



Minutes of the July 15, 2020

The State of Ohio Board of Embalmers and Funeral Directors Board Meeting

Wednesday, July 15, 2020

10:30 a.m.

Mike DeWine
Governor of Ohio

Cheryl Grossman
Executive Director

William C. Wappner
CFSP, CCO
President

Thomas Taneff
Board Vice President

Ed C. Nurre
Board Secretary Treasurer

Jon W. Rettig Sr.
Board Member

George Horne
Board Member

Amanda E. Crates
Board Member

Pursuant to Section 4717.03 (A) of the Ohio Revised Code, the State of Ohio Board of Embalmers and Funeral Directors convened its regular meeting of the board to discuss the Board's business. The meeting was conducted by means of a teleconference call as permitted through a provision to the Open Meetings Act that permits members of public bodies to hold and attend meetings by means of electronic technology. The provision was enacted by the Ohio General Assembly through Substitute House Bill 197 in March 2020.

Although many Ohio businesses have been permitted to reopen, the Board anticipates a continuance of teleconference meetings in place of in person meetings until further notice. The Board will continue to comply with recommendations from the Ohio Department of Health and the Office of Ohio Governor Mike DeWine as found in Responsible RestartOhio to protect the health and safety of its employees and guests against COVID-19.

1. Convening of the Board – President Wappner

Calling of the Roll

Board President William C. Wappner called the meeting to order at 10:35 a.m.

Executive Director of the Board Cheryl Grossman took roll call for the meeting. The following board members were in attendance of the meeting:

George Horne, II, Edward C. Nurre, Jr., Jon W. Rettig, Sr., Thomas Taneff, and William C. Wappner

Mr. Wappner stated that a quorum of the Board was present.

Pledge of Allegiance

"I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

Upon conclusion of the Pledge of Allegiance, Jarrod Williams, board office staff member, took roll call of persons in attendance of the meeting (via teleconference call). Mr. Williams first began with apprentices who were completing a requirement to attend one state monthly board meeting during their apprenticeship. In attendance were (in alphabetical order): Danielle Altaffer, Alyssa Gardina, Caroline Gerber, Adam Grisier, Kelsey Hickman, Mika Kill, Andi Reinhart, Valerie Truster, and Floyd Wimer.

77 South High Street
16th Floor
Columbus, Ohio 43215
614.466.4252
fax: 614.728.6825

www.funeral.ohio.gov

Next, attendance was taken of persons known to regularly attend board meetings. Those confirmed in attendance of the meeting were: Cathy Elkins of Funeral Consumers Alliance of Central Ohio, Jack E. Lechner, Jr. and Elizabeth Williams of Cincinnati College of Mortuary Science, Melissa Sullivan and Diana Carpenter of Ohio Funeral Directors Association, and Lauren Thomas of the International Conference of Funeral Service Examining Boards.

In addition to regular attendees, Adriana Sfalcin, past board member, was present as well.

Staff members of the Ohio Board of Embalmers and Funeral Directors in attendance included: Eric Anderson, Derek Bogner, Kim Bourk, Julie Clevenger, Cheryl Grossman, Kimberly Grossman, Troy Seehase and Jarrod Williams. Senior Assistant Attorney General Christie Limbert of the Office of Ohio Attorney General Dave Yost served as Board Counselor.

Mr. Wappner welcomed and thanked everyone for joining the meeting today.

2. Board Business

President's Report

Board President William Wappner reminded all that state fiscal year 2020 ended on June 30, 2020. Mr. Wappner prepared an annual report concerning the Board and read aloud from it.

Annual Report of the Board of Embalmers and Funeral Directors

The current fiscal year began in July 2020, with David Ingram as our Executive Director.

The Ohio Laws Test that is required for Licensure was rewritten and made more relevant. It was effective July 1, 2019.

The Board spent the early part of the year streamlining the Administrative Rules for the Apprenticeship Program. Instead of a two-step process for registration and certification applications, we have only the registration application that new apprentices must complete. This became effective October 17, 2019. The old way was cumbersome and over burdensome in today's environment.

A big challenge the Board had early, was writing rules and implementing the new Indigent Burial Fund given to the Board of Embalmers and Funeral Directors to oversee. Without much data, we created the rules and an application process that we thought would give every township and city a chance for funding. These rules became effective October 17, 2019. A website was developed for the application process. Our Board did not receive any additional funding for administration of this program, so the website was crucial. We have given out 85 applications totaling \$60,778.47 during the first year.

