

**DRAFT**

**STATE BOARD OF FUNERAL AND CEMETERY SERVICE BOARD MEETING  
June 6, 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 APRIL 4, 2024, MEETING OF THE BOARD**

A motion was made and seconded to approve the minutes as corrected to correct Brian Jeffers' name to Brian Jeffries for the Estates of Serenity, CM41800006, 2023SBFCS0020, and to indicate KOBOD Independent Jewish Funeral Chapels, CE21600017 course does not fall under Indiana law hours.

Downing/Cooke  
4/0/0

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

**IPLA COMPLIANCE DIVISION REPORT.**

Inspector Calvert demonstrated how the compliance division issues violations and makes written remarks on the inspection pertaining to how the funeral director answers each preloaded question. She gave examples of inspections she has conducted since the last meeting.

**ADMINISTRATIVE HEARING; PROBATION MODIFICATION**

1. Jackson Jones, FD22100008, 2023SBFCS0004

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. Jay Prewitt, FD20400053, 2023SBFCS0005

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.

3. Mathew Ratliff, FD22100037, 2023SBFCS0014

A motion was made and seconded to remove the probation.

Downing/Matuszak

4/0/0

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

### **ADMINISTRATIVE HEARING; APPLICATION DENIAL APPEAL**

1. Islamic Funeral Service, 202405-FCB-0007 – Appeal Withdrawn

### **CONSIDERATION OF MOTION TO DISMISS ADMINISTRATIVE COMPLAINT**

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

A motion was made and seconded to dismiss the complaint.

Matuszak/Cooke

4/0/0

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

### **CONSIDERATION OF PROPOSED SETTLEMENT AGREEMENT**

1. Chapel Hill Memorial Gardens, CM41000004, 2023SBFCS0021

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

Cooke/Downing

3/0/1

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

### **CONSIDERATION OF NOTICE OF PROPOSED DISMISSAL UNDER IC 4-21.5-3-24**

1. Matthew Walker, FD21600060, 2024SBFCS0005

A motion was made and seconded to dismiss the complaint.

Cooke/Matuszak

4/0/0

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

### **PERSONAL APPEARANCE FOR CONSIDERATION OF APPLICATION FOR FUNERAL DIRECTOR LICENSE**

1. Bridget Marshall

A motion was made and seconded to approve the application and issue the license on indefinite probation with no right to petition for removal for a period of one year and to complete the Crash Review course within six months.

Downing/Matuszak  
4/0/0

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

#### **PERSONAL APPEARANCE FOR CONSIDERATION OF REQUEST FOR WAIVER OF THE CONTINUING EDUCATION REQUIREMENT PURSUANT TO IC 25-1-4-4**

1. Sheila Harvey-Parks, FD08900054, expired 12/31/18

A motion was made and seconded to waive all continuing education except for the IFDA Crash Review Indiana Law course to reinstate the license. She will be required to complete the 10 hours to renew 12/31/24.

Downing/Matuszak  
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 CE courses reported below.

Downing/Cooke  
4/0/0

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

#### **The Dodge Company/The Dodge Institute of Advanced Mortuary Studies, CE10800694 2024 Dodge Technical Seminar, 11/14 & 15, 2024, all non-law - THE BOARD WANTS OUTLINES. APPROVED SUBJECT TO RECEIVING OUTLINES.**

- A. Capitalizing On the Autopsied Body While Battling Tissue Gas & Other Complications, 1 CEU
- B. Implantable Devices and Therapies: What You May Not Know, 2 CEU
- C. What, Where, Why, How: Infections Disease Risks in Funeral Service, 1 CEU
- D. Challenging Cases – Overcoming The Obstacles, 1 CEU
- E. In Stitches – Changing the Conversation of Embalming Autopsied Remains, 2 CEU
- F. Advanced Embalming Techniques & Why They are so Important in Today's World, 1 CEU
- G. Embalming A Bariatric Decedent with Complicating Edema, 1 CEU
- H. Airbrushing Techniques, 1 CEU (Back-up Session)

