

**STATE BOARD OF FUNERAL AND CEMETERY SERVICE BOARD MEETING  
FEBRUARY 11, 2021**

**Via Telephone Conference Pursuant to Executive Order 20-09**

**Access the meeting online or via telephone at:**

<https://IndianaEnhanced.Webex.com/join/PLAWebex>  
[1.240.454.0887, Access Code 610915440](https://IndianaEnhanced.Webex.com/join/PLAWebex)

**CALL TO ORDER**

The meeting was called to order at 9:00 a.m. by Frank Downing, pursuant to public notice posted at the principal office of the board at least forty-eight (48) hours before the time of the meeting.

**BOARD MEMBERS PRESENT:** Frank Downing, Chairman  
Kathleen Matuszak, Vice Chairperson  
Thomas Sproles  
Christopher Cooke

**STATE OFFICIALS PRESENT:** Tracy Hicks, Board Director  
Donald Hannah, Deputy Attorney General

**ADOPTION OF THE AGENDA**

A motion was made and seconded to adopt the agenda.

Sproles/Matuszak  
4/0/0

Voting in Favor: Frank Downing, Thomas Sproles, Kathleen Matuszak, and Christopher Cooke  
Motion carried.

**ADOPTION OF THE MINUTES FROM THE DECEMBER 11, 2020 MEETING OF THE BOARD**

A motion was made and seconded to adopt the minutes from the December 11, 2020 meeting of the board.

Cooke/Matuszak  
4/0/0

Voting in Favor: Frank Downing, Thomas Sproles, Kathleen Matuszak, and Christopher Cooke  
Motion carried.

**ADMINISTRATIVE HEARINGS**

1. Administrative Summary Suspension Extension Hearing in the matter of Mark A. Ferree, FD20600082, 2019 SBFCS 0011

A motion was made and seconded to extend the summary suspension for an additional ninety (90) days.

Matuszak/Cooke  
4/0/0

Voting in Favor: Frank Downing, Thomas Sproles, Kathleen Matuszak, and Christopher Cooke  
Motion carried.

2. Administrative Hearing to consider Petition for Removal of Probation in the matter of Wilson-Shook Funeral homes, CA20600018, CA20600019, CA20600020, CA20600021, and Zalo Wilson Jr., FD08800062, 2017SBFCS0025

A motion was made and seconded to remove the probation from all licenses.

Sproles/Cooke

4/0/0

Voting in Favor: Frank Downing, Thomas Sproles, Kathleen Matuszak, and Christopher Cooke  
Motion carried.

**PERSONAL APPEARANCE AND CONSIDERATION OF APPLICATION FOR FUNERAL DIRECTOR LICENSE**

1. Makeba Bradshaw

A motion was made and seconded to approve the application.

Sproles/Cooke

4/0/0

Voting in Favor: Frank Downing, Thomas Sproles, Kathleen Matuszak, and Christopher Cooke  
Motion carried.

2. Diangelo Wragg

A motion was made and seconded to approve the application.

Sproles/Cooke

4/0/0

Voting in Favor: Frank Downing, Thomas Sproles, Kathleen Matuszak, and Christopher Cooke  
Motion carried.

**PERSONAL APPEARANCE AND CONSIDERATION OF APPLICATION FOR RENEWAL OF FUNERAL DIRECTOR LICENSE**

1. Ned Dunnichay, FD01020332

A motion was made and seconded to table the matter to give licensee another opportunity to appear before the board.

Cooke/Matuszak

4/0/0

Voting in Favor: Frank Downing, Thomas Sproles, Kathleen Matuszak, and Christopher Cooke  
Motion carried.

2. Jacob Halstead, FD21700025

A motion was made and seconded to approve renewal on indefinite probation with no right to petition for removal for a period of one (1) year due to the seriousness of the criminal matter even though there is no pending criminal matter.

Sproles/Matuszak

4/0/0

Voting in Favor: Frank Downing, Thomas Sproles, Kathleen Matuszak, and Christopher Cooke  
Motion carried.

3. Belicia Hicks, FD29600125

A motion was made and seconded to table the matter to give licensee another opportunity to appear before the board.

Cooke/Matuszak

4/0/0

Voting in Favor: Frank Downing, Thomas Sproles, Kathleen Matuszak, and Christopher Cooke  
Motion carried.

4. Bonnie Tuggles, Jr., FD09200084

A motion was made and seconded to deny the application for failure to comply with the continuing education requirement of 832 IAC 4-1-1(d).

Matuszak/Sproles

4/0/0

Voting in Favor: Frank Downing, Thomas Sproles, Kathleen Matuszak, and Christopher Cooke  
Motion carried.

**VERIFIED COMPLAINT REQUESTING RESTITUTION FROM THE PRENEED CONSUMER PROTECTION FUND**

1. Steven Palumbo for Dorothy Vessella  
Re: R.D. Pyke Funeral Service, FH89200005 (Closed)

A motion was made and seconded to approve payment from the Preneed Consumer Protection Fund in the amount of One Thousand Five Hundred Dollars (\$1500.00) plus interest not to exceed the amount of the at-need contract. This amount is based on the fact that monuments were already delivered and the request did not indicate otherwise.

Sproles/Matuszak

4/0/0

Voting in Favor: Frank Downing, Thomas Sproles, Kathleen Matuszak, and Christopher Cooke  
Motion carried.

