

**STATE BOARD OF FUNERAL AND CEMETERY SERVICE BOARD MEETING**  
**April 4, 2024, at 11:00 a.m.**  
**Indiana Government Center South**  
**402 West Washington Street, Room W064, 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 forty-eight (48) hours before the time of the meeting.

**BOARD MEMBERS PRESENT:** Thomas Sproles, Chairman  
Christopher Cooke, Vice Chairman  
Frank Downing  
Kathleen Matuszak

**BOARD MEMBER ABSENT:** Timothy Corbett

**STATE OFFICIALS PRESENT:** Tracy Hicks, Board Director  
Marianna Kassenbrock, Assistant Board Director  
Clarence Leatherbury, Deputy Attorney General  
Courtney Calvert, Compliance Officer

**ADOPTION OF THE AGENDA**

A motion was made and seconded to adopt the agenda.

Cooke/Matuszak

4/0/0

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

**ADOPTION OF THE MINUTES FROM THE FEBRUARY 1, 2024, MEETING OF THE BOARD**

A motion was made and seconded to approve the minutes.

Cooke/Matuszak

4/0/0

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

**PERSONAL APPEARANCE FOR LITIGATION COMPLIANCE**

1. Tamara Albertson, FD20700093, 2022SBFCS0023 (Albertson's Metro Mortuary Services, FH11200030 & CA21200041)

Ms. Albertson appeared.

2. Donald Alford, FD01015193, 2023SBFCS0009 and 2023SBFCS0012 (Alfords Mortuary, FH19900032 & CA09100825)

Mr. Alford appeared and managing funeral director, Belicia Hicks, appeared.

3. Brian Jeffries, Marion Cemetery Corp. dba Estates of Serenity, CM41800006, 2023SBFCS0020

Mr. Jeffries appeared electronically.

**OFFICE OF THE ATTORNEY GENERAL REPORT**

Written and verbal report provided.

## **IPLA COMPLIANCE DIVISION REPORT**

Courtney Calvert provided written and verbal report.

### **Administrative Hearings; Continuing Education Audit Appeal**

1. Matthew Walker, FD21600060

A motion was made and seconded to issue a notice of proposed default.

Downing/Cooke

4/0/0

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

Motion carried.

### **Administrative Hearings; Probation Withdrawal**

1. Logan Alloway, FD22200002, 2023SBFCS0002

A motion was made and seconded to remove the probation.

Cooke/Matuszak

4/0/0

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

Motion carried.

2. Jacob Stout, FD22000014, 2023SBFCS0008

A motion was made and seconded to remove probation.

Cooke/Downing

4/0/0

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

Motion carried.

### **Administrative Default Hearing: Motion for Order to Cease & Desist**

1. Legacy Cremation Services, LLC, and Anthony Joseph Damiano, 2023SBFCS0023

A motion was made and seconded to issue a Default Order.

Downing/Matuszak

4/0/0

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

Motion carried.

A motion was made and seconded to issue a Motion to Cease and Desist and impose the cost of the proceedings.

Downing/Matuszak

4/0/0

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

Motion carried.

### **Consideration of Motion to Dismiss the matter regarding Spring Valley Funeral and Cremation Service**

A motion was made and seconded to dismiss the matter regarding Spring Valley Funeral and Cremation Service, FH11600018.

Downing/Matuszak

4/0/0

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

Motion carried.

### **Administrative Hearing; Administrative Complaints**

1. Spring Valley Funeral and Cremation Service, FH11600018 and James R. Holt, FD01006382, 2023SBFCS0016

A motion was made and seconded to approve the Motion to Dismiss the matter and to accept surrender of the license regarding Spring Valley Funeral and Cremation Service, FH11600018, due to the fact that the funeral home has been sold and is under new ownership.

Cooke/Downing

3/1/0

Voting in Favor: Thomas Sproles, Frank Downing, and Christopher Cooke

Motion carried.

Voting against: Kathleen Matuszak

A motion was made and seconded to issue a Notice of Proposed Default regarding James R. Holt, FD01006382.

Matuszak/Cooke

4/0/0

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

Motion carried.

2. Rawls Mortuary, FH11900010, CA22000014 & Benjamin L. Rawls, FD21300082, 2024SBFCS0006

A motion was made and seconded that the state proved its case on all nine counts.

Matuszak/Downing

3/1/0

Voting in Favor: Thomas Sproles, Kathleen Matuszak, Frank Downing

Voting Against: Christopher Cooke

Motion carried.

A motion was made and seconded to require quarterly reports to include the funeral home's statements of goods and services, preneed contracts and at-need contracts, an accounting of the number of those statements of goods and services including the families, extend current probation by one year, and require compliance with the previous Order of the board.

Downing/Matuszak

4/0/0

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

Motion carried.

### **Motion for Prehearing Conference**

1. Boyd and Son Funeral Home and Crematory, FH12100010 & Eric A. Boyd, FD21500018, 2024SBFCS0004

The matter will be scheduled for Settlement Conference.

### **License Application Review**

1. John Potter, funeral director by reciprocity

A motion was made and seconded to grant reciprocity upon receipt of a letter from his supervisor indicating he will be under the personal supervision and at the conclusion on the one year of supervised practice.

