re-evaluated.

22 Ms. Edwards thanked Mr. Johnson and the Board for  
23 his reply to her question. She agreed to take his  
24 suggestions and inform her city.]

25 \*\*\*

1 [Vice Chair Rodriguez suggested utilizing the online  
2 Title Check. She indicated certificated could be  
3 obtained for \$20.]

4 \*\*\*

5 [Mr. Johnson asked the Board to identify the  
6 regulations and administrative policies that require  
7 action in order to assist the Policy Office. He noted  
8 this would facilitate the jobs of funeral directors.

9 Mr. Johnson gave the example of the 10-day hold as  
10 being affected by the pandemic guidelines. Chairman  
11 Harris believed they would not have to make any  
12 changes to the 10-day permits. He believed services  
13 could be provided services while continuing to abide  
14 by the guidelines.

15 Mr. Johnson announced funeral homes were not  
16 listed as a nonessential business; therefore, they  
17 would be essential. He encouraged the Board to review  
18 their mitigation guidelines when offering their  
19 services, making certain they are complying with the  
20 guidelines for social distancing.

21 Ms. Black referred to the list of essential  
22 business and based on the types of businesses and  
23 services listed, it is reasonable to infer that  
24 funeral directors would fit into these (essential  
25 business) categories. Ms. Black noted the importance

1 of maintaining the recommended CDC and OSHA policies  
2 on how essential business should operate during the  
3 pandemic.]

4 \*\*\*

5 Adjournment

6 CHAIRMAN HARRIS:

7 We do need a motion to adjourn.

8 VICE CHAIR RODRIGUEZ:

9 So moved.

10 \*\*\*

11 [There being no further business, the State Board of  
12 Funeral Directors Meeting adjourned at 11:06 a.m.]

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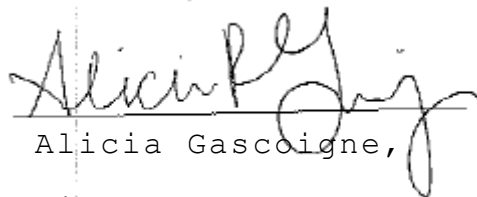
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CERTIFICATE

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  
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March 18, 2020

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TIME	AGENDA
9:30	Executive Session
10:40	Return to Public Session
10:40	Meeting called to order
10:41	Pledge of Allegiance
10:41	Roll Call
10:45	Report of Prosecutorial Division
10:57	Report of Board Counsel
10:57	Motions
11:07	Report of Commissioner
11:13	Report of Chairman
11:14	Report of Board Administrator
11:16	Adjournment