



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 * Amie Gazda, Secretary

Harold Adair, Professional Member * Joe Hornat, Public Member

* Helene Bergeon, Public Member * Lemuel D. Cannon, Public Member

MINUTES REGULAR SESSION

Board Meeting Held On:

Tuesday, May 18, 2021 • 9:00 a.m. • 1st 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 9:03 a.m.

Members Present:	Samuel Bueler	Chairman/Industry Member
	Amie Gazda	Secretary/Industry Member
	Joe Hornat	Public Member
	Harold Adair	Industry Member
	Helene Bergeon	Public Member
	Lemuel Cannon	Public Member

Board Staff Present:	Natasha Culbertson	Executive Director
	Brandon Eaden	Investigator
	Yazmin Bustamante	Administrative Assistant

Attorney General's Office Present:	Scott Donald	Assistant Attorney General
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2. STATEMENT OF PURPOSE

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

3. DECLARATION OF CONFLICTS OF INTEREST

Board Chairman Samuel Bueler recused himself for agenda item 5, C1.

4. MINUTES

Board member Amie Gazda moved to approve the minutes of the April 20, 2021 Board meeting. Board member Harold Adair seconded this motion. Motion passed unanimously 6-0.

Board member Amie Gazda moved to approve the executive session minutes of the April 20, 2021 Board meeting. Board member Helene Bergeon seconded this motion. Motion passed unanimously 6-0.

Board member Amie Gazda moved to approve the executive session minutes of the April 14, 2021 Board meeting. Board member Lemuel Cannon seconded this motion. Motion passed unanimously 6-0.

5. LICENSING

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
Rachel E Musgrove	Funeral Director	Approved 6-0	Gazda	Bergeon
William Bonacorda	Funeral Director-Universal Recognition	Approved 6-0	Gazda	Bergeon
Marcelle Mary Baldwin	Embalmer	Approved 6-0	Gazda	Bergeon
Cameron J Gillespie	Intern	Approved 5-0 (Samuel Bueler recused)	Adair	Bergeon
Cecilia Dominguez	Salesperson	Approved 6-0	Gazda	Cannon
Dyllan A Bakker	Salesperson	Approved 6-0	Gazda	Bergeon

6. 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-0019 Mohave Memorial Funeral & Cremation Services (Jerome Miratsky)

The Board reviewed the consent agreement drafted by legal counsel and confirmed that the agreement should only be extended to the licensee, Jerome Miratsky. No action was required regarding this matter, the consent agreement will be extended to the licensee.

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-0015 Chino Valley Funeral Home

Appearing in-person for the discussion and review of this docket were Complainant Tery Bowler, friend and personal representative of the decedent and her husband Chuck Bowler and the Responsible Funeral Director (RFD) Clent Walker and owner Stanley Stobierski for Chino Valley Funeral Home.

Executive Session:

Board Chairman Samuel Bueler moved to go into executive session, the motion was seconded by Joe Hornat and carried unanimously 6-0. The open session meeting recessed at 10:08 a.m. for Board members to go into Executive Session.

Open Session:

Board returned to open session at 10:25 a.m. After reviewing all of the documentation and having an in-depth discussion regarding the docket, Board member Joe Hornat moved to dismiss the complaint, the motion was seconded by Helene Bergeon and carried unanimously 6-0.

- B. Docket 2020- FDE-0020 Abel Funeral Services Inc. LLC

Appearing telephonically on behalf of Abel Funeral Services Inc. for the discussion and review of this docket were Responsible Funeral Director (RFD) Marty Thompson and Funeral Arranger Heather Lundberg. The Complainant, Freddie Arvallo, was not present.

After a review of all the documentation, Board member Helene Bergeon moved to dismiss the complaint, the motion was seconded by Harold Adair and carried unanimously 6-0.

8. ASSISTANT ATTORNEY GENERAL REPORT (REVIEW, DISCUSSION):

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. Confidentiality and Qualified Immunity

The assistant attorney general provided Board members with training regarding Confidentiality and Qualified Immunity.

9. CALL TO THE PUBLIC:

No one came forward to speak.

10. EXECUTIVE REPORT (REVIEW, DISCUSSION):

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. Annual Trust Report Success

Executive Director Natasha Culbertson informed Board members that the Board staff received positive feedback regarding the service ticket request feature that was used by the establishments this year to complete their Annual Trust Reports. This was the first year that all necessary documentation was provided to Board staff electronically and it helped to streamline the processing and completion of the Annual Trust Reports.

B. Exam Policy Changes from The Conference

1. National Board Exam and State Board Exam Retake and Reschedule/Cancelation Policies

Executive Director Natasha Culbertson informed Board members about the upcoming policy changes The International Conference of Funeral Service Examining Boards (The Conference) will implement regarding the retaking and rescheduling/canceling of the State Board Exam. The policy changes are as follows:

Retake Policy

Effective July 1, 2021, the required waiting period between exams will be 30 days for both National and State Board Exams (NBE & SBE). The 30 day required waiting period will also apply for any candidate changing exam pathways between NBE and SBE. There is no limit to the number of exam attempts per candidate.

Reschedule/Cancellation Policy

Effective July 1, 2021, exam candidates can cancel/reschedule exam appointments up to 30 days in advance of their scheduled exam free of charge. Any changes made 29 days or less prior to a scheduled exam date will require a \$25 change fee. In all cases, changes are not permitted within 24 hours of a scheduled exam.

11. FUTURE AGENDA ITEMS

12. REVIEW OF SCHEDULED BOARD MEETINGS:

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

2021 BOARD MEETING SCHEDULE

JUNE 15, 2021	JULY 20, 2021	AUGUST 17, 2021	SEPTEMBER 21, 2021
OCTOBER 19, 2021	NOVEMBER 16, 2021	DECEMBER 21, 2021	

13. ADJOURNMENT

Board member Amie Gazda moved to adjourn the meeting. This motion was seconded by Board member Harold Adair and carried unanimously 6-0. The Board adjourned at 11:04 a.m.

Natasha Culbertson
Executive Director