



CANNON BUILDING
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STATE OF DELAWARE
BOARD OF FUNERAL SERVICES

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MEETING MINUTES:	BOARD OF FUNERAL SERVICES
DATE AND TIME:	September 25, 2018 at 10:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room B , second floor of the Cannon Building
MINUTES FOR APPROVAL:	November 27, 2018

MEMBERS PRESENT

S. Keith Parsell, Professional Member, President
Harvey Smith, Jr., Professional Member
Nicholas Picollelli, Professional Member
Jane Hovington, Public Member (arrived 10:11 a.m.)
Weston "Pete" Nellius, Public Member

MEMBERS ABSENT

Danna Levy, Public Member
Bill Torbert, Professional Member

DIVISION STAFF

Adriene Davis, Administrative Specialist II
Meredith Hurley, Administrative Specialist II
Patricia Davis, Deputy Attorney General

PUBLIC PRESENT

Brandon Pauley
Michael Platt

CALL TO ORDER

Mr. Parsell called the meeting to order at 10:03 a.m.

REVIEW AND APPROVAL OF MINUTES

Meeting Minutes – July 24, 2018

Mr. Smith moved, seconded by Mr. Picollelli, to approve the July 24, 2018 meeting minutes as written. By unanimous vote, the motion carried.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Review of Applications for Licensure

Mr. Smith moved, seconded by Mr. Picollelli, to approve the application for crematory establishment submitted by Family Cremation Services. The motion carried unanimously.

Mr. Smith moved, seconded by Mrs. Hovington, to approve Brandon Pauley for funeral director contingent on a passing score on the Delaware State Exam. The motion carried unanimously, with Mr. Parsell recusing.

Review of Resident Intern Reports

Mr. Picollelli moved, seconded by Mr. Smith, to approve the resident Intern reports submitted by Jewel Tatuem. The motion carried unanimously.

Ratification of Funeral Resident Intern Licenses

Mr. Smith moved, seconded by Mr. Picollelli, to ratify the funeral resident intern license for Abigail Brown. The motion carried unanimously.

CORRESPONDENCE

American Board of Funeral Service Education

Correspondence was reviewed by the Board for informational purposes only.

OTHER BUSINESS BEFORE THE BOARD (For discussion only)

Mr. Parsell introduced new Public Member Mr. Weston “Pete” Nellius to the Board.

Mr. Parsell inquired about the DHSS invite to discuss the Review of Title 16 Chapter 4204 – Care and Transportation of the Dead Regulation. Due to Mr. Maloney’s absence, this article of business will be placed on the next meeting agenda, as “Unfinished Business.”

PUBLIC COMMENT

Mr. Platt, addressed, on behalf of Funeral Establishments, the Funeral Establishment Questionnaire being missed/overlooked by licensee’s during the renewal process. Mr. Platt’s concern is the number of pending applications that are being impacted by this deficiency. Mr. Platt suggested the Board look into this matter and provide follow up.

Mr. Pauley introduced himself to the Board.

NEXT MEETING

The next Board meeting is scheduled for Tuesday, November 27, 2018, at 10:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business before the Board, Mrs. Hovington moved, seconded by Mr. Picollelli, to adjourn the meeting at 10:22 a.m. By unanimous vote, the motion carried.

Respectfully Submitted,

Meredith Henley

Administrative Specialist II