

DRAFT

STATE BOARD OF FUNERAL AND CEMETERY SERVICE BOARD MEETING
October 2, 2025, at 11:00 a.m.
Indiana Government Center South, Conference Center, Room #1
402 West Washington Street, Indianapolis, Indiana

CALL TO ORDER

The meeting was called to order at 11:00 a.m. by Thomas Sproles, pursuant to public notice posted at the principal office of the board at least seventy-two (72) hours before the time of the meeting.

BOARD MEMBERS PRESENT:

Thomas Sproles, Chairman
Kathleen Matuszak

**BOARD MEMBER PRESENT
ELECTRONICALLY:**

Christopher Cooke, Vice Chairman
Frank Downing

STATE OFFICIALS PRESENT:

Tracy Hicks, Board Director
Ruth Hashu Roorda, Assistant Board Director
Clarence Leatherbury, Deputy Attorney General
Zaneta Nunnally, Compliance Director
Courtney Calvert, Compliance Officer

ADOPTION OF THE AGENDA

A motion was made and seconded to adopt the amended agenda.

Cooke/Matuszak

4/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, Kathleen Matuszak, and
Christopher Cooke
Motion carried.

ADOPTION OF THE MINUTES FROM THE AUGUST 7, 2025, MEETING OF THE BOARD

A motion was made and seconded to approve the minutes.

Cooke/Matuszak

4/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, Kathleen Matuszak, and
Christopher Cooke
Motion carried.

OFFICE OF THE ATTORNEY GENERAL REPORT

Written report provided.

Verbal explanation of written report was provided. Frank Downing asked about the Crown Cremation complaint. Ian Matthew reported that it is still under investigation.

IPLA COMPLIANCE DIVISION REPORT.

Courtney Calvert reported that she is the team leader for funeral and cosmetology and is proud to report the increased number of inspections since the last meeting. Some violations included funeral homes need to change licensure to a branch, display licenses and certificates of authority, hot water availability issues, ventilation problems, peeling floors, missing ceiling tiles, and correct funeral home records need to be made available. A corrective action plan is issued when records are not available for inspection.

Deborah Ishola is now inspecting on her own so the number of inspections should be increasing. Zaneta has implemented the project to give inspectors specific targets to hit for the funeral board. The team inspected 2 funeral branches and 29 funeral homes for a total of 31 inspections since the last meeting. This is an increase of 23 inspections. 23 passed inspection, 4 were out of business, and 4 were issued a corrective action plan and will be re-inspected.

CONSIDERATION OF PROPOSED SETTLEMENT

1. Fountain Square Cremation and Funeral Services, FH11600001, CA21600005 and
Judith Lipps, FD21300063, FI21200063
Cause No.: 202411-FCB-0021

A motion was made and seconded to accept the proposed settlement agreement.

Matuszak/Cooke

4/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, Kathleen Matuszak, and
Christopher Cooke

Motion carried.

ADMINISTRATIVE HEARING TO CONSIDER MOTION FOR SUMMARY SUSPENSION

1. Adrienne McCoy, FD21800002
Cause No.: 202509-FCB-0008

A motion was made and seconded to summarily suspend the license for a period of 90 days.

Matuszak/Cooke

4/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, Kathleen Matuszak, and
Christopher Cooke

Motion carried.

CONSIDERATION OF MOTION TO DISMISS

1. Cloverdale Cemetery Association
Cause No.: 202504-FCB-0003

A motion was made and seconded to approve the Motion to Dismiss.

Matuszak/Downing

4/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, Kathleen Matuszak, and
Christopher Cooke

Motion carried.

APPLICATION FOR CEMETERY REGISTRATION

1. Estates of Serenity
Center Township of Grant County, Owner
405 S Washington St
Marion IN 46953

With the Court granting possession of the cemetery to the Center Township Trustee of Grant County July 7, 2025, a motion was made and seconded to approve the application for cemetery registration.

Cooke/Matuszak

4/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, Kathleen Matuszak, and
Christopher Cooke

Motion carried.

APPLICATION FOR FUNERAL DIRECTOR LICENSE BY RECIPROCITY

1. Kylie Kannenberg

A motion was made and seconded to deny the application due to failure to pass the science portion of the national examination.

