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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: 10:29 A.M.

PENNSYLVANIA DEPARTMENT OF STATE

March 30, 2022

1 State Board of Funeral Directors
2 March 30, 2022

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5 BOARD MEMBERS:

6
7 William G. Harris, Chairman, Professional
8 Member - Absent
9 Arion Claggett, Acting Commissioner, Bureau of
10 Professional and Occupational Affairs
11 Milian E. Rodriguez, Vice Chairperson, Professional
12 Member
13 Carmella M. Imburgia, Secretary, Professional
14 Member
15 Kenneth C. DuPree, Professional Member
16 Thomas G. Kukuchka, CFSP, Professional Member
17 Francis McCusker, Public Member
18 Jennifer Jane Kirk, Esquire, Senior Deputy Attorney
19 General, Antitrust Section, Office of Attorney
20 General - Absent
21

22
23 BUREAU PERSONNEL:

24
25 C. William Fritz II, Esquire, Board Counsel
26 Dean F. Picarella, Esquire, Senior Board Counsel
27 Timothy A. Fritsch, Esquire, Board Prosecution
28 Liaison
29 Kristel Hennessy Hemler, Board Administrator
30 Andrew LaFratte, MPA, Executive Policy Specialist,
31 Department of State
32

33
34 ALSO PRESENT:

35
36 Ernie Heffner, President, Heffner Funeral Chapel
37 & Crematory, Inc.
38 James Erikson, CAE, Assistant Executive Director and
39 Chief Operations Officer, Pennsylvania Funeral
40 Directors Association
41 Jason G. Benion, Esquire, Saxton & Stump Lawyers and
42 Consultants
43 Jen Smeltz, Republican Executive Director, Senate
44 Consumer Protection & Professional Licensure
45 Committee
46 Kathleen K. Ryan, Esquire, Pennsylvania Funeral
47 Directors Association
48 Lori A. Behe
49
50

1 ***

2 State Board of Funeral Directors

3 March 30, 2022

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 C. William Fritz II, Esquire, Board Counsel, for
8 the purpose of conducting quasi-judicial
9 deliberations. The Board entered into public session
10 at 10:29 a.m.]

11 ***

12 Meeting Instructions

13 [Kristel Hennessy Hemler, Board Administrator,
14 provided instructions to be followed during the
15 virtual meeting.]

16 ***

17 The regularly scheduled meeting of the State
18 Board of Funeral Directors was held on Wednesday,
19 March 30, 2022. Milian E. Rodriguez, Vice
20 Chairperson, Professional Member, called the meeting
21 to order at 10:29 a.m.

22 ***

23 Roll Call

24 [Vice Chair Rodriguez requested Ms. Imburgia conduct a
25 roll call of Board members.]

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[C. William Fritz II, Esquire, Board Counsel, noted the Board met in Executive Session and conducted quasi-judicial deliberations prior to open session.

Mr. Fritz also informed everyone that the meeting was being recorded, and voluntary participation constitutes consent to be recorded.]

Approval of minutes of the February 18, 2022 meeting
VICE CHAIR RODRIGUEZ:

I would like to review the minutes. We have all read them. Do we have any corrections to the minutes of the February 18 meeting?

If no corrections, may I have a motion to approve them, please?

MR. DUPREE:

I move for the adoption of the minutes without any necessary corrections.

MS. IMBURGIA:

I second that.

VICE CHAIR RODRIGUEZ:

All in favor, say aye. Any opposed?

Any recusals or abstentions?

[The motion carried unanimously.]

1 ***

2 Report of Prosecutorial Division

3 [Timothy A. Fritsch, Esquire, Board Prosecution
4 Liaison, had nothing to report from the prosecutorial
5 division but offered to answer any questions from
6 Board members.]

7 ***

8 Report of Board Counsel

9 [Milian E. Rodriguez, Vice Chairperson, Professional
10 Member, welcomed Mr. Fritz as new Board counsel.

11 Mr. Fritz had nothing specifically to report but
12 offered to provide a list of cases that are currently
13 open for the next meeting. He noted the Board
14 currently has 12 open files and would put the list on
15 the agenda for the next Board meeting. He requested
16 Board members contact him if they need to recuse from
17 any matters.]

18 ***

19 Report of Acting Commissioner

20 [Arion R. Claggett, Acting Commissioner, Bureau of
21 Professional and Occupational Affairs, informed
22 everyone that all Board meetings moving forward would
23 be offered in a hybrid format providing the option of
24 attending virtually or in person for Board members and
25 the public. He mentioned the platform is switching

1 from Cisco Webex to Microsoft Teams. He also noted he
2 and Ms. Hemler would be attending all Board meetings
3 in person.