We have worked with the Ohio Township Association and the Ohio Municipal League to share the information with them. We do not feel many of the townships and cities took advantage of all the funding. We will be working with the regional planning commissions to expand the outreach so that townships and municipalities can

take advantage of this program. We will review what we are doing near the end of this biennium to see if changes are needed should the program be funded again.

We received a summary judgement in our favor, ending a three-year discrimination lawsuit on September 17, 2019.

We hired a new preneed auditor on September 30, 2019. His duties include administration of the Automated Preneed Reporting System, investigation of claims against the Preneed Recovery Fund and audits of funeral home's preneed portfolios. Wages and expenses have been paid from the Preneed Recovery Fund. The funds are invested in the STAR Ohio Account and the goal is interest generated from the fund will eventually be able to cover all expenses.

In December, we formed a committee to review any application for reimbursements of claims against the Preneed Recovery Fund.

In December, we also adopted a new Board Policy for Law Enforcement Collaboration, and the submission of continuing education programs

Continuing a busy month, Director David Ingram resigned and our new Director, Cheryl Grossman was hired.

In January, we instituted, as part of the apprenticeship streamlining, the ability for apprentices to take their law exam for licensing after their last interview with a Board member. This gives them six months to pass the exam and shortens the time after ending their apprenticeship and getting a license to practice as an embalmer and/or funeral director. This has been an issue in the past should more than one attempt be needed to pass the exam.

Early in 2020, Director Grossman instituted a quarterly newsletter by email to our stakeholders. With the new challenges connected with dealing with Covid-19, the newsletter has been a welcomed new form of communication with our licensees.

In March of 2020, our first claim on the Preneed Recovery Fund was heard by the committee and was paid out in the amount of \$2,449.60 to the consumer. Today we have a balance of \$760,844.98 and have paid out 4 claims to consumers totaling \$ 16,502.40.

Since April, the Board continues to meet virtually to conduct business keeping our licensure operations and compliance efforts up to date.

We are currently working to change a few rules, mostly regarding educational programming and continuing education requirements, to allow our licensees to fulfill their requirements due to the current COVID restrictions on in-person meetings.

The Board and staff have been operating remotely since March 13, 2020. In acknowledgment of utilizing new technology to host virtual board and staff meetings, we continue to provide professional service and response to licensees throughout Ohio. We are grateful to our Board and staff for their dedication to provide these services with very few issues.

Since Inspectors are back on the road during the COVID-19 pandemic a safety guide was instituted to keep them safe.

In February, we added a feedback form to emails generated by our staff. To date, we have received 15 positive comments as a result.

Jon Rettig offered his praise and thanks to William Wappner for his leadership and service as board president over the past fiscal year. There was consensus among all board members on Mr. Rettig's recognition.

Mr. Wappner thanked Mr. Rettig and fellow board members for their kind words. He shared his appreciation for the opportunity to be on the board and to serve as its president.

Mr. Wappner shared a charming story of his grandchildren's point of view while watching last month's meeting via the video option. He remarked that he was later asked why people called him "President Wappner." Mr. Wappner was amused by their perception and explained to the children that he was not the president [of the United States] as they thought.

Selection of Board Officers

William Wappner announced that each year during the July regular meeting of the board, officers of the board are elected, and committees are appointed by the board president to serve during the new state fiscal year. He stated the board is directed in Chapter 4717-2-01 of the Ohio Administrative Code to do so.

Jon Rettig nominated and moved for the board to approve William C. Wappner to serve as the president of the State of Ohio Board of Embalmers and Funeral Directors. Thomas Taneff seconded the motion. Board President Wappner asked for discussion on the motion. There was no discussion.

Motion by Jon Rettig, second by Thomas Taneff

Roll-call vote: Yes: George Horne, Edward Nurre, Jon Rettig, Thomas Taneff, William Wappner

Final Resolution: Motion Carries 5/0

Edward Nurre nominated and moved for the board to approve Thomas Taneff to serve as the vice-president of the State of Ohio Board of Embalmers and Funeral Directors. Jon Rettig seconded the motion. Board President Wappner asked for discussion on the motion. There was no discussion.