Matuszak/Cooke

4/0/0

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

Motion carried.

2. Islamic Funeral Services, funeral home & certificate of authority

A motion was made and seconded to deny the application for failure to comply with the statutes and rules pursuant to the failed inspection.

Downing/Matuszak

4/0/0

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

Motion carried.

**Reassignment of Preened Files from H.E. Johnson & Sons Funeral Home, FH83000702, Closed.**

A motion was made and seconded to reassign equally between all the funeral homes in the county.

Downing/Matuszak

4/0/0

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

Motion carried.

**Indiana Funeral Directors Association; Intern Mentorship Program**

Erin Scott Greg Griffin Mike Keller are here as representatives of the mentorship program. They developed the program under the direction of Ronald Deremiah. This program is to augment what may not be taught in the funeral homes while they are licensed interns.

There will be no charge for the training.

Kathleen felt that the training should include cemetery law. IFDA indicated they could easily add that to the program. Kathleen also suggested attending at least one board meeting. They would like to open the program up to licensed funeral directors in the future.

A motion was made and seconded that unless Clarence can find otherwise, the board endorses the program and feels that the program is a good, valid, integral course for interns and the industry and look forward to possibly seeing funeral directors being able to attend the program.

Matuszak/Cooke

4/0/0

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

Motion carried.

**REVIEW OF CONTINUING EDUCATION SPONSORS AND COURSES**

A motion was made and seconded to approve the following.

Matuszak/Downing

4/0/0

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

Motion carried.

**All Star Training, Inc. CE10800643**

5 HR Indiana Funeral CE2 – online/continuous, 5 CEU, non-law

**Colibri Healthcare, LLC, CE10800701**

- A. Above Ground: Anatomical Embalming Roles -ongoing/homestudy, 1 CEU, non-law
- B. Modern Restorative Arts & Embalming Techniques – ongoing/homestudy, 3 CEU, non-law
- C. Opioids: Contributing to Both Health & Death – ongoing/homestudy, 2 CEU, non-law

**Continuing Vision LLC, NEW**

- A. Will that be Swedish or Deep Tissue? – 5/4/24, 1 CEU, non-law
- B. Transformative Times: Working with Transgender & LGBTQ+ Families, 6/11/24, 1 CEU, non-law
- C. The FTC Rule – 5/2/24, 1 CEU, non-law
- D. Enhancing the Care of Donors – 4/26/24, 1 CEU, non-law

**Education Workers Group, aka: FuneralContinuingEducation.com, NEW**

Green Burials: Environmentally Friendly Funerals – ongoing, 2 CEU, non-law

**Funeral Directors Association of the Falls Cities, CE10800717**

New Cremation Regulations: An Evening with the Attorney General – 5/16/24, 1 CEU, non-law

**Frigid Fluid Company, CE22200019**

4<sup>th</sup> Annual Embalm Better Conference – 6/6-8/24, 8 CEU, non-law

**Indiana Donor Network, CE21600014**

Donation Education Library modules – continuous, 5 CEU, non-law

**International Cemetery, Cremation and Funeral Association, CE10800864**

- A. ICCFA 2024 Annual Convention - 4/10/24, 13 CEU, non-law
- B. ICCFAU College of 21<sup>st</sup> Century Services – 7/19-24/24, 24.5 CEU, non-law
- C. ICCFAU College of Cremation Services - 7/19-24/24, 24.5 CEU, **LAW**
- D. ICCFAU College of Hospitality & Customer Service - 7/19-24/24, 24.5 CEU, non-law
- E. ICCFAU College of Land Management - 7/19-24/24, 24.5 CEU, non-law
- F. ICCFAU College of Leadership & Management - 7/19-24/24, 24.5 CEU, non-law
- G. ICCFAU College of Technology - 7/19-24/24, 24.5 CEU, non-law
- H. ICCFAU School of Graduate Studies - 7/19-24/24, 24.5 CEU, non-law
- I. Pet Loss & Integration Short Course – 7/19-21/24, 9.5 CEU, non-law
- J. J Asher Neel College of Sales & Marketing - 7/19-24/24, 24.5 CEU, non-law
- K. Todd Van Beck College of Funeral Home Management - 7/19-24/24, 24.5 CEU, non-law

**International Order of the Golden Rule, CE10800865**

- A. Best Known is Better than Best - 4/5/24, 1 CEU, non-law
- B. 2024 OGR Annual Conference - 5/7/24, 6 CEU, non-law

**KABOD Independent Jewish Funeral Chapels, CE21600017**

Facing Change: Current Challenges in Funeral Practice - 4/15/24, 2 CEU, **LAW (?)**

**Wilbert Funeral Services, Inc., CE21500018**

- A. Aftercare: Programs that Heal Families – 6/13/24, 1 CEU, non-law
- B. Best Known is Better than Best – 8/8/24, 1 CEU, non-law
- C. The Information Race – 5/16/24, 1 CEU, non-law
- D. A National Shrine, Arlington – 5/30/24, 1 CEU, non-law
- E. Teamwork Through Crisis – 5/2/24, 1 CEU, non-law

**Allyse Reine Worland, CFSP, CE22000014**

Eco Embalming – ongoing, 1 CEU, non-law

**ADJOURNMENT**

The meeting adjourned at 4:08 p.m.