2. Young-Nichols Funeral Home for Patricia McCormack  
Re: Porter Funeral Home, FH83006732 (Closed)

A motion was made and seconded to approve payment from the Preneed Consumer Protection Fund in the amount of One Thousand Six Hundred Sixty Four Dollars and Twenty Cents (\$1664.20) plus interest not to exceed the amount of the at-need contract.

Sproles/Matuszak

4/0/0

Voting in Favor: Frank Downing, Thomas Sproles, Kathleen Matuszak, and Christopher Cooke  
Motion carried.

**ANNUAL REVIEW OF CEMETERY MAINTENANCE CONSUMER PROTECTION FUND BALANCE FOR CONTRACTS SOLD IN 2021 TO BE PAID INTO THE FUND 3/1/22.**

1. Current balance is \$382,264.27. Statutory cap is \$500,000.00.

A motion was made and seconded to require payment into the Cemetery Maintenance Consumer Protection Fund Balance for Contracts Sold in 2021 to be paid into the Fund 3/1/22.

Cooke/Sproles

4/0/0

Voting in Favor: Frank Downing, Thomas Sproles, Kathleen Matuszak, and Christopher Cooke  
Motion carried.

**ANNUAL REVIEW OF PRENEED CONSUMER PROTECTION FUND BALANCE FOR CONTRACTS SOLD IN 2021 TO BE PAID INTO THE FUND 3/1/22.**

1. Current balance is \$2,462,636.85. Statutory cap is 2.5 million.

A motion was made and seconded to require payment into the Preneed Consumer Protection Fund Balance for Contracts Sold in 2021 to be paid into the Fund 3/1/22.

Sproles/Cooke

4/0/0

Voting in Favor: Frank Downing, Thomas Sproles, Kathleen Matuszak, and Christopher Cooke  
Motion carried.

Derek Peterson introduced himself as the new Deputy Director over the Consumer section. He indicated his office will strive to process complaints in a more timely manner and will include live testimony. They will focus on consumer protection and quality. They will attempt to solve the problem rather than bring it to the board if possible. The OAG will rely on the board liaisons for their expertise more often.

## **REVIEW OF CONTINUING EDUCATION SPONSORS AND COURSES**

A motion was made and seconded to approve the report noting the change in Final Transitions courses from Indiana law to non-Indiana law courses as indicated below.

Sproles/Matuszak

4/0/0

Voting in Favor: Frank Downing, Thomas Sproles, Kathleen Matuszak, and Christopher Cooke

Motion carried.

### **Selected Independent Funeral Homes - CE10800819**

1. Succession Stories: Three NextGen Perspectives – 2/1/21 – 3 CEU
2. “Next” Practices Exchange – 2/2/21 – 3 CEU

### **Final Transitions, LLC**

1. Cultural Competency: Black Hair & Skin Care – 03/02/2021 – 4 CEU
2. Self Care for Death Care Professionals – 03/02/2021 – 1 CEU
3. Racism in Death Care – 03/02/2021 – 1 CEU

### **Wilbert Funeral Services, Inc - CE21500018**

1. Survival Skills During & Post Pandemic – 1/21/21 1 CEU
2. Restricted Cervical Injection – 2/4/2021 – 1 CEU
3. Cremation is \_\_\_\_\_ Understanding Cremation Motivators - 2/18/2021– 1 CEU
4. Back to Basics – Burial Vaults – 3/4/2021 – 1 CEU

### **Flanner and Buchanan - CE21800040**

1. Finding Clam in a chaotic World: Strategies for Stressed Funereal Directors – 1/28/21 – 1 CEU
2. Finding Clam in a chaotic World: Strategies for Stressed Funereal Directors – ongoing – 1 CEU
3. Dementia and Alzheimer’s ow it impacts end of the care – 3/2/2021 – 1 CEU
4. Dementia and Alzheimer’s ow it impacts end of the care – Ongoing – 1 CEU

### **Matthews International - CE10800858**

1. Wow Them! With Service They’ll Never Forget – Ongoing- 1 CEU

### **International Cemetery, Cremation & Funeral Association – CE10800864**

1. ICCFA 2021 Virtual Seminar Series Crematory & Memorialization – 2/4,11,8,25/2021 – 4 CEU

### **ICFSEB**

1. First Time Attendee Welcome – 2/24/2021 – 1 CEU
2. 117<sup>th</sup> Annual Business Meeting – 2/24/2021 – 1 CEU
3. Conference Overview – 2/24/2011 – 0 CEU (not approved because it was only one half hour)
4. Legal 2021 – 2/24/2021 – 1 CEU
5. Board Complaint: Soup to Nuts Panel Discussion – 2/24/2021 – 1 CEU
6. District Meetings – 2/24/2021 – 2 CEU
7. Funeral Service Administrators Forum – 2/25/2021 – 2 CEU
8. Board Member Training 101 – 2/25/2021 – 1 CEU
9. Licensing Exam Demystified – 2/25/2021 – 1 CEU

10. District Meeting Debrief – 2/25/2021 – 1 CEU
11. Pandemic: Lessons learned & the Path Ahead – 2/25/2021 – 1 CEU
12. Legislative Outlook – 2/25/2021 – 1 CEU

**MKJ Marketing - CE10800860**

1. MKJ Ski Summit - 2-22 – 2/24/2021 – 13.0 CEU
2. MKJ Sea Summit - 3/5 – 3/17/2021 – 13. CEU
3. MKJ Mastermind – 3/18/2021 – 4. CEU
4. Virtual Arrangements – 5 CEU

**ADJOURNMENT**

The meeting was adjourned at 11:24 a.m..

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date