

## **AGENDA**

### **CONNECTICUT BOARD OF EXAMINERS OF EMBALMERS AND FUNERAL DIRECTORS**

**Thursday, December 8, 2011 at 9:30 AM**  
Department of Public Health  
410 Capitol Avenue, Hartford, CT  
**Third Floor- Hearing Room**

#### **CALL TO ORDER**

#### **I. OPEN FORUM**

#### **II. MINUTES**

Review and approval of the minutes from the September 27, 2011 and November 2, 2011 meetings.

#### **III. CHAIR UPDATES/CORRESPONDENCE**

#### **IV. DEPARTMENT OF PUBLIC HEALTH UPDATES**

- A. Electronic Death Certificates  
*Jane Purtill, Registrar of Vital Records*
- B. Investigations Update  
*Gary Griffin, Investigations Supervisor, DPH*

#### **V. NEW BUSINESS**

- A. Memorandum of Decision  
*Ronald J. Dougielleo, Embalmer – Petition No. 2009-0528-030-003*
- B. Schedule meeting dates for 2012

#### **VI. LEGAL OFFICE BUSINESS**

- A. George M. Downer, Embalmer – Petition No. 2009-20091490  
*Presentation of Consent Order – Ellen Shanley, Staff Attorney, DPH*

#### **ADJOURN**

The following minutes are draft minutes which are subject to revision and which have not yet been adopted by the Board.

The **Connecticut Board of Examiners of Embalmers and Funeral Directors** held a meeting on September 27, 2011 at the Department of Public Health, 410 Capitol Avenue, Hartford, Connecticut in the Hearing Room on the third floor.

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**BOARD MEMBERS PRESENT:** Daniel P. Jowdy, Embalmer - Chairman  
Peter Hansen, Embalmer  
Gerald Bosak, Jr., Embalmer

**BOARD MEMBERS ABSENT:** John B. Sterry, Jr.

**ALSO PRESENT:** Jeffrey A. Kardys, Board Liaison  
Gary Griffin, Department of Public Health

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The meeting convened at 9:30 a.m.

**I. MINUTES**

The minutes from the June 16, 2011 meeting were reviewed. Mr. Hansen made a motion, seconded by Mr. Bosak, to approve the minutes. The motion passed unanimously.

**II. CHAIR UPDATES**

Mr. Jowdy mentioned that he along with the Connecticut Funeral Directors Association met with the Legislature Public Health Committee concerning the licensure and inspection of Funeral Homes. The result of this meeting is that there will be no change in this licensure program.

**III. DEPARTMENT OF PUBLIC HEALTH UPDATES**

A. Licensure

Jennifer Filippone, Section Chief, Practitioner Licensing and Investigations, DPH reported that there have been discussions with the Public Health Committee and the Department of Consumer Protection regarding oversight of pre-need issues.

Ms. Filippone also reported that the Legislatures Program Review and Investigations Committee, as part of Sunset Review, will be looking into the effectiveness of Boards and Commissions and the continued need for Boards and Commissions.

B. Investigations Update

Gary Griffin, Investigation Supervisor, Department of Public Health reported that there are nineteen cases currently in various stages of investigation by the Department. Fifteen additional cases have been referred to the Department's Legal Office for further review.

**IV. NEW BUSINESS**

A. Health Assistance intervention Education Network for Connecticut Health Professionals – (HAVEN)

Maureen Dinnan, Executive Director provided the annual update regarding the Haven Program. Over 200 licensed professionals are enrolled in the program at this time. No embalmers or funeral directors are currently enrolled.

B. License Reinstatement Review – Philip Porter

An application for reinstatement was presented by Frank Manna of the Department of Public Health.

Mr. Hansen made a motion, seconded by Mr. Bosak, recommending license reinstatement provided Mr. Porter passes the State Law Examination, the practical examination and is current with continuing education. The motion passed unanimously.

C. **Memorandum of Decision**

Brenda Ortiz, Embalmer – Petition No. 2008-1215-030-009

Community Funeral Chapels – Petition No. 2008-1215-056-009

Mr. Hansen made a motion, seconded by Mr. Bosak, to adopt the Memoranda of Decision in these matters. The motion passed unanimously. Mr. Jowdy signed the Orders which impose a period of probation and a civil penalty of \$2500.00 for each license.

V. **LEGAL OFFICE BUSINESS**

Petteway Funeral Home – Petition No. 2011-644

Diane Wilan, Staff Attorney, Department of Public Health presented a Motion for Summary Suspension in the referenced matter. Respondent was not present or represented.

Mr. Hansen made a motion, seconded by Mr. Bosak, to grant the Summary Suspension in that the allegations rise to a level of immediate threat to public safety or welfare. The motion passed unanimously.

A hearing will be scheduled for October 11, 2011.

VI. **ADJOURNMENT**

There was no further business and the meeting was adjourned at 10:10 a.m.

Respectfully submitted,

Daniel Jowdy, Chairman  
Board of Examiners of Embalmers and Funeral Directors

The following minutes are draft minutes which are subject to revision and which have not yet been adopted by the Board.

The **Connecticut Board of Examiners of Embalmers and Funeral Directors** held a meeting on November 2, 2011 at the Department of Public Health, 410 Capitol Avenue, Hartford, Connecticut in the Hearing Room on the third floor.

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**BOARD MEMBERS PRESENT:** Peter Hansen, Embalmer – *via telephone*  
Gerald Bosak, Jr., Embalmer– *via telephone*  
John B. Sterry, Jr. – *via telephone*

**BOARD MEMBERS ABSENT:** Daniel P. Jowdy, Embalmer

**ALSO PRESENT:** Jeffrey A. Kardys, Board Liaison

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The meeting convened at 9:06 a.m.

#### **LEGAL OFFICE BUSINESS**

##### Stanley Petteway, Embalmer – Petition No. 2011-643

Diane Wilan, Staff Attorney, Department of Public Health presented a Motion for Summary Suspension in the referenced matter. Respondent was not present or represented.

Mr. Bosak made a motion, seconded by Mr. Hansen, to grant the Summary Suspension in that the allegations rise to a level of immediate threat to public safety or welfare. The motion passed unanimously.

Mr. Bosak made a motion, seconded by Mr. Hansen, to grant a motion filed by the Department of Public Health to consolidate the hearing in this matter with the hearing in the matter of Petteway Funeral Home – Petition No. 2011-644. The motion passed unanimously.

A hearing will be held on November 15, 2011 at 9:30 a.m.

#### **ADJOURNMENT**

There was no further business and the meeting was adjourned at 9:15 a.m.

Respectfully submitted,

Peter Hansen  
Board of Examiners of Embalmers and Funeral Directors