Motion by Edward Nurre, second by Jon Rettig

Roll-call vote: Yes: George Horne, Edward Nurre, Jon Rettig, Thomas Taneff, William Wappner

Final Resolution: Motion Carries 5/0

Jon Rettig nominated and moved for the board to approve Edward C. Nurre, Jr. to serve as the vice-president of the State of Ohio Board of Embalmers and Funeral Directors. Thomas Taneff seconded the motion. Board President Wappner asked for discussion on the motion. There was no discussion.

Motion by Jon Rettig, second by Thomas Taneff

Roll-call vote: Yes: George Horne, Edward Nurre, Jon Rettig, Thomas Taneff, William Wappner

Final Resolution: Motion Carries 5/0

William Wappner thanked his fellow board members for their confidence and support of him to serve as the president of the board for a second term. *Humorously, President Wappner passed the gavel to himself.*

Appointment to Board Committees

Mr. Wappner reminded all that Adriana Sfalcin's term of service with the Board ended June 30th. He acknowledged that the board's JCARR/Rules Review Committee would now be less one board member. Mr. Wappner believed that this committee can continue to serve its purpose the same as the board's Education and Examination Committee continues with just three persons. He asked for a motion to keep the committee appointments the same.

Mr. Rettig moved for the board to approve keeping the current members of the board's committees the same as last fiscal year – of course, except for Ms. Sfalcin's vacancy from her committee seat. Mr. Taneff seconded the motion.

Motion by Jon Rettig, second by Thomas Taneff

Roll-call vote: Yes: George Horne, Edward Nurre, Jon Rettig, Thomas Taneff, William Wappner

Final Resolution: Motion Carries 5/0

Appointments to Crematory Review Board

William Wappner stated that 4717-2-02 of the Ohio Administrative Code requires the president of the board to appoint three members of the board to serve on the Crematory Review Board at its annual meeting of the board in July. Board President William Wappner appointed Jon W. Rettig, Sr., Thomas Taneff, and himself to serve as members of that board.

Executive Director's Report

Executive Director of Board Cheryl Grossman stated that proposed rule revisions are proceeding through CSI in anticipation of being submitted to JCARR for approval. At this point in time, we have received a letter for support from the Ohio Funeral Directors Association. No other comments or concerns have been received.

Director Grossman shared a few items the board office has been working on during the past month:

Ms. Grossman informed that she and Jarrod Williams of the board office staff continue to participate with the state's Mass Fatality Planning Committee.

Ms. Grossman informed of collaboration with the Ohio Department of Health and Department of Commerce on a Death Care Bulletin which has been shared on respective websites.

Ms. Grossman informed of collaboration with Mid-Ohio Regional Planning Commission and the Ohio Township Association to communicate to municipalities and townships the availability of the Indigent Burial Funds and how they can apply.

Ms. Grossman reminded that the board office staff participates in weekly virtual staff meetings, as all continue to work remotely until further notice.

Ms. Grossman shared that she continues to be grateful for each of our staff members as they respond, assist and guide in these challenging times.

Ms. Grossman shared that the Board's quarterly newsletters are provided on the board's website.

Ms. Grossman introduced and welcomed Kim Bourk as the newest member to the board office staff.

Ms. Grossman reported numbers from the June 1-30, 2020 account statement for the Board's State Treasury Asset Reserve – STAR Account.

Opening Balance \$681,667.74
Purchase (Transfer) \$77,830.00
Income Dividend Reimbursement \$347.24
Closing Balance: \$759,844.98
YTD Earnings: Income Reinvested: \$3,775.22

Ms. Grossman reported that as of June 30, 2020, the Board's Preneed Recovery Fund KeyBank account held \$1,000.00.

Ms. Grossman reported the Preneed Recovery Fund Committee and Board has approved six applications for total reimbursement of \$16,502.40 through June 30, 2020.

Ms. Grossman reported the Indigent Burial and Cremation Support Program has disbursed a total of \$60,778.47 among eighty-five applications for reimbursement through June 30, 2020.

Treasurer's Update

Mr. Wappner asked Board Secretary-Treasurer Edward Nurre if he had opportunity to review the Board's expenditures and if he had any questions or concerns. Mr. Nurre replied that he was informed by Jarrod Williams that a report for the June expenses was not available in time to report at this meeting and those numbers should be reported at the next meeting.

Public Comment

William Wappner informed that the Board provides an opportunity for public comment during its meetings. Mr. Wappner stated that the board office did not receive any notifications or requests to provide comment during today's meeting. Mr. Wappner asked if there were any persons attending that wished to comment.

