



**STATE OF WASHINGTON
DEPARTMENT OF LICENSING
FUNERAL & CEMETERY BOARD
REGULAR BOARD MEETING MINUTES**

DATE: Thursday May 25, 2023
TIME: 9:00 AM
LOCATION: Virtual via Microsoft Teams

BOARD MEMBERS: **Richard Little**, Funeral/Embalmer Member & Chair
David Ittner, Cemetery Member & Vice Chair
Pete Cameron, Funeral/Embalmer Member
Cameron Smock, Cemetery Member
Constance LeSourd, Cemetery Member
Dante Gutierrez-Zamora, Funeral/Embalmer Member
Angela Ward, Public Member

STAFF MEMBERS: **Sydney Muhle**, Program Specialist
Susan Nieves, Program Specialist
Grace Hamilton, Investigator
Pamela Griese, Funeral Director & Embalmer Inspector
Debra Allen-Bâ, Assistant Administrator

1. Call to Order

Chair Richard Little called the meeting to order at **9:00 AM**.

2. Roll Call

Program Specialist Susan Nieves conducted Roll Call and all Board members were present.

3. Approval of Agenda

Program Specialist Sydney Muhle requested for item 7.12. to be removed from the agenda as it was not ready for discussion, and for item 5.1. to be discussed after item 8. as it was a lower priority than the rest of the agenda items.

Board Member Cameron Smock made a **MOTION** to approve the order of the agenda with the requested changes. Board Member Dante Gutierrez-Zamora **SECONDED** the motion, and it was **APPROVED** by a vote of 7-0.

4. Approval of Minutes

4.1. Minutes from February 23, 2022

Board Member Pete Cameron made a **MOTION** to approve the minutes as presented. Vice Chair David Ittner **SECONDED** the motion. It was **APPROVED** by a vote of 7-0.

5. Old Business

5.1. Board Goals for 2023 Discussion – Reviewed at 10:13 AM, after item 8.

Ms. Muhle provided a summary of priorities the Board had discussed in past meetings. The Board discussed specific goals and came up with three items:

- Additional discussion after the Licensing Future Task Force Committee meets
- Scope of pet cemeteries conducting human burials
- Look at licensee data over time

5.2. The International Conference of Funeral Service Examining Boards (ICFSEB) Conference Report

Board Members will give report outs from their attendance at the ICFSEB Annual Meeting.

Board Members Gutierrez-Zamora and Cameron provided reports of their in-person attendance at the ICFSEB conference.

6. New Business

6.1. Election of Officers

The Board will elect a Chair and Vice Chair for the upcoming year.

Board Member Cameron made a **MOTION** to nominate current Vice Chair Ittner as Chair. Board Member Smock **SECONDED** the motion, and it was **APPROVED** by a vote of 7-0.

Board Member Smock made a **MOTION** to nominate current Board Member Gutierrez-Zamora for Vice Chair. Board Member Cameron **SECONDED** the motion, and it was **APPROVED** by a vote of 7-0.

6.2. Consideration of an Intern License Extension Request*

The Board will consider a formal request for extension of a Funeral Director and Embalmers Intern License for Bailey Mackleit.

Investigator Grace Hamilton and Funeral Director & Embalmer Inspector Pamela Griesse let the Board know an intern had requested an extension of their license. They had already done the five years of internship and were going into an online funeral service education program that required them to be a registered intern embalmer in order to do labs. Ms. Griesse said, per statute, the Board had the authority to grant extensions on a case-by-case basis.

The Board discussed the request and determined a two-year extension was a reasonable amount of time for the circumstance.

Board Member Cameron made a **MOTION** to approve the request and grant a two-year extension of the intern license for Bailey Mackleit. Vice Chair Ittner **SECONDED** the motion, and it was **APPROVED** by a vote of 7-0.

7. Complaint Cases for Review

7.1. 2020-04-0197-00FDE

Chair Little read the Case Manager Report to the Board as the case manager.

Board Member Smock made a **MOTION** to close the case with a letter of education. Board Member Gutierrez-Zamora **SECONDED** the motion, and it was **APPROVED** by a vote of 7-0.

7.2. 2020-01-0009-00FDE

Board Member Cameron read the Case Manager Report to the Board as the case manager.

