

**MINUTES**  
**February 18, 2014**  
**1400 West Washington, Basement Conference Room B-1**

**MEMBERS PRESENT:** John Munden, President  
James Ahearne, Secretary  
Samuel Bueler, Member  
Kristina Dyr, Member  
Monsignor O'Keeffe, Member  
Reverend William Smith, Member  
Harold Adair, Member

**STAFF PRESENT:** Rodolfo Thomas, Executive Director  
Gary Hendrix, Licensing Administrator  
Patricia Keith, Programs & Project Specialist

**ATTORNEY GENERAL'S OFFICE:**  
Nancy Beck, Asst. Attorney General

**CALL TO ORDER**

John Munden called the meeting to order at 9:00 a.m.

**I. CALL TO THE PUBLIC**

Steven Knoblauch requested permission from the Board to take the National Conference Board Exams. Steven stated he was an International applicant and the Board office would need to endorse Steven to take the exams. Steven has prepared an application packet, application form for International Conference Boards exams along with supporting documents for the Board to review. Steven attended Humber College in Ontario, Canada and has a Bachelor of Science, Bachelor of Education and Masters Degree of Education Administration. The Board did not comment.

**II. CONTINUING EDUCATION COMMITTEE**

James Ahearne motioned to approve the Continuing Education Committee's February 4, 2014 recommendations. Monsignor O'Keeffe seconded the motion. (7-0).

**III. MINUTES**

Monsignor O'Keeffe motioned to approve the minutes of January 21, 2014. Samuel Bueler seconded the motion. The motion passed unanimously (7-0).

#### IV. 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
*Melva Cervantes	Embalmer	Approved 7-0	Adair	Bueler
*Jessica L. Hardy	Embalmer	Approved 7-0	O’Keeffe	Ahearne
*Ricky W. Nelson	Funeral Director, Embalmer	Approved 7-0	Bueler	O’Keeffe
Allen Cremation Center, LLC	New Crematory	Approved 7-0	Ahearne	O’Keeffe
*Ralph S. Gonzales	Cremationist	Approved 7-0	Dyrr	Bueler
*Anthony J. Fajardo	Intern	Approved 7-0	Bueler	Dyrr
*Andrea M. Fountain	Intern	Approved 7-0	O’Keeffe	Bueler

#### ATTENDANCE

- \*Melva Cevantes did not attend the Board meeting.
- \*Jessica L. Hardy appeared before the Board.
- \*Ricky W. Nelson did not attend the Board meeting.
- \*David Allen, Owner, Funeral Director appeared before the Board.
- \*Ralph S. Gonzales did not attend the Board meeting
- \*Anthony J. Fajardo appeared before the Board.
- \*Andrea M. Fountain did not attend the Board meeting.

#### V. GENERAL

**Executive Director’s Report** – Executive Director Thomas informed Board that Donna Backhaus and he had been discussing the type of classes to be delivered for the Intern Trainee Program tentatively scheduled to begin in early March of this year. The classes will be held at Mesa Community College School of Mortuary Science on a yet to be determined Friday and Saturday in March.

#### VI. ADJOURN

There being no other business, James Ahearne moved to adjourn at 9:15 a.m. Samuel Bueler seconded the motion (7-0).

**2014 BOARD MEETING SCHEDULE**

January 21, 2014  
February 18, 2014  
March 18, 2014  
April 15, 2014

May 20, 2014  
June 17, 2014  
July 15, 2014  
August 19, 2014 teleconf.

September 16, 2014  
October 21, 2014  
November 18, 2014  
December 16, 2014

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Rodolfo Thomas  
Executive Director

APPROVED BY:

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John Munden, President

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Hank Adair, Member

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James Ahearne, Secretary

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Samuel Bueler, Member

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Kristina Dyr, Member

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Rev. William Smith, Member

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Monsignor O'Keefe, Member