Melissa Sullivan of Ohio Funeral Directors Association commented that a regular report on where the funds from the Indigent Burial & Cremation Support Program are being reimbursed would be of interest to her and her organization. Mr. Wappner responded that the program is still new, and the data would not necessarily reflect the need in the state because of the total amount of reimbursements made thus far. Director Grossman concurred with Mr. Wappner's response and stated that the board will look in to developing a reporting period.

Jack Lechner of Cincinnati College of Mortuary Science commented that he and his organization would be interested in published reports on the passing rate of those applicants who sit for the Ohio Laws Rules and Regulations Examination through the International Conference of Funeral Service Examining Boards (The Conference). He added that learning about first-time pass rates would be ideal to gauge the preparedness of those entering the funeral services profession.

Minutes

Consideration of June 17, 2020 Board Meeting Minutes

Thomas Taneff moved for the Board to approve the June 17, 2020 Board Meeting Minutes as presented. Jon Rettig seconded the motion. Board President Wappner asked for discussion on the motion.

Board Counselor Christie Limbert recommended that the meeting minutes be amended, specifically in the vote counts of the "Ratifications of Facility Licenses" located on page numbers 5 and 6. Ms. Limbert informed that the vote count tallies may be misinterpreted. She went on to explain that a vote count indicates votes "For" and "Against" a motion and are recorded in the following manner for/Against.

Ms. Limbert stated that at least one board member abstained from voting in each of the three motions listed. And that "Abstain" vote was counted and recorded as 5/1 in each motion. She warned that this may be interpreted as five votes "For" the motion, and one vote "Against" the motion. Although the motion carries with the five, the one should not be observed or misinterpreted as a dissent. Ms. Limbert recommended the counts be changed to 5/0 on each of the motions.

Thomas Taneff moved to modify his previous motion to approve the June 17, 2020 Board Meeting Minutes to include the recommendations from board counsel. Jon Rettig seconded the motion. Board President Wappner asked for discussion on the motion. There was no discussion.

Motion by Thomas Taneff, second by Jon Rettig

Roll-call vote: Yes: George Horne, Edward Nurre, Jon Rettig, Thomas Taneff, William Wappner

Final Resolution: Motion Carries 5/0

Consideration of June 17, 2020 JCARR/Rules Review Committee Meeting Minutes

Thomas Taneff moved for the Board to approve the June 17, 2020 JCARR/Rules Review Committee Meeting Minutes as presented. Edward Nurre seconded the motion. Board President Wappner asked for discussion on the motion. There was no discussion.

Motion by Edward Nurre, second by George Horne

Roll-call vote: Yes: George Horne, Edward Nurre, Jon Rettig, Thomas Taneff, William Wappner

Final Resolution: Motion Carries 5/0

Consideration of Board Policy (Inspector's Safety Guidelines)

William Wappner announced that he drafted a guide to protect the safety and health of the Board of Embalmers and Funeral Directors' inspectors. These guidelines are extensions of recommendations, best-practice examples, and training models from multiple sources in the funeral services profession, and from national, state, and local governments and health organizations.

Jon Rettig moved for the Board to approve the Inspector Safety Guidelines as presented and adopt the guidelines as board policy. Edward Nurre seconded the motion. Mr. Wappner asked for discussion on the motion. There was no discussion.

Motion by Jon Rettig, second by Edward Nurre

Roll-call vote: Yes: George Horne, Edward Nurre, Jon Rettig, Thomas Taneff, William Wappner
Final Resolution: Motion Carries 5/0

Mr. Nurre thanked Mr. Wappner for his time and dedication in drafting the policy. There was consensus among all board members on Mr. Nurre's recognition.

Licensure

Applications (Individuals) Recommended for License

William Wappner informed all individual licenses approved at today's meeting will be conditional upon verification from board office staff that all documentation associated to an application for license has been received, reviewed, and accepted.

Mr. Wappner read aloud the names of individuals recommended for an embalmer and/or funeral director license, and for a crematory operator permit.

Jon Rettig moved for the Board to approve the applications from individuals for license(s) as presented. Thomas Taneff seconded the motion. Mr. Wappner asked for discussion on the motion. There was no discussion.

Motion by Jon Rettig, second by Thomas Taneff

Roll-call vote: Yes: George Horne, Edward Nurre, Jon Rettig, Thomas Taneff, William Wappner

Final Resolution: Motion Carries 5/0

Apprentice (Individuals) Certification for License

William Wappner read aloud the names of individuals recommended for certification of apprenticeship.

