

DRAFT

STATE BOARD OF FUNERAL AND CEMETERY SERVICE BOARD MEETING

June 26, 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 forty-eight (48) hours before the time of the meeting.

BOARD MEMBERS PRESENT:

Thomas Sproles, Chairman
Christopher Cooke, Vice Chairman
Frank Downing

BOARD MEMBER ABSENT:

Kathleen Matuszak (Electronic participation was attempted, however it was not successful due to no fault of Ms. Matuszak)

STATE OFFICIALS PRESENT:

Tracy Hicks, Board Director
Ruth Hashu Roorda, Assistant Board Director
Clarence Leatherbury, Deputy Attorney General

ADOPTION OF THE AGENDA

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

Cooke/Downing

3/0/0

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

Motion carried.

ADOPTION OF THE MINUTES FROM THE APRIL 30, 2025, MEETING OF THE BOARD

A motion was made and seconded to approve the minutes.

Downing/Cooke

3/0/0

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

Motion carried.

OFFICE OF THE ATTORNEY GENERAL REPORT

Verbal and written report provided.

LITIGATING CASES DISCUSSION

There was no representative from the Consumer Division of the Office of the Attorney General present. It was reported that the representative received an emergency call and had to leave the meeting room.

IPLA COMPLIANCE DIVISION REPORT.

Written report provided. Since the April 30, 2025 board meeting, the compliance team has conducted nine inspections. Two compliance officers completed the IFDA funeral law Crash Course May 15, 2025.

Mr. Sproles indicated the agency is not conducting enough inspections to be proactive on potential problems before the public is harmed and the media stories are published. He believes Courtney is doing all she can, but the agency still needs to find a way to increase the number of inspections. All board members agreed.

Mr. Cooke would like to know the status of the list of funeral homes that have not been inspected in several years. Mr. Sproles indicated that in the past the board requested all funeral homes be inspected within a two-year period.

Zaneta Nunnally, Compliance Director, indicated the newest inspector, Deborah Ishola, is currently being trained on funeral so they will be able to increase inspections and inspecting funeral homes that have not been inspected in several years. Ms. Nunnally reported that all inspectors are required to complete the IFDA Funeral Law Crash course.

ADMINISTRATIVE HEARING; PETITION TO REMOVE PROBATION

1. Elm Ridge Funeral Home, FH11800009 and Jeffery A. Bates, FD08600377
Cause No.: 2023SBFCS0010

A motion was made and seconded to remove the probation regarding Elm Ridge Funeral Home, FH11800009. Jeffery Bates provided written notice that he is retired from funeral service and would not be attending the hearing.

Cooke/Downing
3/0/0

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

CONSIDERATION OF SUMMARY SUSPENSION AGREEMENT

1. Joshua Silvers, FD21700052, 202506-FCB-0007

A motion was made and seconded to accept the Summary Suspension Agreement.

Downing/Cooke
3/0/0

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

ADMINISTRATIVE HEARING; CEASE AND DESIST

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

VERIFIED COMPLAINT REQUESTING RESTITUTION FROM THE PRENEED CONSUMER PROTECTION FUND

1. Lisa Mascio-Thompson for Freda Mae Mascio
Re: Spring Valley Funeral & Cremation Service, FH12400007, Revoked

A motion was made and seconded to deny the request. The complaint was filed against the funeral director that performed the final disposition with Newcomer Funeral Home rather than the funeral home/director from the original preneed contract Spring Valley Funeral Home, and the record indicates NGL Insurance Group paid Newcomer Funeral Home from the policy initiated by Spring Valley Funeral Home.

Downing/Cooke
3/0/0

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

2. Tracy Wellinghurst for Connie Ingram
Re: Kraft Funeral Home, FH10000005, Revoked

A motion was made and seconded to approve the request in the exact amount of \$1947.04.

Sproles/Cooke
3/0/0

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

Motion carried.