Matuszak/Cooke

4/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, Kathleen Matuszak, and Christopher Cooke

Motion carried.

APPEARANCE FROM CRESTHAVEN FUNERAL HOME & CEMETERY; REQUEST FOR CLARIFICATION ON USE OF THE PERPETUAL CARE FUND

The cemetery would like to use the perpetual care fund to make them whole on all of the funds that has had to be used to fix past problems from previous owners. They are asking for relief because the statute is antiquated and needs to be updated. Owners reported the perpetual care fund will be back to current balance within a year. This is their first cemetery venture, however they own funeral homes and crematories.

The Consumer Protection Fund for Cemetery Maintenance was discussed. The board felt they would have to be very careful to set a precedence on using money from the fund in this matter because that would open the door to all cemeteries to ask for funds because many cemeteries are not profitable. Clarence Leatherbury indicated the board could give him proposed language and he would work with his supervisor to provide the language to a legislator. I reminded the board they may not lobby for legislation.

The board would like Clarence to look into the statute to see if there is any way the board can make exceptions to the use of the perpetual care funds.

The board urged the owners to work with the Indiana Cemetery Association to update the perpetual care fund statutes.

Clarence will correspond with them regarding the cemetery maintenance fund guidelines. Clarence will also look into the perpetual care fund distribution that was missed to see if they may take the distribution.

REVIEW OF CONTINUING EDUCATION AUDIT FILES

Clarence Leatherbury interpreted IC 25-1-4-3.2 that licensees may complete all of their continuing education via distance learning, however 832 IAC 4-1-1(e) indicates licensees may not complete more than five hours in a two-year period through distance learning.

Kelly Ableidinger, FD21900048

A motion was made and seconded to issue a Notice of Noncompliance for lack of 2 hours of Indiana funeral and cemetery law and impose a fine of \$3000.

Matuszak/Cooke

4/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, Kathleen Matuszak, and Christopher Cooke

Motion carried.

Jonathan Alexander, FD20400066

A motion was made and seconded to issue a Notice of Noncompliance for lack of 1 hour of general continuing education and impose a fine of \$1000. Pursuant to 832 IAC 4-1-4(a)(3), he cannot receive credit for attending the same course more than once in the same two-year period.

Matuszak/Downing

3/0/1

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, Kathleen Matuszak.

Recusing: Christopher Cooke

Motion carried.

John Boesch, FD22200034

A motion was made and seconded to issue a Notice of Noncompliance for lack of 4 Indiana funeral & cemetery law hours and impose a fine of \$3000.

Matuszak/Cooke

4/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, Kathleen Matuszak, and Christopher Cooke

Motion carried.

Deborah Clabaugh, FD20400087

A motion was made and seconded to issue a Notice of Noncompliance for lack of 4 in-person Indiana funeral & cemetery law hours and 1 general in-person hour and impose a fine of \$5000.

Matuszak/Cooke

4/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, Kathleen Matuszak, and Christopher Cooke

Motion carried.

Ronald Cooper, FD21100051

A motion was made and seconded to issue a Notice of Noncompliance for lack of any continuing education hours and impose a fine of \$5000.

Matuszak/Cooke

4/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, Kathleen Matuszak, and Christopher Cooke

Motion carried.

Elizabeth Cotter, FD21600055

A motion was made and seconded to issue a Notice of Noncompliance for lack of 4 hours of in-person Indiana funeral and cemetery law and 1 hour of general in-person continuing education, and impose a fine of \$5000. Pursuant to 832 IAC 4-1-4(a)(3), she cannot receive credit for attending the same course more than once in the same two-year period.

Matuszak/Cooke

4/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, Kathleen Matuszak, and Christopher Cooke

Motion carried.

Shawn Dooley, FD29400019

A motion was made and seconded to issue a Notice of Noncompliance for lack of 4 Indiana funeral & cemetery law hours and impose a fine of \$3000.

Matuszak/Cooke

4/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, Kathleen Matuszak, and Christopher Cooke

Motion carried.

Michaelene Dowers, FD22100021

A motion was made and seconded to table the matter pending a single upload and identify the distance learning courses.