Thomas Taneff moved for the Board to approve the applications from individuals for certification of embalmer and/or funeral director apprenticeship(s), as presented. George Horne seconded the motion. Mr. Wappner asked for discussion on the motion. There was no discussion.

Motion by Thomas Taneff, second by George Horne

Roll-call vote: Yes: George Horne, Edward Nurre, Jon Rettig, Thomas Taneff, William Wappner

Final Resolution: Motion Carries 5/0

Ratification of Facility Licenses

William Wappner informed all facility licenses approved at today's meeting will be conditional upon verification from board office staff that all documentation associated to an application for license has been received, reviewed, and accepted.

William Wappner announced that there were many applications for facility licenses to be approved. He read aloud the names of those listed.

Thomas Taneff moved for the Board to approve the list of applications as presented. George Horne seconded the motion. Mr. Wappner asked for discussion on the motion.

Motion by Thomas Taneff, second by George Horne

Roll-call vote: Yes: George Horne, Edward Nurre, Jon Rettig, Thomas Taneff, William Wappner

Final Resolution: Motion Carries 5/0

Continuing Education

Continuing Education Programs

William Wappner informed that none of the board's committees met earlier in the morning. He asked Jon Rettig, chairperson of the board's Education and Examination Committee, to comment on the list of applications for continuing education programs as presented.

Chairperson Jon Rettig announced that Kim Bourk recently assumed the responsibilities and duties of the continuing education coordinator and this was the first time in which Ms. Bourk was participating in the review process. He asked for patience from all as he and Ms. Bourk go through the list of program providers.

Ms. Bourk stated that there twenty-three courses listed for approval and was prepared to answer any questions that Mr. Rettig may have. There was a questions and answers session between Mr. Rettig and Ms. Bourk.

Ms. Bourk and Mr. Rettig read aloud each program individually to identify the requested hours and designate the categories in which the breakdown of hours would apply. (i.e., laws & rules, ethics, preneed)

Diana Carpenter of Ohio Funeral Directors Association commented that a correction needed to be made to the Master's Training Seminar program as cited. She stated that the breakdown of hours for her application as read was incorrect. Ms. Carpenter stated that the program offered two hours of laws and rules, one hour of ethics, and one hour of preneed.

Jon Rettig moved for the Board to approve the applications for continuing education programs as presented. Mr. Wappner stated that a second to the motion was not necessary, as the Committee Chair made the motion. Mr. Wappner asked for discussion on the motion.

Motion by Jon Rettig

Roll-call vote: Yes: George Horne, Edward Nurre, Jon Rettig, Thomas Taneff, William Wappner

Final Resolution: Motion Carries 5/0

Continuing Education Exemptions

Mr. Wappner informed there was one application requesting fifty years exemption from the continuing education requirements to be considered.

Jon Rettig moved for the Board to approve the application for fifty years exemption from the continuing education requirements. Thomas Taneff seconded the motion. Mr. Wappner asked for discussion on the motion. There was no discussion.

Motion by Jon Rettig, second by Thomas Taneff

Roll-call vote: Yes: George Horne, Edward Nurre, Jon Rettig, Thomas Taneff, William Wappner

Final Resolution: Motion Carries 5/0

Compliance

William Wappner informed there were no compliance cases recommended to be closed, and no recommendation of charges or ratification of settlement agreements for consideration.

Compliance case numbers 0208012 and 0407019, Robert O. Tate, Jr.

Board Counselor Christie Limbert informed the board members about two related compliance cases involving former licensee Robert O. Tate, Jr. Ms. Limbert explained that in the year 2003, Mr. Tate entered into a Settlement Agreement with the Ohio Board of Embalmers and Funeral Directors. The settlement agreement required a deposit of \$20,000 in order to secure the performance of certain preneed contracts. We have found that the terms of the settlement agreement are now impossible to perform and that the Board should release Tate from the deposit requirement, which would necessitate returning the funds to him.

William Wappner moved for the Board to release Robert O. Tate from the deposit requirements of the settlement agreement in case numbers 0208012 and 0407019, and that the Board return the deposit to Robert O. Tate. Jon Rettig seconded the motion. Mr. Wappner asked for discussion on the motion. There was no discussion.