3. Young – Nichols Funeral Home for William D. Barnes
Re: Porter Funeral Home, FH83006732, Closed

A motion was made and seconded to approve the request in the amount of 1,022.45 plus interest not to exceed the amount of the at need contract.

Sproles/Cooke

3/0/0

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

Motion carried.

REQUEST FOR WAIVER OF CONTINUING EDUCATION TO REINSTATE FUNERAL DIRECTOR LICENSE

1. Jamie Bell, FD20200099

A motion was made and seconded to allow her to serve an internship again rather than completing continuing education to renew her funeral director license. She will be required to complete the IFDA Crash Review course during that year and pass the funeral director examination for issuance of another funeral director license.

Downing/Cooke

3/0/0

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

Motion carried.

2024 CONTINUING EDUCATION AUDIT

A motion was made and seconded to set the audit rate at 9% of those that renewed active by 12/31/24.

Cooke/Downing

3/0/0

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

Motion carried.

REVIEW OF CONTINUING EDUCATION SPONSORS AND COURSES

A motion was made and seconded to approve the following continuing education report.

Cooke/Sproles

3/0/0

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

Motion carried.

NEW CE PROVIDERS:

Tilden W Fidler Application #4231280

- A. Restorative Care – ongoing, 2 CEU, non-law

EXISTING CE PROVIDERS:

The Independent Funeral Group: CE22500007

- A. OSHA Bloodborne Pathogens Training Series #1 – 7/23/2025, 1 CEU, Law #2 (distance learning)
- B. Crematory Safety Series #2: Apparel/Stack/Fire Safety – 8/6/2025, 1 CEU, Law #3 (distance learning)
- C. Radioactive Seeds in the Deceased– 8/20/2025, 1 CEU, Law #3 (distance learning)
- D. OSHA Bloodborne Pathogens Training Series #2 – 9/17/2025, 1 CEU, Law #2 (distance learning)
- E. Establish Your Funeral Home as the Resource Your Community Needs – 10/1/2025, 1 CEU, Law #2 (distance learning)
- F. The End of Direct Cremation – 10/15/2025, 1 CEU, Law #2 (distance learning)

- G. The Fundamentals & Ethics Surrounding the Crematory – 10/29/2025, 1 CEU, Law #3 (distance learning)
- H. The Importance of Attending a Funeral Service – 11/12/2025, 1 CEU, Law #2 (distance learning)
- I. Mastering Tone & Customer Service in Funeral Care -12/3/2025, 1 CEU, Law #2 (distance learning)
- J. Crematory Safety Series #3: Safely Managing Obese Cremations -12/17/2025, 1 CEU, Law #3 (distance learning)
- K. Ethical Practices in Funeral Service - 1/7/2026, 1 CEU, Law #2 (distance learning)
- L. Decoding the Death Certificate – 1/21/2026, 1 CEU, Law #2 (distance learning)
- M. Regaining Community Trust In Cremation – 2/4/2026, 1 CEU, Law #4 (distance learning)

The Dodge Company / The Dodge Institute of Advanced Mortuary Studies: CE10800649

- A. 2025 Dodge Technical Seminar – 11/13/2025, 6 CEU, non-law #4 (technical)
- B. 2025 Dodge Technical Seminar – 11/14/2025, 3 CEU, non-law #3 (technical)