Matuszak/Cooke

4/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, Kathleen Matuszak, and Christopher Cooke

Motion carried.

Elizabeth Evans, FD29800109

A motion was made and seconded to issue a Notice of Noncompliance for lack of 4 Indiana funeral and cemetery law hours and impose a fine of \$3000.

Matuszak/Cooke

4/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, Kathleen Matuszak, and Christopher Cooke

Motion carried.

Henry Felton, FD20900042

A motion was made and seconded to issue a Notice of Noncompliance for lack of 3 Indiana funeral & cemetery law hours and 3 general hour and impose a fine of \$5000.

Matuszak/Cooke

4/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, Kathleen Matuszak, and Christopher Cooke

Motion carried.

David Fry, FD08900011

A motion was made and seconded to issue a Notice of Noncompliance for lack of 4 hours of Indiana funeral & cemetery law and impose a fine of \$3000.

Matuszak/Cooke

4/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, Kathleen Matuszak, and Christopher Cooke

Motion carried.

David Garcia Jr., FD21900049

A motion was made and seconded to issue a Notice of Noncompliance for lack of 4 Indiana funeral & cemetery law hours and 5 general in-person hour and impose a fine of \$5000.

Matuszak/Cooke

4/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, Kathleen Matuszak, and Christopher Cooke

Motion carried.

Kenneth Goins, FD1018688

A motion was made and seconded to issue a Notice of Noncompliance for lack of 2 hours of Indiana funeral & cemetery law and impose a fine of \$3000.

Matuszak/Cooke

4/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, Kathleen Matuszak, and Christopher Cooke

Motion carried.

Amanda Goodwine, FD21300034

A motion was made and seconded to issue a Notice of Noncompliance for lack of 4 hours of Indiana funeral & cemetery law and impose a fine of \$3000.

Matuszak/Cooke

4/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, Kathleen Matuszak, and Christopher Cooke

Motion carried.

Sonia Guillory, FD21300034

A motion was made and seconded to issue a Notice of Noncompliance for lack of 1 hour of in-person general continuing education and impose a fine of \$1000.

Matuszak/Cooke

4/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, Kathleen Matuszak, and Christopher Cooke

Motion carried.

Erin Hinton, FD21600047

A motion was made and seconded to issue a Notice of Noncompliance for lack of 1 hour of in-person general continuing education and impose a fine of \$1000.

Matuszak/Cooke

4/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, Kathleen Matuszak, and Christopher Cooke

Motion carried.

Larry Hofmann, FD01005425

A motion was made and seconded to issue a Notice of Noncompliance for lack of 2 hours of Indiana funeral & cemetery law and impose a fine of \$3000.

Matuszak/Cooke

4/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, Kathleen Matuszak, and Christopher Cooke

Motion carried.

Craig, Jackson, FD08601551

A motion was made and seconded to issue a Notice of Noncompliance for lack of 2 hours of Indiana funeral & cemetery law and impose a fine of \$3000.

Matuszak/Cooke

4/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, Kathleen Matuszak, and Christopher Cooke

Motion carried.

Andrew Kraft, FD20100022

A motion was made and seconded to issue a Notice of Noncompliance for lack of 4 in-person Indiana funeral & cemetery law hours and 1 general in-person hour and impose a fine of \$5000.

Matuszak/Cooke

4/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, Kathleen Matuszak, and Christopher Cooke

Motion carried.

Teresa Lancaster, FD29700044

A motion was made and seconded to issue a Notice of Noncompliance for lack of 4 in-person Indiana funeral & cemetery law hours and 1 general in-person hour and impose a fine of \$5000.

Matuszak/Cooke

4/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, Kathleen Matuszak, and Christopher Cooke

Motion carried.

Jonathan Orr, FD20700010

A motion was made and seconded to issue a Notice of Noncompliance for lack of 4 in-person Indiana funeral & cemetery law hours and 1 general in-person hour and impose a fine of \$5000.

Matuszak/Cooke

4/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, Kathleen Matuszak, and Christopher Cooke

Motion carried.

Keith Ousley, FD20700008

A motion was made and seconded that Ousley is in compliance.

Matuszak/Cooke

4/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, Kathleen Matuszak, and Christopher Cooke

Motion carried.

