

**MINUTES**  
**January 15, 2013**  
**1400 West Washington, Basement Conference Room B-1**

**MEMBERS PRESENT:** John Munden, President  
James Ahearne, Secretary  
Harold Adair, Member  
Rev. William Smith, Member  
Kristina Dyrr, Member  
Samuel Bueler, Member

**TELECONFERENCE:** Monsignor O’Keeffe, Member

**STAFF PRESENT:** Rodolfo Thomas, Executive Director  
Alex Estrada, Licensing Administrator  
Patricia Keith, Programs & Project Specialist

**ATTORNEY GENERAL’S OFFICE:**  
Nancy Beck, Asst. Attorney General

**CALL TO ORDER**

John Munden called the meeting to order at 9:00 a.m.

**I. CALL TO THE PUBLIC**

**II. MINUTES**

James Ahearne motioned to approve the December 18, 2012 minutes. Harold Adair seconded the motion. The motion passed unanimously.  
(7-0).

**III. OFFICER ELECTIONS**

Monsignor O’Keeffe motioned to elect Board member John Munden to President of Board. Motion seconded by Kristina Dyrr. Motion carried 7-0. Board member Samuel Bueler motioned to elect Board member James Ahearne to Board Secretary. Motion seconded by Board member Harold Adair. Motion carried 7-0.

**IV. LICENSING**

By motion and second, and motion carrying, the following actions occurred relative to applications for licensure subject to the conditions noted:

NAME	TYPE OF LICENSE	ACTION	MOTION BY	SECOND BY
*Brandy J. Mustaca	Embalmer	Approved 7-0	Bueler	Ahearne
*Serenicare Operations Center, LLC	Establishment	Approved 7-0	Ahearne	Adair
*Carisa A. Williams	Intern	Approved 7-0	Bueler	Ahearne
*Bridget A. Elkins	Intern	Approved 7-0	Bueler	Ahearne

\*Brandy J. Mustaca did not attend the Board meeting.

\*Steve Arnett, RFD appeared before the Board.

\*Carisa Williams (arrived late) appeared before the Board.

\*Bridget A. Elkins appeared before the Board.

## V. GENERAL

### Executive Director's Report – Executive Director Thomas

Executive Director Thomas advised Board of a potential problem with On-Line Schools of Mortuary Science who are sending students to embalm with licensed embalmers. A.R.S. 32-1337 (B.) states “The board may impose any conditions and requirements that it deems necessary to protect the health and safety of the public relating to:

1. The supervised embalming by a student pursuant to this section.
2. The conduct of a supervising licensed embalmer pursuant to this section.

Executive Director Thomas is maintaining that all licensed personnel receive a check to ensure that they have not been disciplined within the last five years. That insurance information is kept current and that the termination of supervised training by preceptors is brought to the attention of the board. This process needs to be reviewed to ensure maximum training and to eliminate any possible abuse. Executive Thomas will work closely with the Mesa School of Mortuary Science to reach this goal.

Legislative Update- Executive Director Thomas again advised the board of possible problems with the language and purpose of the proposed Intern Trainee. Questions and discussion arose pertinent to actual assistance and the possibility of returning to the former apprentice language which has since expired. David Long of the association spoke in harmony with the board during

the discussion and vowed to return with viable answers to the Board's concerns. An update will be provided at the next scheduled meeting.

A commemorative plaque will be mailed to past President Rev. Katherine Shindel.

New Board member Rev. William Smith introduced himself to the Board.

**VI. ADJOURN**

There being no other business, Samuel Bueler moved to adjourn at 9:35 a.m. James Ahearne seconded the motion (7-0).

**2013 BOARD MEETING SCHEDULE**

January 15, 2013	May 21, 2013	September 17, 2013
February 19, 2013	June 18, 2013	October 15, 2013
March 19, 2013	July 16, 2013	November 19, 2013
April 16, 2013	August 20, 2013 teleconf.	December 17, 2013

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Rodolfo Thomas  
Executive Director

APPROVED BY:

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John Munden, President

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Harold Adair, Member

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James Ahearne, Secretary

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Samuel Bueler, Member

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Kristina Dyr, Member

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Rev. William Smith

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Monsignor O'Keefe