4 Vice Chair Rodriguez asked whether masks would be
5 required in Harrisburg.

6 Acting Commissioner Claggett stated that masks
7 are encouraged but not required.

8 Mr. Fritz commented that Board counsel would also
9 be there as well.]

10 ***

11 Report of Board Administrator - No Report

12 ***

13 Matters for Discussion

14 [Milian E. Rodriguez, Vice Chairperson, Professional
15 Member, stated the Board decided to table the
16 discussion regarding the 2022 Pennsylvania Funeral
17 Directors Association (PFDA) Annual Convention and
18 Expo June 12-15, 2022, in Lancaster, PA, until the
19 next meeting.

20 Mr. Fritz mentioned the convention discussion was
21 tabled, so those unable to attend this meeting could
22 give their input at the next meeting.]

23 ***

24 Requests for Review

25 MR. FRITZ:

1 Heffner.

2 MR. KUKUCHKA:

3 I second that motion.

4 VICE CHAIR RODRIGUEZ:

5 All in favor? Any opposed? Anyone
6 Board member that needs to be recused at
7 this time?

8 [The motion carried unanimously.]

9 ***

10 MR. FRITZ:

11 The Board would entertain a motion to
12 approve the Request for Outside
13 Employment filed by James Jacquillard.

14 VICE CHAIR RODRIGUEZ:

15 May I hear a motion?

16 MS. IMBURGIA:

17 I motion.

18 MR. MCCUSKER:

19 Second.

20 VICE CHAIR RODRIGUEZ:

21 All in favor? Anyone opposed? Do we
22 have any Board members that need to be
23 recused in this matter?

24 [The motion carried unanimously.]

25 ***

1 MR. FRITZ:

2 The Board would entertain a motion to
3 approve the Request for Outside
4 Employment filed by Chelsea Hoffman.

5 MR. KUKUCHKA:

6 I approve the Outside Employment for
7 Chelsea Hoffman.

8 MR. DUPREE:

9 I second the motion.

10 VICE CHAIR RODRIGUEZ:

11 All in favor? Any Board members
12 opposed? Anyone need to be recused in
13 this discussion?

14 [The motion carried unanimously.]

15 ***

16 MR. FRITZ:

17 The Board would entertain a motion to
18 approve the Request for Outside
19 Employment filed by Kelsey Makin.

20 MR. DUPREE:

21 I move for approval of the Request for
22 Outside Employment for Kelsey Makin.

23 MS. IMBURGIA:

24 I second the motion.

25 VICE CHAIR RODRIGUEZ:

1 All in favor? Any opposed? Anyone
2 recuse to this decision?

3 [The motion carried unanimously.]

4 ***

5 Public Comments

6 [Kristel Hennessy Hemler, Board Administrator,
7 provided an introduction of those in attendance.

8 Ernie Heffner, President, Heffner Funeral Chapel
9 & Crematory, thanked the Board for approving his
10 request.]

11 ***

12 Adjournment

13 VICE CHAIR RODRIGUEZ:

14 I would like to hear a motion to
15 adjourn.

16 MR. KUKUCHKA:

17 I move to adjourn.

18 VICE CHAIR RODRIGUEZ:

19 Do we have a second?

20 MR. DUPREE:

21 Second.

22 VICE CHAIR RODRIGUEZ:

23 All in favor? Any opposed?

24 [The motion carried unanimously.]

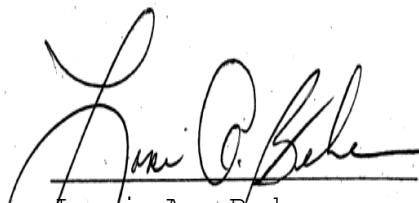
25 ***

1 [There being no further business, the State Board of
2 Funeral Directors Meeting adjourned at 10:45 a.m.]

3 ***

4
5 CERTIFICATE

6
7 I hereby certify that the foregoing summary
8 minutes of the State Board of Funeral Directors
9 meeting, was reduced to writing by me or under my
10 supervision, and that the minutes accurately summarize
11 the substance of the State Board of Funeral Directors
12 meeting.

13
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15
16 Lori A. Behe,

17 Minute Clerk

18 Sargent's Court Reporting
19 Service, Inc.

STATE BOARD OF FUNERAL DIRECTORS
REFERENCE INDEX

March 30, 2022

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TIME	AGENDA
9:00	Executive Session
10:29	Return to Open Session
10:29	Official Call to Order
10:30	Roll Call
10:31	Approval of Minutes
10:34	Report of Board Counsel
10:35	Report of Acting Commissioner
10:37	Matters for Discussion
10:37	Requests for Review
10:41	Public Comments
10:45	Adjournment