Motion by William Wappner, second by Jon Rettig

Roll-call vote: Yes: George Horne, Edward Nurre, Jon Rettig, Thomas Taneff, William Wappner

Final Resolution: Motion Carries 5/0

Mr. Rettig stated that these compliance cases occurred seventeen years ago, and that no member of this board was involved in the investigation or settlement of the cases.

Attorney General Update

William Wappner asked Christie Limbert if she would like to make any comments about her report.

Ms. Limbert recalled that the Mecham case ended, the trust was dissolved, and the board received a payment of \$8,660.58 to deposit into the preneed recovery fund.

Prior to adjournment, Mr. Wappner asked if there was any further business or comments before the Board.

Jarrold Williams took a second roll call of apprentices in attendance of the meeting to ensure credit. Confirming their attendance were: Danielle Altaffer, Alyssa Gardina, Caroline Gerber, Adam Grisier, Kelsey Hickman, Mika Kill, Brooks Ladd, Andi Reinhart, Jordyn Schaich, Kylie Schroyer, Curtis Snyder, Valerie Truster, and Floyd Wimer.

It was noted that some apprentices had trouble connecting to the meeting prior to first roll call. They contacted Kim Grossman during the meeting to alert of their difficulty.

Mr. Wappner announced that apprentice interviews will be conducted by board members via telephone later. He added that apprentices will be contacted by Kim Grossman of the board office to schedule a date and time.

3. Adjournment

George Horne moved for the Board to adjourn its meeting.

Motion by George Horne, second by Jon Rettig

Roll-call vote: Yes: George Horne, Edward Nurre, Jon Rettig, Thomas Taneff, William Wappner

Final Resolution: Motion Carries 5/0

July 15, 2020 meeting of the board adjourned at 11:45 a.m.

Board President William Wappner thanked everyone for attending the meeting.



William C. Wappner, president

Edward C. Nurre, Jr., secretary-treasurer

Attachments

Motion by George Horne, second by Jon Rettig

Roll-call vote: Yes: George Horne, Edward Nurre, Jon Rettig, Thomas Taneff, William Wappner

Final Resolution: Motion Carries 5/0

July 15, 2020 meeting of the board adjourned at 11:45 a.m.

Board President William Wappner thanked everyone for attending the meeting.

William C. Wappner, president



Edward C. Nurre, Jr., secretary-treasurer

Attachments

BOARD OF EMBALMERS AND FUNERAL DIRECTORS

SAFETY GUIDELINES

This guide is to protect the safety and health of the Board of Embalmers and Funeral Directors' Inspectors. Most of the work you do as Inspectors are in funeral homes that are out of our direct control for safety and OSHA. Each of these facilities are required to have safety plans that you may be required to follow. It is up to you to assess the situation you are in and respond by either having the appropriate equipment or removing yourself from dangerous situations. This guide will cover some of the common hazards you might run into but may not cover all unforeseen circumstances. Your judgement is imperative. Any questions, requests or report of incidents shall be made to the Executive Director of the Board of Embalmers and Funeral Directors.

Bloodborne Pathogens

Every funeral home is required to have a Bloodborne Pathogen Exposure Control Plan. You should follow their plan if engaging in an activity that would put you at risk. Personal protective equipment will be provided, but it is your job to make sure it is restocked and carried in your cars for availability. If offered, you may use the funeral home furnished equipment. Let the Director know if any additional equipment is needed.

For you job as an inspector, you should use the following work practice controls:

- Do not eat, drink, smoke, apply cosmetics or lip balm, or handle contact lenses in the preparation room.
- Do not touch needles or sharps.
- Use personal protective equipment as you deem necessary for your protection when there is a possibility of coming into contact with blood or body fluids.
- Wash your hands with disinfectant soap should you come into contact with blood or body fluids.
- If worn, personal protective equipment such as gown, shoe cover and gloves, etc. must be immediately removed upon leaving an embalming facility. If contaminated, should be disposed of in the funeral home's biohazard waste container.
- Unless it is necessary, you should avoid situations where you may have exposure to body fluids. Inspections of embalming facilities are best done when embalming is not taking place.

The following personal protective equipment should be immediately available:

- Gloves
- Gowns
- Safety Glasses and Masks or Face Shields
- Shoe Coverings
- Any other equipment you feel necessary

All Inspectors shall have a Hepatitis B Vaccine. The Board will bear the cost of obtaining this vaccine if you have not received it. If you have not received it, you shall get it within 10 working days of being hired. You may decline the vaccine, but you will be required to sign an Informed Refusal document. Should you change your mind later, you are still eligible to receive the vaccine at the Board's expense.