#### **Flanner Buchanan Funeral Center, CE21800040**

VA End of Life Benefits, 8/30/24, 1 CEU, non-law

#### **Frain Mortuary (new CE provider)**

- A. Cremation Process, 8/28/24, 1 CEU, non-law
- B. Cremation Ethics, 8/28/24, 1 CEU, non-law
- C. Preneed Act, 8/28/24, 1 CEU, law
- D. Practice Act, 8/28/24, 1 CEU, law
- E. Cremation Act, 8/28/24, 1 CEU, law
- F. Cemetery Act, 8/28/24, 1 CEU, law

#### **Frigid Fluid Company, CE22200019**

#### **Compassion Funeral Service Continuing Education Event, 7/9/24, all non-law**

- A. Zero Point Injection: Embalming the ECMO Patient, 1 CEU
- B. Forget What You Know About Ecommerce: Building Your Funeral Home for the Future, 1 CEU
- C. Myths & Facts About Flameless Cremation, 1 CEU
- D. Serving the Islamic Community as a Funeral Service Professional, 1 CEU
- E. Pause for Procession, 1 CEU

- F. RA for the People!, 1 CEU
- G. Exhibit Hall Visitation, 1 CEU

**Carrie Harris, (new CE provider)**

- A. Where to Start, 6/20/2024 and 8/13/24, 2 CEU, non-law
- B. I'm Not Convinced, 6/18/24, 2 CEU, non-law
- C. Troubling Cases, 7/9/24, 2 CEU, non-law

**Illinois Funeral Directors Association, CE10800744**

**2024 IFDA Annual Convention, June 24-26, 2024, all non-law**

- A. Elevate Your Thoughts, Elevate Your Life (Keynote), 1 CEU
- B. Embalming Complicated Cases (CJD), 1 CEU
- C. Embalming the CJD Case, 1 CEU
- D. The President Died Some 38 Minutes Ago, 2 CEU
- E. Dealing with Decomposition, 2 CEU
- F. Mortuary Law for the Modern Funeral Director, 2 CEU

**Indiana Donor Network, CE21600014**

- A. 2024 Funeral Director Symposium, 10/26/24, 6 CEU, non-law
- B. Donation Education Library modules: 2024 FD Symposium, ongoing, 4 CEU, non-law

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

- A. Exit With Success: Succession Planning and Your Business, ongoing , 1 CEU, non-law

**National Funeral Directors and Morticians Association, Inc., CE10800785**

**87<sup>th</sup> Annual Convention, 8/3-7/24, all non-law**

- A. Embracing Technology to Reduce Time, Reduce Stress, & Increase Work/Life Balance, 1 CEU
- B. Future-Proofing Funeral Directors: Unveiling the 2024 Employment Landscape, 1 CEU
- C. Navigating the NFDMA: Your Roadmap to Success as a New Member, 1 CEU
- D. Safeguarding Your Sanctuary: Interactive Active Shooter Preparedness for Funeral Directors, 1 CEU
- E. Unlocking CFSP: Your Path to Expertise in Funeral Service, 1 CEU
- F. Charting Impact: Empowering Funeral Directors in Vital Statistics Mastery with CDC Insights, 1 CEU
- G. Reviving Essential Elegance: Mastering Restorative Artistry for Embalmers, 1 CEU
- H. Justice in Service: Navigating the Victims of Crime Act for Funeral Service Professionals, 2 CEUs
- I. Unified Connections: Effective Communication between Embalmers & Funeral Directors, 2 CEU
- J. Profitable Pathways: Navigating Financial Success in Funeral Service, 2 CEUs
- K. A Journey Through South African Funeral Traditions, 1 CEU
- L. In the Know: Navigating the Latest FTC Updates for Funeral Service Professionals, 2 CEUs

**WebCE, Inc., CE10800715**

- Navigating the Drug Overdose Crisis: The Funeral Professional's Guide, ongoing, 2 CEU, non-law

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

- A. Ethics in Funeral Service & Avoiding Regulatory Fines, 7/11/24, 1 CEU, non-law
- B. Bridging the Generational Divide in the Workplace, 7/25/24, 1 CEU, non-law

**Allyse Reine Worland, CFSP, CE22000014**

- A. Flameless Cremation, ongoing, 1 CEU, non-law
- B. Active Shooter Training for Funeral Homes, ongoing, 1 CEU, non-law
- C. Emergency Management and Handling Major Disasters, ongoing, 1 CEU, non-law

**ADJOURNMENT**

The meeting adjourned at 12:35 p.m.