Board Member Smock made a **MOTION** to close the case with a letter of education. Vice Chair Ittner **SECONDED** the motion, and it was **APPROVED** by a vote of 7-0.

7.3. 2022-10-1520-00FDE

Board Member Smock read the Case Manager Report to the Board as the case manager. Board Member Cameron asked if any families or burials had been affected and Board Member Smock said there were no adverse impacts to any burials or arrangements.

Board Member Gutierrez-Zamora made a **MOTION** to close the case with no further action. Board Member Cameron **SECONDED** the motion, and it was **APPROVED** by a vote of 7-0.

7.4. 2022-03-0374-00FDE

Board Member Smock read the Case Manager Report to the Board as the case manager.

Vice Chair Ittner made a **MOTION** to close the case with no further action. Board member Constance LeSourd **SECONDED** the motion, and it was **APPROVED** by a vote of 7-0.

7.5. 2023-02-0213-00CEM

Board Member Cameron read the Case Manager Report to the Board as the case manager.

Board Member Gutierrez-Zamora made a **MOTION** to close the case with no further action. Board Member Smock **SECONDED** the motion, and it was **APPROVED** by a vote of 7-0.

7.6. 2023-01-0035-00FDE

Board Member Cameron read the Case Manager Report to the Board as the case manager.

Board Member Smock made a **MOTION** to close the case with a letter of education. Vice Chair Ittner **SECONDED** the motion, and it was **APPROVED** by a vote of 7-0.

7.7. 2022-12-1782-00FDE

Board Member Gutierrez-Zamora read the Case Manager Report to the Board as the case manager.

Board Member Cameron made a **MOTION** to close the case with no further action. Board Member Smock **SECONDED** the motion, and it was **APPROVED** by a vote of 7-0.

7.8. 2022-12-1756-00FDE

Board Member LeSourd read the Case Manager Report to the Board as the case manager. Board Member Smock asked whether the person with the right to control disposition decided there would be no viewing prior to disposition. Ms. Griesse said the person with the right to control disposition did not allow viewing by the complainant.

Board Member Gutierrez-Zamora made a **MOTION** to close the case with no further action. Board Member Cameron **SECONDED** the motion, and it was **APPROVED** by a vote of 7-0.

7.9. 2023-03-0362-00CEM

Board Member Cameron read the Case Manager Report to the Board as the case manager. Board Member Gutierrez-Zamora asked whether there was record showing that the stepdad adopted the decedent, or why the decedent had the same last name as the stepdad. Ms. Griesse said she did not address that question with the complainant.

Board Member Smock made a **MOTION** to close the case with no further action. Board Member Gutierrez-Zamora **SECONDED** the motion, and it was **APPROVED** by a vote of 7-0.

7.10. 2023-01-00300-00CEM

Vice Chair Ittner read the Case Manager Report to the Board as the case manager.

Board Member Smock made a **MOTION** to close the case with a letter of education. Board Member Cameron **SECONDED** the motion, and it was **APPROVED** by a vote of 7-0.

7.11.2023-01-0061-00CEM

Vice Chair Ittner read the Case Manager Report to the Board as the case manager.

Board Member Smock made a **MOTION** to close the case with a letter of education. Board Member Cameron **SECONDED** the motion, and it was **APPROVED** by a vote of 7-0.

7.12.2017-12-2602-00FDE

This item was removed from the agenda and there was no discussion or action taken on it.

7.13.2022-12-1757-00FDE

Board Member LeSourd read the Case Manager Report to the Board as the case manager. Board Member Cameron asked whether the case will be reopened depending on the outcome of the court case. Ms. Griesse said the court decision is regarding legal ownership of the cemetery now that the original owner has passed. There may not be anything in the outcome that would be under the board's authority.

Ms. Griesse also clarified that the criminal history mentioned in the Case Manager Report was from 10 years ago. The individual had already served their time and done everything required of them from that case.

Board Member Gutierrez-Zamora made a **MOTION** to close the case with a letter of education. Board Member Cameron **SECONDED** the motion, and it was **APPROVED** by a vote of 7-0.

8. 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.

8.1. 2022-1-0202-00FDE

Assistant Attorney General (AAG) Nick Quijas will be presenting a signed Stipulated Finding of Fact, Conclusion of Law, and Agreed Order.

Board Member Cameron recused himself from all discussion, consideration, and voting on this item due to a conflict of interest.