Exposure Incidents

An exposure incident is when you feel you have been exposed to a pathogen such as a poke or prick from a sharp object that breaks your skin, a splash of blood or body fluids to your mouth or eyes.

All exposure incidents should immediately be reported to the Executive Director in order that a confidential medical evaluation can be made, and proper post-exposure follow-up procedures can be initiated.

Hazard Communication

Since you are in funeral homes and embalming facilities that may have hazardous chemicals, they are required to have Material Safety Data Sheets (MSDS) for all chemicals that are not for normal household use or in greater quantities than household use. Should you have any concern of exposure, you may consult the appropriate MSDS for safety instructions. In the event of a spill you should leave the area and comply with the funeral home or embalming facility's OSHA program for such an incident.

Formaldehyde

All funeral homes and embalming facilities are required to have a formaldehyde safety program. They are required to have initial exposure monitoring to ensure the levels of formaldehyde do not reach dangerous levels through engineering such as room ventilation

system. These levels could be exceeded in the event of a spill. At any time, you determine the level of formaldehyde is higher than it should be, leave the area immediately. Do not attempt to clean up a spill. Leave that to the facilities personnel to follow their OSHA procedures.

First Aid:

- **Eye Exposure:** Use the eyewash station in the preparation room and flush the eyes with water for fifteen minutes. Medical attention and follow-up are required.

- **Skin Exposure:** A shower is provided in the preparation room. Remove contaminated clothing immediately and wash the skin with soap and water.

All excessive exposure incidents should immediately be reported to the Executive Director in order that a confidential medical evaluation can be made, and proper post-exposure follow-up procedures can be initiated.

Permit-Required Confined Space

A **confined space** is a space that:

- Is large enough and so configured that an employee can bodily enter and perform assigned work.
- has limited or restricted means for entry or exit; and
- is not designed for continuous occupancy.

A **permit space** is a confined space that also has one or more of the following characteristics:

- contains or has the potential to contain a hazardous atmosphere.
- contains a material that has the potential for engulfing an entrant.
- has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
- contains any other recognized serious safety or health hazard.

Funeral homes and crematories are required to have a Confined Space Program if they have any place that meets the requirement. You must follow their program if you must enter a permit-required confined space. Lock Out Tag Out policies may also apply.

Cremator

The chamber of a cremator is such a space. Do not enter this space for any reason with any part of your body. Another reason is, it is known that the doors can fall and cause injury. You can look inside the chambers, but do not enter.

Remains Refrigerator

A human remains refrigerator or body cooler can be dangerous if the door shuts and you are trapped inside. Most coolers have an inside door release. If entering a cooler is required, follow the facilities OSHA procedures. A good safety procedure is to use a lock, chain, rope or other device to ensure the door stays fully open during the entry procedures.

Driving Safety

Sine a good portion of your time is spent in the car getting from funeral home to funeral home and back home, we want you to be as safe as possible. Please adhere to the State of Ohio Administrative Policy for Employee's use of State Motor Vehicles.

Do not get distracted by your phone. Do not text or use your phone while driving unless in hands free mode on the car. Obey all traffic laws and drive at a save speed for the road conditions. Do not drive when overly tired. Do not drive if taking medication that will impair you driving. Wear your seatbelt. Do not drive with a dirty or icy windshield that could impair your vision. Maintain a safe distance to the vehicle in front of you. Make sure your vehicle is in a save condition to drive. Be a courteous driver. Make sure tires are not overly worn. Practice defensive driving. Watch your speed in rainy, snow or icy conditions. If you feel road conditions have become dangerous, pullover off the road.

If your car needs maintenance or there is a safety issue, please report it to the Executive Director immediately. Follow the State of Ohio policy in case of an accident.

