

**MINUTES**  
**December 20, 2011**  
**1400 West Washington, Basement Conference Room B-1**

**MEMBERS PRESENT:** Reverend Katherine Shindel, President  
Martin Crist, Member  
Monsignor O’Keeffe, Member  
Samuel Bueler, Member  
James Ahearne, Member  
Kristina Dyr, Member

**TELECONFERENCE:** John Munden, Secretary

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

**ATTORNEY GENERAL’S OFFICE:**  
Keely Verstegan, Asst. Attorney General

**CALL TO ORDER**

Reverend Katherine Shindel called the meeting to order at 9:00 a.m.

**I. CALL TO THE PUBLIC**

**II. MINUTES**

Sam Bueler motioned to approve the minutes of November 15, 2011.  
Monsignor O’Keeffe seconded the motion. The motion passed unanimously. (7-0).

**III. REVIEW:**

The Board reviewed licensing request made by Edward Ortega, Graduate of Southwestern Academy in 1994. After discussion and deliberation Monsignor O’Keeffe motioned to proceed with Intern application and permission granted for Edward Ortega to sit for State Board Written Sciences and Arts exams. Martin Crist 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:

<b>NAME</b>	<b>TYPE OF LICENSE</b>	<b>ACTION</b>	<b>MOTION BY</b>	<b>SECOND BY</b>
*Vickie L. Roper	Embalmer	Approved 7-0	Bueler	O'Keeffe
*Markus M. Ulrich	Funeral Director, Embalmer	Approved 7-0	O'Keeffe	Bueler
*Rachel E. Musgrove	Funeral Director	Approved 7-0	Bueler	Dyrr
*Jared P. Alvarado	Funeral Director	Approved 7-0	Bueler	Dyrr
*Darla Current	Funeral Director	Approved 7-0	O'Keeffe	Bueler
*William L. Long	Funeral Director, Embalmer	Approved 7-0	Crist	O'Keeffe
*Paul J. Mallar	Reinstate Funeral Director, Embalmer	Approved 7-0	O'Keeffe	Crist
*Dean Funeral Home, LLC	Establishment	Approved 7-0	O'Keeffe	Bueler
*National Cremation Society	Endorsement	Approved 7-0	Ahearne	O'Keeffe
*Cassandra A. Casey- Khneiger	Intern	Approved 7-0	Crist	Bueler
*Victoria R. Ring	Intern	Approved 7-0	Bueler	Ahearne
*Mirza Nijemcevic	Cremationist	Approved 7-0	Bueler	Crist
*Danny J. Skalicky	Cremationist	Approved 7-0	Ahearne	Bueler
*Michele L. Bailey	Cremationist	Approved 7-0	Crist	Bueler
*Tracy L. Doane	Salesperson	Approved 7-0	O'Keeffe	Bueler
*David T. Smith	Salesperson	Approved 7-0	O'Keeffe	Dyrr

- \* Vickie L. Roper appeared before the Board.
- \* Markus M. Ulrich did not attend the Board meeting.
- \* Rachel E. Musgrove did not attend the Board meeting.

- \* Jared P. Alvarado appeared before the Board.
- \* Darla Current appeared before the Board.
- \* William L. Long did not attend the Board meeting.
- \* Paul J. Mallar did not attend the Board meeting.
- \* Dean McFall, RFD/owner arrived late for Board meeting.
- \* Shawn Jewel, RFD appeared before the Board.
- \* Cassandra A. Casey-Khneiger did not attend the Board meeting.
- \* Victoria R. Ring appeared before the Board.
- \* Mirza Nijemcevic attended teleconference with the Board.
- \* Danny J. Skalicky appeared before the Board.
- \* Michele L. Bailey did not attend the Board meeting.
- \* Tracy L. Doane appeared before the Board.
- \* David T. Smith did not attend the Board meeting.

## **V. DOCKETS:**

**Assistant Attorney General Keely Verstegan advised Board to continue Informal Hearing with Martin Crist as Chair and Board President Katherine Shindel would need to recuse herself being absent from the initial Informal Hearing.**

### **1. 2011-02 Joann Miguel RFD/South Mountain Mortuary vs. David Farlow, Continuation of Informal Hearing.**

**Present before the Board were Joann Miguel RFD South Mountain Mortuary and owner Manuel Villelas III. Complainant David Farlow was also present. Complainant alleged David Hoyer licensed Embalmer Assistant/Arranger and owner were given instructions to carry out the wishes of the deceased. The instructions were specific and contained in a valid Health Care Power of Attorney document. Following the cremation, complainant discovered that a memorial was being held in Indiana. After contacting the funeral home, complainant was advised that he did not have all of the deceased cremains. Mr. Hoyer admitted that he had divided the cremains and given to them to a family member. Complainant desires the return of cremains pursuant to decedent's wishes. Respondents RFD Joann Miguel and owner Manuel Villelas III discussed their actions in attempting to recover the cremains of the decedent. Respondents were successful and grateful to return the remaining cremains to Complainant. After deliberation and discussion, Board member James Ahearn motioned to dismiss the docket with no violation found and to prepare a letter of appreciation to Southland Mortuary. Motion seconded by Board member Monsignor O'Keeffe. Motion passed 6-0.**

**BREAK: The Board took a break at 9:40 a.m. Board resumed session at 9:50 a.m. Board President Katherine Shindel resumed Chair of the meeting.**

## **VI. Executive Director's Report**

**1. Executive Director Thomas again recognized Board Member Martin Crist for his outstanding service and commitment to the Board. Martin Crist has been the ultimate professional and both staff and Board members alike have gained enormous knowledge from his experiences.**

**2. The 5 Year Review process has begun following nearly three years of a moratorium on rules. Executive Director Thomas stated the process will take time however our rules will meet current standards and eliminate any risks of misinterpretations. Additionally the committee created to assist in precise guidelines for cremation of remains received from donor organizations should also evolve during this process.**

**3. Board meeting schedule for 2012 are now posted and will again be attached to future agendas.**

**VII. ADJOURN**

There being no other business, Monsignor O’Keefe moved to adjourn at 9:55 a.m. Sam Bueler seconded the motion (6-0).

**2012 BOARD MEETING SCHEDULE**

January 17, 2012	May 15, 2012	September 18, 2012
February 21, 2012	June 19, 2012	October 16, 2012
March 20, 2012	July 17, 2012	November 20, 2012
April 17, 2012	August 21, 2012 teleconf.	December 18, 2012

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Rodolfo Thomas  
Executive Director

APPROVED BY:

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Reverend Katherine Shindel, President

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John Munden, Secretary

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James Ahearne, Member

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Samuel Bueler, Member

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Martin Crist, Member

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Kristina Dyr, Member

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Monsignor O'Keeffe, Member