



**STATE OF WASHINGTON
DEPARTMENT OF LICENSING
FUNERAL & CEMETERY BOARD
MEETING AGENDA
SPECIAL BOARD MEETING**

DATE: August 24, 2023
TIME: 9:00 AM
LOCATION: *****This will be a HYBRID meeting.**
In-Person Attendees
Capitol Event Center
6005 Tyee Dr. SW
Tumwater WA 98512
Virtual Attendees:
Video Conference (TEAMS)
MEETING LINK: [Click here to join the meeting](#)
PHONE: [+1 564-999-2000,,289977514#](#) United States, Olympia
[\(833\) 322-1218,,289977514#](#) United States (Toll-free)
MEETING ID: 251 625 203 24
PASSCODE: djAmbb
PHONE CONFERENCE ID: 289 977 514#

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
 - 4.1. Minutes from May 25, 2023
5. Awards/Recognition
 - 5.1. Recognition of Connie LeSourd's service with the Board.

Board Member LeSourd's term on the Board expired on July 1, 2023. Board Members and staff may share appreciation for her service and departing thoughts.
 - 5.2. Introduction of Department of Licensing (DOL) Director Marcus Glasper

Director Glasper will introduce himself to the Board.
6. Old Business
7. New Business
 - 7.1. Consideration of Application for Funeral Director Licensure

Applicant Sean Riley has submitted a request for Board consideration of his application for a Funeral Director license.

7.2. Discussion regarding attendance at the International Conference of Funeral Service Examining Boards (ICFSEB) 2024 Annual Meeting

Staff will discuss participation in this event with the Board.

8. Complaint Cases for Review*

- 8.1.** 2023-02-0277-00CEM (Gutierrez-Zamora)
- 8.2.** 2023-01-0118-00CEM (LeSourd)
- 8.3.** 2023-05-0963-00FDE (Cameron)
- 8.4.** 2023-06-1170-00FDE (Cameron)
- 8.5.** 2017-12-2602-00FDE (Little)
- 8.6.** 2022-12-1792-00FDE (Gutierrez-Zamora)
- 8.7.** 2019-02-2601-00FDE (Smock)
- 8.8.** 2023-05-1002-00FDE (Smock)
- 8.9.** 2022-12-1749-00CEM (Ittner)
- 8.10.** 2019-08-2600-00FDE (Ittner)
- 8.11.** 2018-12-2401-00CEM (Ittner)
- 8.12.** 2018-08-2404-00CEM (Ittner)

9. Legal Issues for Deliberation

EXECUTIVE SESSION: The Board may, at its discretion, meet in executive session to discuss certain enforcement actions with legal counsel, as allowed by RCW 42.30.110(1)(i). The chair will announce the purpose and estimated duration for the Executive Session. No formal actions will be taken during the Executive Session. Once the Executive Session concludes, the Board will take a break to announce and invite visitors to the Open Session.

9.1. 2021-05-1151-00FDE

Assistant Attorney General Nick Quijas will be presenting a Finding of Fact, Conclusion of Law, and Default Order.

10. Reports

10.1. Committee/Task Force Reports

- 10.1.1. Review Complaint Process and Delegation Committee
Committee Members will give a Report out from the committee meeting.
- 10.1.2. Licensing Future Task Force Committee
Committee Members will give a Report out from the committee meeting.

10.2. Staff Reports

- 10.2.1. Central Investigations and Audits Unit Reports
 - 10.2.1.1. Complaint Status Report
 - 10.2.1.2. Review of DOL's complaint Process
- 10.2.2. Licensing & Customer Support Services Reports
 - 10.2.2.1. Licensee Count Report
- 10.2.3. Boards and Commissions Outreach Support Services Reports
 - 10.2.3.1. Action Item List
 - 10.2.3.2. Board Goals

11. Public Comments

The public may address the Board on matters within the Board's jurisdiction, either verbally during the meeting or by submitting written comments in advance. Verbal comments are limited to one three-minute comment. Written comments are limited to no more than 500 words and must be emailed to DOLBoards@dol.wa.gov no less than two business days prior to the meeting with the subject line "Public Comment: Funeral and Cemetery Board". In response to all public comments, the Board is limited to requesting that the matter be added to a future agenda for discussion or directing staff to study the matter further. Inflammatory comments and language will not be permitted.

12. Conclusion

- 12.1.** Announcements
- 12.2.** Requests for future agenda items
- 12.3.** Review of action items and items for next meeting

13. Adjournment

Next Board Meeting:

November 30, 2023, 9:00 AM
Virtual via Teams