



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

Minutes of the August 19, 2020

The State of Ohio Board of Embalmers and Funeral Directors' Education and Examination Committee

Wednesday, August 19, 2020

9:00 a.m.

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's Education and Examination Committee 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.

1. Convening of the Committee – Chairperson Rettig

Calling of the Roll

Chairperson Jon W. Rettig, Sr. called the meeting to order at 9:05 a.m. Executive Director of the Board Cheryl Grossman took roll call for the meeting. The following committee members were in attendance of the meeting:

George Horne, II; Edward C. Nurre, Jr.; Jon W. Rettig, Sr.

Mr. Rettig welcomed all to the committee meeting. He announced that Amanda Crates, the board's newly appointed board member, is expected to be appointed by Board President William Wappner to the continuing education committee later today during the regular meeting of the board. Mr. Rettig stated that he will defer further introduction to Mr. Wappner and welcomed Ms. Crates to the board and committee. He informed that Ms. Crates was able to participate in discussion but unable to vote at this time.

Mr. Rettig also reminded all that Kim Bourk, the newest member of the board office staff, is the board's Continuing Education Coordinator. He asked Ms. Bourk to share with the committee the lists of continuing education programs the committee will be considering today.

Kim Bourk thanked Mr. Rettig for the opportunity to speak. Ms. Bourk stated that the committee members had two separate lists of programs to be considered: one list contained approved programs, and one list contained programs pending approval post further review.

Mr. Rettig requested that Ms. Bourk amend future titles of continuing education programs lists. He recommended replacing "Approved" with "Reviewed."

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

Mr. Rettig opened committee discussion, beginning with the list of “pending” programs. He asked Ms. Bourk why the first two programs listed indicated “various” in place of numerical hours. Ms. Bourk explained that the programs were virtual conferences and included several different classes, each with differing number of credit hours. She hoped that today’s discussion would clarify how the committee would like to view conferences with multiple classes in the future.

Mr. Rettig opined that he would like to see all programs illustrate a breakdown of individual class hours.

Mr. Rettig reminded that the board requires online programs to have questions available for the learner to answer. He questioned if each class included in the virtual conferences fulfill the requirement. Ms. Bourk replied that she has discovered that program providers have different methods to verify that the learner is present and participating.

Melissa Sullivan of Ohio Funeral Directors Association shared her organization’s method of monitoring online program attendees. Ms. Sullivan also offered her opinion on the difficulties of doing so, and suggested the board consider amending its current rules like waiving a course’s testing requirement. She added that flexibility in rule could allow program providers to find ways to reasonably verify the attendance of the attendee and engage participation.

Amanda Crates questioned aloud what the end game of a continuing education program should be. She shared past experiences attending online courses with drool content and ease of completion. Ms. Crates stated that online courses are the future of continuing education, and those courses should include relevant, meaningful content with the attendee learning from it. She suggested that the focus of courses should be content and what the attendee can learn. Mr. Rettig agreed that attendees should have access to quality content. There was discussion among the committee members about course content.

William Wappner commented on the requests from Graystone Associates listed on the “pending” list. Mr. Wappner reminded that former Continuing Education Coordinator Danny Finfrock often assisted with changes to times, places and hours of a program’s course or module for program providers that had already been pre-approved by the board. He added that rule allows for those types of changes, provided there is no change to content.

Mr. Rettig explained his supervisory role over his employees’ completion of continuing education hours in the funeral home. Mr. Rettig stated that he ensures all his funeral directors and embalmers meet the continuing education requirements of the board. He shared his opinion on how to engage a person in front of a computer.

Mr. Wappner asked committee member George Horne if he was familiar with the National Funeral Directors and Morticians Association, Inc. Mr. Horne replied that he is aware of the organization but not familiar.

Mr. Rettig suggested that one option the committee has is to accept the list of pending programs as is.

Ms. Crates asked aloud how funeral directors could be aware of changes occurring in the practice of funeral directing if they continue to complete similar continuing education programs to simply obtain the credit hours. She questioned if the continuing education requirements should include some type of yearly testing to certify learning is taking place.

Mr. Rettig commented that the Board could survey continuing education program providers on attendees’ completion results.

Ms. Bourk reminded the committee that some of the programs included on the pending list have a course date that has already passed. She asked for the committee's position on approving programs retroactively. Mr. Rettig responded by stating that the committee, and the Board, should not be approving any programs retroactively, with exception to cases involving an emergency. However, he added that the COVID-19 pandemic has placed several limitations on providers, so the board will exercise discretion as appropriate.

Edward Nurre moved for the committee to add the three continuing education program applications from the pending list with the exceptions to each as discussed, and the five pre-approved programs as discussed, to the list of applications recommended for approval. Mr. Nurre added that his motion includes a recommendation to the Board to approve the continuing education programs as presented. The motion was seconded by George Horne. Mr. Rettig asked for discussion on the motion. There was no discussion. All committee members voted "YES". Motion carried 3/0.

Mr. Rettig announced that Ohio Funeral Directors Association would like to include discussion of the Board's Apprentice Task Lists to their Master Training Seminar to coincide with OFDA's twenty-five to thirty minutes of discussion on Occupational Safety and Health Administration during the seminar.

Mr. Rettig shared that during recent apprentice interviews, he was surprised to discover that apprentices are not familiar with Chapter 4717. of the Ohio Revised Code and the Ohio Administrative Code. Or other codified chapters related to funeral services industry. For example, laws and rules as regulated by the Ohio Department of Health, and the Department of Public Safety, to name a few. He urged master embalmers and master funeral director trainers to review these areas with their apprentices.

Mr. Rettig shared news of some students right out of mortuary school are not obtaining approval to test immediately. He stated that the exam may be taken anytime between graduation and application for licensure. Mr. Rettig reminded all that individuals who intend to apply for an embalmer license from the state of Ohio will need to take – and successfully earn a passing score for each – the National Board Exam (NBE) and the Ohio Laws, Rules & Regulations Exam (LRR) prior to application. He stated that the NBE consists of an Arts Exam and a Sciences Exam.

Mr. Rettig stated that the State Board Exam (SBE) does not provide National Board Certification credential. He stated that the SBE can consist of two exams (depending on a state's requirement): SBE Arts Exam and SBE Sciences Exam. Mr. Rettig informed that Ohio requests an individual intending to apply for a funeral director license only to take the SBE Arts Exam and LRR Exam.

Jon Rettig moved for the committee to recommend to the Board to approve the applications for exemption and waiver of the continuing education requirements as presented. The motion was seconded by Edward Nurre. Mr. Rettig asked for discussion on the motion. There was no discussion. Motion carried 3/0.

Mr. Rettig asked aloud if there was any further discussion before the committee. There was none.

Edward Nurre moved for the committee to adjourn its meeting. The motion was seconded by Jon Rettig. All committee members voted "YES". Motion carried 3/0.

August 19, 2020 meeting of the Education and Examination Committee adjourned at 9:45 a.m.