



Douglas A. Ducey – Governor

## Arizona State Board of Funeral Directors and Embalmers

1740 West Adams Street, Suite 3006, Phoenix, Arizona 85007

Samuel Bueler, Chairman/Professional Member \* James Ahearne, Secretary  
Harold Adair, Professional Member \* Amie Gazda, Professional Member  
Joe Hornat, Public Member \* Kristina Dyrre, Public Member \* Helene Bergeon, Public Member

---

### MINUTES REGULAR SESSION

Board Meeting Held On:  
**Tuesday, July 21, 2020 • 9:00 a.m. • 1<sup>st</sup> Floor Conference Room “C”**  
**1740 West Adams Street • Phoenix, AZ 85007**

#### 1. CALL TO ORDER

Board Chair Samuel Bueler called the Board Meeting to order at 9:00 a.m. The following Members were present for the Board Meeting on July 21, 2020.

<b>Members Present:</b>	Samuel Bueler	Chairman/Industry Member
	James Ahearne	Secretary/Industry Member
	Amie Gazda	Industry Member
	Helene Bergeon	Public Member
	Harold Adair	Industry Member
<b>Members Absent:</b>	Joe Hornat	Public Member
<b>Board Staff Present:</b>	Judith Stapley	Executive Director
	Brandon Eaden	Investigator
	Evelyn Estrella	Licensing Administrator
<b>Attorney General’s Office Present Telephonically:</b>	Sarah A. Asta	Assistant Attorney General
<b>Attorney General’s Office Present:</b>	Scott Donald	Assistant Attorney General

**2. STATEMENT OF PURPOSE**

Board Chairman Sam Bueler read the Board's Statement of Purpose.

**3. DECLARATION OF CONFLICTS OF INTEREST**

Board member Amie Gazda recused herself from agenda items #7 (B), #9 and #10.  
Board Member Harold Adair recused himself from agenda item #7 (A).

**4. MINUTES**

Board member James Ahearne moved to approve the minutes of the June 16, 2020, Board meeting. Board member Harold Adair seconded this motion. Motion passed unanimously 5-0.

**5. CALL TO THE PUBLIC**

No one came forward to speak.

**6. LICENSING**

Consent Agenda: By motion and second, and motion carrying, the following actions occurred relative to applications for licensure subject to the conditions noted:

NAME	TYPE OF LICENSE	ACTION	MOTION BY	SECOND BY
Jeremy Graham	Funeral Director, Universal Recognition and Provisional	Approved 5-0	Ahearne	Gazda
Cassandra Lugo	Funeral Director, Provisional	Approved 4-0 Amie Gazda recused	Ahearne	Adair
Michelle Masi	Embalmer, Provisional	Approved 5-0	Ahearne	Gazda
Cassandra Lugo	Embalmer, Provisional	Approved 5-0	Ahearne	Adair
Diana Jones	Embalmer, Temporary 30-day license A.R.S. 32-1326	Approved 5-0	Ahearne	Adair
James Deaver	Embalmer, Temporary 30-day license A.R.S. 32-1326	Approved 5-0	Ahearne	Adair
Jeffrey Morris	Cremationist	Approved 5-0	Ahearne	Gazda
Jason Chacon	Cremationist	Approved 5-0	Ahearne	Gazda
Matthew Asta	Intern	Approved 5-0	Ahearne	Adair
Isabel Brubach	Intern	Approved 5-0	Ahearne	Adair
Jennifer Bartel	Salesperson-Provisional	Approved 5-0	Ahearne	Gazda
Sensible Cremations and Funerals LLC	Funeral Establishment	Approved 5-0	Ahearne	Adair

**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-0006 – Adair Funeral Home Dodge

Board member Harold Adair recused himself from this matter.

The complainant Marty Ittner was present telephonically. On behalf of Adairs Funeral Home-Dodge (Adair's), Funeral Director/Embalmer Ron Adair, and Funeral Director/Embalmer John Chapman were present at the meeting. Responsible Funeral Director Joseph Stone and Foundation Partners Group legal counsel Sundria Ridgley were also present telephonically. Following review and discussion Board member James Ahearne moved to issue letters of concern to the Funeral Establishment Adair Funeral Home-Dodge, Funeral Director/Embalmer John Chapman and the Responsible Funeral Director Joseph Stone. The letters should focus on their need to develop policies and procedures that ensure all signage and advertising in all forms including both electronic and printed materials reflect the current corporate ownership so it is clear to consumers they are no longer family owned. This motion was seconded by Board member Amie Gazda and carried 4-0.