Matthew Payne, FD21600014

A motion was made and seconded to issue a Notice of Noncompliance for lack of 1 hour of in-person general continuing education and impose a fine of \$1000.

Matuszak/Cooke

4/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, Kathleen Matuszak, and Christopher Cooke

Motion carried.

Robert Penrod, FD20700003

A motion was made and seconded to issue a Notice of Noncompliance for lack of 1 hour of Indiana funeral & cemetery law and impose a fine of \$1000.

Matuszak/Cooke

4/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, Kathleen Matuszak, and Christopher Cooke
Motion carried.

Jessica Scott, FD21800026

A motion was made and seconded to issue a Notice of Noncompliance for lack of 4 hours of Indiana funeral & cemetery law and impose a fine of \$3000.

Matuszak/Cooke

4/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, Kathleen Matuszak, and Christopher Cooke
Motion carried.

Tonya Smith, FD21900023

A motion was made and seconded that Smith is in compliance.

Matuszak/Cooke

4/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, Kathleen Matuszak, and Christopher Cooke
Motion carried.

Kevin Zurchin, FD08700133

A motion was made and seconded to issue a Notice of Noncompliance for lack of 4 in-person Indiana funeral & cemetery law hours and 1 general in-person hour and impose a fine of \$5000.

Matuszak/Cooke

4/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, Kathleen Matuszak, and Christopher Cooke
Motion carried.

REVIEW OF CONTINUING EDUCATION SPONSORS AND COURSES

A motion was made and seconded to approve the continuing education sponsors and courses as indicated below..

Downing/Cooke

4/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, Kathleen Matuszak, and Christopher Cooke
Motion carried.

EXISTING CE PROVIDERS:

Flanner Buchanan CE21800040

- A. Medicaid Guideline training, 8/19/2025, 1 CEU, non-law

International Cemetery Cremation and Funeral Association CE10800864

- A. ICCFA Fall Leadership Summit, 10/22/2025 to 10/23/2025, 9 CEU, non-law

Wilbert Funeral Services Inc. CE21500018

- A. Deathcare for Pets: What's Now, What's Next?, 12/18/2025, 1 CEU, non-law

Danilewicz Funeral Service Inc. CE22000020

- A. The Practice Act, ongoing, 1 CEU, Law #2
- B. The Preneed Act, ongoing, 1 CEU, Law #1
- C. The Cremation Act, ongoing, 1 CEU, Law #3

D. The Cemetery Act, ongoing, 1CEU, Law #4

Frigid Fluid Company CE22200019

- A. Event name: Ivy Tech Lunch & Learn, "Introduction to Frigid Fluids", 11/7/2025, 1 CEU, non-law
- B. Evolution & Application of Embalming Instrument, 11/7/2025, 1 CEU, non-law
- C. The Effects of Cold Temperatures on Tissue, 11/7/2025, 1 CEU, non-law

International Order of the Golden Rule CE10800865

- A. Innovating Tradition: Ai Applications in the Funeral and Death Care Industry, 11/18/2025, 1 CEU, non-law

Funeral Directors Association of the Falls Cities CE10800717

- A. Learning About the Kentucky Vital Record System, 11/13/2025, 1 CEU, non-law

Select Independent Funeral Homes: CE10800819

- A. Leadership & Accountability When It Matters, 9/29/2025, 2 CEU, non-law
- B. A Culture of Excellence: Building Success from Within, 9/30/2025, 1 CEU, non-law
- C. Navigating Critical Conversations, 9/30/2025, 1 CEU, non-law
- D. Tools for Successful Employer/Employee Relationships, 9/30/2025, 1 CEU, non-law
- E. Attracting and retaining Talent, 9/30/2025, 1 CEU, non-law
- F. Beyond the Logo: Branding that Builds Trust, 9/30/2025, 1 CEU, non-law
- G. Strategic Debt: Turning Leverage into Growth, 9/30/2025, 1 CEU, non-law
- H. Membership Business Session and incoming Officers' Address, 10/1/2025, 1 CEU, non-law
- I. Futures Session: Bridging the Tradition and Technology Gap, 10/1/2025, 1 CEU, non-law

ADJOURNMENT

The meeting adjourned at 1:42 p.m.