Assistant Attorney General (AAG) Nick Quijas presented an Agreed Order for the Board's consideration. AAG Quijas said the funeral establishment indicated they would take accountability and had already signed the Agreed Order.

Board Member Smock asked whether suspension of the establishment license was considered as there was not any reference to the funeral establishment license in the Agreed Order, and there usually was. AAG Quijas said it had not been a recommendation for this particular case.

AAG Quijas provided an overview of the process the Attorney General's Office and Department of Licensing (DOL) follows to create a Statement of Charges and Agreed Order. Assistant Administrator Debra Allen-Bâ clarified that normally a member of the Board, as a case manager, is involved in drafting the Agreed Orders. Due to a misunderstanding of the process, the Board was not included in this case.

Chair Little recommended that the full Board be more involved in drafting the Agreed Order and Board Member Angela Ward asked whether DOL had since updated policy and procedure that would prevent future misunderstandings. Ms. Allen-Bâ said the new unit has been informed of the correct process and future Agreed Orders would be processed as they had been historically.

Board Member Gutierrez-Zamora made a **MOTION** to accept the agreed order as presented. Board Member Smock **SECONDED** the motion, and it was **APPROVED** by a vote of 6-0 with Board Member Cameron abstaining.

9. Reports

9.1. Committee/Task Force Reports

None.

9.2. Staff Reports

9.2.1. Central Investigations and Audits Unit (CIAU) Reports

9.2.1.1. Complaint Status Report

Ms. Muhle reviewed the Complaint Status Report for the Board.

9.2.2. Licensing & Customer Support Services (LCSS) Reports

9.2.2.1. Licensee Count Report

Ms. Muhle reviewed the Licensee Count Report for the Board and provided additional information on natural organic reduction and alkaline hydrolysis licensees.

Board Member Smock requested the data over the past five years for comparison going forward.

ACTION ITEM: Staff to obtain historical numbers (5 years) for future Licensee Count Reports.

9.2.3. Boards, Commission and Outreach Reports

9.2.3.1. Hybrid Meeting

Ms. Muhle let the Board know the August 24th meeting would be held in person with a hybrid option.

Ms. Muhle provided a legislative update regarding [Senate Bill 5261](#), [House Bill 1100](#), and [House Bill 1009](#).

Ms. Muhle let the Board know that there is an active recruitment for one Board Member position and that Board Member LeSourd will not be seeking an additional term. She encouraged them to reach out to any of their contacts who may be interested in serving on the Board.

ACTION ITEM: Staff to make Board Member travel arrangements for August meeting.

ACTION ITEM: Staff to email legislative updates to the Board.

9.2.3.2. Action Item List

Ms. Nieves reviewed the Master Action Item List for the Board.

9.3. Other Reports

None.

10. 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. The Board is limited to directing staff to study the matter further or requesting that the matter be rescheduled for discussion and consideration at a later time.

Members of the public who address the Board verbally are limited to one three-minute comment. In lieu of a verbal comment, individuals may submit their comment in writing at least two days prior to the meeting by emailing DOLBoards@dol.wa.gov. Written comments are limited to no more than 500 words and will be read by staff during this portion of the meeting.

There were no written comments submitted prior to the meeting and no members of the public provided any verbal comments.

11. Conclusion

11.1. Announcements

Ms. Muhle shared there is an incoming international applicant and DOL staff is currently working on the comparisons between DOL's licensing requirements and the applicant's international requirements.

11.2. Requests for Agenda Items

No future agenda items were requested at this time.

11.3. Review of Action Items and Items for Next Meeting

Ms. Nieves shared the new action and agenda items from this meeting:

Action Items

- Staff to obtain historical numbers (5 years) for Licensee Count Reports.
- Staff to make Board Member travel arrangements for August meeting.
- Staff to email legislative update to the Board.

Agenda Items

- Goals discussion
- Recognizing Board Member LeSourd's service

12. Adjournment

Chair Little adjourned the meeting at **10:21 AM**.

Next Board Meeting:

August 24, 2023, 9:00 AM

Virtual: via Microsoft Teams

In Person Location: Capital Event Center | 6005 Tyee Dr SW | Olympia, WA 98512

Submitted by:


Debra Allen-Ba, Assistant Administrator

August 25, 2023

Date

Approved by:


David W. Ittner, Board Chair

August 25, 2023

Date