B. Docket 2020-FDE-0008 – Advantage Funeral & Cremation Services Golden Door

Board member Amie Gazda recused herself from this matter.

The complainant and daughter of the decedent Joyce Barbano was not available. Her sister Christina McDonough also, a daughter of the decedent was present telephonically. Additionally, the decedent's alleged spouse Patrick Sabo was physically present. Caitlin Weir, Responsible Funeral Director for Advantage Funeral & Cremation Services Golden Door (Advantage) was present with location manager Mickie Chanley. After review and deliberation, Board member Harold Adair moved to dismiss this matter. This motion was seconded by Board member James Ahearne and carried 4-0.

**8. 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-0002-Legacy Funeral Service (Not licensed in Arizona)

1. Follow-up to refer investigation to Colorado Attorney General, Consumer Protection

Board member Harold Adair moved to direct Board staff to send this investigation to the Colorado Attorney General, Consumer Protection division. This motion was seconded by Board member James Ahearne and carried 5-0

**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).

Board member Amie Gazda recused herself from this matter.

A. Information pertaining to unlicensed activity

1. Kayleb Carr
2. Sarah Granados

Following discussion Board members took no action on this matter.

**8. 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).

Board member Amie Gazda recused herself from this matter.

A. Information pertaining to unlicensed activity

1. Jessica Burke – Responsible Funeral Director at Green Acres Mortuaries & Cemeteries

Following discussion Board members directed staff to send a letter stating statute to clarify what an Intern license is and what is required for licensure with this Board.

**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. Maricopa County Department of Air Quality update on nighttime cremation

An email went out to all Crematories in Maricopa County stating their ability to cremate during nighttime hours in the event they are experiencing a decedent storage capacity issue. All the Crematory needs to do is email the Maricopa County Department of Air Quality at one of the two emails provided to alert them that you will be cremating at night. This does not apply to any facilities that already have the Continuous Opacity Monitoring System (COMS) already in place.

## B. Pima County Department of Air Quality update on nighttime cremation

Pima County Crematories still have the ability to cremate at night with no additional requirements beyond their normal reporting for all cremations.

## C. Funeral Home Capacity Tracker participation update

Funeral establishments are being asked to participate in the Funeral Home Decedent Capacity Tracking System developed by the Department of Health Services. This allows both state and emergency planners the ability to identify any need for additional decedent storage, PPEs, staffing and/or transportation.

## D. Maricopa County Public Fiduciary Contract

An email was sent out to all funeral establishments in Maricopa County to inform them that the Maricopa County Indigent Decedent Burial contract is coming up for bid. There will be an information teleconference on Monday July 27, 2020, at 1:00 p.m. to go over the bid with interested parties.

## E. Update on 2020 License Renewals

As of the date of the Board meeting, 212 licenses will lapse if not renewed on or before August 1, 2020.

## 10. SUMMARY OF CURRENT EVENTS:

**By law, the summary of current events is limited to summarizing recent occurrences. The Board cannot propose, discuss, deliberate or take legal action on any matter in the summary unless the specific matter is properly noticed for legal action.**

No items were discussed.

## 11. FUTURE AGENDA ITEMS

Board members would like to know why the office of vital records is asking for a copy of the statement of goods and services from funeral establishments.

New Assistant Attorney General Scott Donald will introduce himself at the next Board meeting.

**12. REVIEW OF SCHEDULED BOARD MEETINGS:**

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

**2020 BOARD MEETING SCHEDULE**

AUGUST 18, 2020      SEPTEMBER 15, 2020      OCTOBER 20, 2020  
NOVEMBER 17 2020      DECEMBER 15, 2020

SUBJECT TO APPROPRIATE NOTICE THE BOARD RESERVES THE RIGHT TO CHANGE MEETING DATES

**13. ADJOURNMENT**

Board member James Ahearne moved to adjourn the meeting. This motion was seconded by Board member Helen Bergeon and carried 5-0. The Board adjourned at 1:16 p.m.

---

Judith Stapley  
Executive Director