Wilbert Funeral Services Inc.: CE21500018

- A. “Why Families Fight” Learn How to resolve conflicts from a Mediator – 9/18/2025, 1 CEU, non-law
- B. Getting the Most From Embalming Chemicals: ongoing, 1 CEU, non-law
- C. Embalming The Jaundice Case: ongoing, 1 CEU, non-law
- D. Embalming the Edematous Case: ongoing, 1 CEU, non-law
- E. Infection Control & Prep Room and Funeral Home Safety: ongoing, 1 CEU, non-law
- F. Creating a Lasting Memory Picture: ongoing, 1 CEU, non-law
- G. Good People, Unethical Choices: ongoing, 1 CEU, non-law
- H. Do Your Hiring Practices Make You Miss Out on the Best People?: ongoing, 1 CEU, non-law
- I. A Closer Look at Prep Room Safety: ongoing, 1 CEU, non-law
- J. It's About Time: ongoing, 1 CEU, non-law
- K. BV 101: ongoing, 1 CEU, non-law
- L. Embalming Unknowns: ongoing, 2 CEU, non-law
- M. Restricted Cervical Injection: ongoing, 1 CEU, non-law
- N. Moisture Too Little & Too Much: ongoing, 2 CEU, non-law
- O. Microbes & Morticians: ongoing, 2 CEU, non-law
- P. British Funeral Customs & Burial Sites: ongoing 1 or 2 CEU, non-law
- Q. Pet Loss Care: A Natural Extension of Your Compassionate Calling: 10/2/2025, 1 CEU, non-law

Madison County Funeral Directors Association: CE10800768

- A. Aspects of Green Burial: 6/17/2025, 1 CEU, law 2 and 4
- B. Disaster Scene Clean-Up: 6/17/2025, 1 CEU, law 2

Dr. Harvey McAdams: CE21800074

- A. Introductory to Grief: ongoing, 1 CEU, non-law

International Cemetery, Cremation & Funeral Association: CE10800864

- A. ICCFAU25 College of 21st Century Services: 7/19-22/2025, 23.5 CEU, non-law
- B. ICCFAU25 College of Cremation Service: 7/19-22/2025, 23.5 CEU, non-law
- C. ICCFAU25 College of Hospitality & Customer Experience: 7/19-22/2025, 23.5 CEU, non-law
- D. ICCFAU25 College of Land Management: 7/19-22/2025, 23.5 CEU, non-law
- E. ICCFAU25 College of Leadership Management & Administration: 7/19-22/2025, 23.5 CEU, non-law
- F. ICCFAU25 College of Technology: 7/19-22/2025, 23.5 CEU, non-law
- G. ICCFAU25 J. Asher Neels College of Sales & Marketing: 7/19-22/2025, 23.5 CEU, non-law
- H. ICCFAU25 School of Graduate Studies: 7/19-22/2025, 23.5 CEU, non-law
- I. ICCFAU25 Todd Van Beck College of Funeral Home Management: 7/19-22/2025, 23.5 CEU, non-law
- J. Pet Loss & Integration Short Course: 7/19-22/2025, 12.0 CEU, non-law

International Order of the Golden Rule: CE100800865

- A. Building Bridges: Funeral Homes and Hospice Collaboration: 9/16/2025, 1 CEU, non-law
- B. 2025 OGR Future Leaders Forum: 8/26/2025, 4 CEU, non-law

Matthews International: CE10800858

- A. Changing our mindset about cremation!: 8/13/2025, 1 CEU, non-law
- B. Improving Funeral Home Economics: 8/13/2025, 1 CEU, non-law

C. Embalming Skills for Everyone: 8/13/2025, 2 CEU, non-law

Funeral Directors Life: CE21100035

A. Today's Funeral Home - Creating and Maintaining Value: ongoing, 6 CEU, non-law

Selected 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, 9/29/2025, 1 CEU, non-law
- C. Navigating Critical Conversations, 9/30/2025, 2 CEU, non-law
- D. Tools for Successful Employer/Employee Relationships, 9/30/2025, 2 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, 2 CEU, non-law
- G. Strategic Debt: Turning Leverage into Growth, 9/30/2025, 2 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, 2 CEU, non-law

Mr. Sproles asked a general question regarding an out of state funeral home not filing the death certificate where an that funeral home assisted with removal of the body. He thinks the Indiana funeral home should step in and process the death certificate if the out of state funeral home will not or cannot do it. Clarence Leatherbury will research the matter. Mr. Downing indicated that if the Indiana funeral home takes possession of a body with a burial transit permit, they are required to do their part with the death certificate. If they take possession without a permit, it is against the law.

ADJOURNMENT

The meeting adjourned at 11:55 a.m.