July 15th, 2020 Board Meeting

Initial licenses to be approved

License Number	Name	Location
FD & EMB	Ashley King	Amelia, Ohio
FD	Amy Shaw	Columbus, Ohio
EMB	Charles Christopher	Pittsburg, PA
FD & EMB	Sydney Hanula	Delaware, Ohio
FD & EMB	Presley Odom	Lima, Ohio
FD & EMB	Brandon Abrams	Alliance, Ohio

Reciprocal License

License Number	Name	State Reciprocating From
FD	Ariana Thompson	Michigan

Courtesy Card Permit

License Number	Name	State From

Crematory Operator Permits

License Number	Name	Location
CROP.	Patrick Pellin	Youngstown, Ohio
CROP.	Andrew Mershad	Columbus, Ohio
CROP	Ron Germann	St.Marys, Ohio
CROP.	Adam Christian	Alliance, Ohio

Apprentice Certification - July 15th, 2020

Apprentice Certifications

<u>Apprentice Name</u>	<u>License Type</u>	<u>Location</u>
Aaron Spidell	CERT.009031 FD	Mount Eaton, Ohio
Hunter Haley	CERT.009032 FD & CERT.007146 EMB	Cincinnati, Ohio
Samantha Legendre	CERT.009029 FD & CERT.007144 EMB	Cincinnati, Ohio
Audrey Pasztor	CERT.009034 FD & CERT.007147 EMB	Martins Ferry, Ohio
Jennifer Mayper-Theller	CERT.009033 FD	Amanda, Ohio

July 15th, 2020 – New Facility License

New License: Ownership and AIC Changes

License Type	License to be changed and #	Old AIC	New name and new license #	New AIC	Location
FH	Wilson Home for Funerals Inc. FH000007	David Wilson	Thompson-Meeker Funeral Home LLC	Jim Meeker	Manchester, Ohio
FH	Neville-Shank Funeral Home FH.003423	Robert Shank	Walker Funeral Home & Crematory Holland-Springfield Chapel	Keith Walker	Holland, Ohio
FH	Witzler-Shank Funeral Home FH.003426	Robert Shank	Walker Funeral Home & Crematory Witzler-Shank Chapel	Keith Walker	Perrysburg, Ohio
FH	Witzler-Shank Funeral Home FH.003418	Robert Shank	Walker Funeral Home & Crematory Trilby Chapel	Keith Walker	Toledo, Ohio
FH	Hoeflinger-Shank Funeral Home FH.003420	Robert Shank	Walker Funeral Home & Crematory Oregon Chapel	Keith Walker	Oregon, Ohio
FH	Witzler-Shank Funeral Home FH.003425	Robert Shank	Walker Funeral Home & Crematory Walbridge Chapel	Keith Walker	Walbridge, Ohio
FH	Blanchard-Strabler Funeral Home FH.003414	Robert Shank	Blanchard-Strabler Funeral Home	Keith Walker	Toledo, Ohio

Change in Ownership ONLY

Type	Name of Facility	Old License #	New License #	Old AIC	New AIC	Location
FH	Breitenbach-Anderson Funeral Home	FH.003332		Jeffrey Bonnell	Jeffrey Bonnell	Middletown, Ohio

AIC Changes – New License

License Type	License to be changed and #	Old AIC	New name and new license #	New AIC	Location
FH	Martin – Maclean - Altmeyer Funeral Home FH.003618	Matthew Watson	Care Funeral Home and Cremation Service – Martin Chapel	Michael Sigler	East Liverpool, Ohio
FH	Care Funeral Home and Cremation Service Maclean Chapel FH.003617	Matthew Watson	Care Funeral Home and Cremation Service Maclean Chapel	Michael Sigler	Wellsville, Ohio

Name Change

License #	Name to be changed	New Name	AIC	Location
FH.003087	Crosser Funeral Home	Crosser & Priesman Funeral Home & Cremation Service	John Crosser	Elmore, Ohio
FH.000873	Crosser Funeral Home	Crosser & Priesman Funeral Home & Cremation Service	John Crosser	Oak Harbor, Ohio
FH.003618	Martin Maclean Altmeyer Funeral Home	Care Funeral Home and Cremation Service – Martin Chapel	Michael Sigler	Wellsville, Ohio

Change in Ownership ONLY

Type	Name of Facility	Old License #	New License #	Old AIC	New AIC	Location
FH	Breitenbach-Anderson Funeral Home	FH.003332		Jeffrey Bonnell	Jeffrey Bonnell	Middletown, Ohio

Facility Closure – Out of business

Type	Name	License #	Owner-AIC	Location
FH	George C. Martin Funeral Home Inc	FH.003569	Randall Hensley	Dayton, Ohio

July 15, 2020 Continuing Education Exemptions

Exemption – Separation from Practice

License #	Name

50 Years of Licensure Exemption(s)

License #	Name
EMB.006387 / FD.005423	Barnes, Robert C.

2 Year Waiver(s), Medical / Undue Hardship Approved For 2019 – 2020 must re-apply in 2021

License #	Name