



Douglas A. Ducey  
Governor

**ARIZONA STATE BOARD OF  
FUNERAL DIRECTORS AND EMBALMERS**

Judith Stapley Executive Director  
www.funeralboard.az.gov

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Samuel Bueler, Chairman/Industry Member \* Amie Gazda, Secretary/Industry Member  
Harold Adair, Industry Member \* Joe Hornat, Public Member  
Helene Bergeon, Public Member \* Robert Hockensmith, Public Member

**BOARD MEETING AGENDA REVISED  
TUESDAY, JANUARY 26, 2021, 9:00 A.M. FIRST FLOOR CONFERENCE ROOM “A”  
1740 W. ADAMS STREET PHOENIX, AZ 85007**

**THIS AGENDA MAY BE AMENDED 24 HOURS PRIOR TO THE SCHEDULED MEETING.**

Pursuant to A.R.S. § 38-431.02 notice is given to the members of the Arizona State Board of Funeral Directors and Embalmers (“Funeral Board”) and to the general public that the Funeral Board will hold a meeting open to the public, as indicated on the agenda. The Board President reserves the right to change the order of items listed on the Agenda unless a matter is scheduled for a specific time. Board members may be present by telephonic conference call.

Pursuant to A.R.S. § 38-431.03 (A) (3), the Board may vote to hold an executive session for legal advice for any matter on the agenda. Pursuant to A.R.S. § 38-431.03 (A) (2), the Board may vote to go into executive session for review of any information made confidential by law. The executive session will not be open to the public.

In accordance with Title II of the Americans with Disabilities Act (“ADA”), the Funeral Board does not discriminate on the basis of disability in admission to its public meetings. If a disabled person needs any type of accommodation, please notify the Funeral Board’s Executive Director, Judith Stapley, to make their needs known at (602) 542-3095. Requests should be made as early as possible to allow time to arrange the accommodation.

**1) CALL TO ORDER**

- A. Roll call of Board members and establishment of quorum to conduct public meetings.
- B. Acknowledgement of presence of legal counsel and board staff.

## **2) STATEMENT OF PURPOSE**

- A. A license to practice in the funeral industry in Arizona is a privilege granted by the State through laws and rules.

In 1909, on behalf of the people of Arizona, the legislature created the Arizona State Board of Embalmers. In 1945, under Governor Sidney P. Osborn, the Board's jurisdiction was expanded when the Legislature created the Arizona State Board of Funeral Directors and Embalmers. The Board now regulates the practices of the death care profession by issuing licenses to those who meet the minimum requirements and by holding those licensed professionals to the standards set forth in the Board's laws and rules. By doing these things, the Board assures the public that the practices associated with the funeral industry will be conducted with appropriate skill and respect by persons who meet the educational requirements and/or industry standards to practice in the profession and care for our decedents.

To further ensure the public's access to the Board's business, as of January 1, 2019, all Board meetings are digitally recorded and posted on its website under the "Meetings and Minutes" link.

## **3) DECLARATION OF CONFLICTS OF INTEREST- A.R.S. § 38-503**

### **4) REVIEW, CONSIDERATION, AND POSSIBLE ACTION REGARDING APPROVAL OF THE BOARD MEETING MINUTES:**

The Board may vote to go into executive session pursuant to A.R.S. § 32-431.03(A) (2) (To discuss confidential information) or A.R.S. § 38-431.03 (A) (3) (To receive legal advice).

- A. Board Meeting Minutes of December 15, 2020
- B. Board Meeting Minutes of November 17, 2020
- C. Executive Session Minutes of November 17, 2020
- D. Executive Session Minutes of November 17, 2020

### **5) REVIEW, CONSIDERATION, AND POSSIBLE ACTION REGARDING APPROVAL OF THE FOLLOWING APPLICANTS:**

The Board may vote to go into executive session pursuant to A.R.S. § 32-431.03(A) (2) (To discuss confidential information) or A.R.S. § 38-431.03 (A) (3) (To receive legal advice).

1. **Funeral Director:**
  1. Michael Kane (Universal Recognition)
  
2. **Cremationist:**
  1. Wayne Johnson
  2. Donald Carton (also Intern)
  
3. **Intern:**
  1. Donald Carton
  
4. **Salesperson:**
  1. Eileen Carter
  
5. **Funeral Director & Embalmer:**
  1. Derrick Gunn (Temporary 30-day license A.R.S. 32-1326)
  2. Joe Stout (Temporary 30-day license A.R.S. 32-1326)

**6) PRESENTATION AND DISCUSSION:**

A. Michele Castaneda-Martinez, Program Manager Office of Vital Registration, Maricopa County

1. Maricopa County Indigent Decedent Services (CIDS) program

**7) REVIEW, CONSIDERATION, AND POSSIBLE ACTION REGARDING:**

The Board may vote to go into executive session pursuant to A.R.S. § 32-431.03(A) (2) (To discuss confidential information) or A.R.S. § 38-431.03 (A) (3) (To receive legal advice).

A. Docket 2020-FDE-0009 Funeraria Azahares

B. Docket 2020-FDE-0056 David's Desert Chapel Funeral Home

**8) PRESENTATION AND DISCUSSION:**

The Board may vote to go into executive session pursuant to A.R.S. § 38-431.03(A) (2) (To discuss confidential information) or A.R.S. § 38-431.03 (A) (3) (To receive legal advice).

A. Department of Health Service, Bureau of Vital Records – Reminders for the Database Application of Vital Events “DAVE” system.

1. 7-day timeframe for registration (A.R.S. 36-325 - death and 36-329 - fetal death)
2. Death Registration Worksheet (completed, using current version and ensure that the informant and funeral director has signed)
3. Human Remains Release Form (HRRF)
4. Add comments in the death record in DAVE

**9) EXECUTIVE REPORT:**

The Board may vote to go into executive session pursuant to A.R.S. § 32-431.03(A) (2) (To discuss confidential information) or A.R.S. § 38-431.03 (A) (3) (To receive legal advice).

A. COVID update with funeral establishments

B. International Conference of Funeral Service Examining Board (ICFSEB) 2020 statistics

C. Board member appointments

**10) CALL TO THE PUBLIC:**

Public input is encouraged. Those wishing to address the Board do not need to request permission in advance; however, the Board may limit those persons speaking during this time to a reasonable number on any public comment matter. In addition, each person wishing to address the Board will be given five (5) minutes to do so. Pursuant to A.R.S. § 38-431.02(H), the Board can only take action on matters listed on the agenda. Action on public comment matters that are not listed on the agenda will be limited to directing staff to study the matter or to schedule the matter for further review at a later date.

**11) REVIEW OF SCHEDULED BOARD MEETINGS:**

Subject to appropriate notice, the Board reserves the right to change meeting dates.

**2021 BOARD MEETING SCHEDULE**

JANUARY 19, 2021	FEBRUARY 16, 2021	MARCH 16, 2021	APRIL 20, 2021
MAY 18, 2021	JUNE 15, 2021	JULY 20, 2021	AUGUST 17, 2021
SEPTEMBER 21, 2021	OCTOBER 19, 2021	NOVEMBER 16, 2021	DECEMBER 21, 2021

**12) ADJOURNMENT**