



**STATE OF WASHINGTON
DEPARTMENT OF LICENSING
FUNERAL AND CEMETERY BOARD
MEETING MINUTES**

DATE: February 19, 2025
TIME: 10:00 a.m.
LOCATION: Virtual via Microsoft Teams

BOARD MEMBERS: **David Ittner**, Cemetery Member & Chair
Dante Gutierrez-Zamora, Funeral/Embalmer Member & Vice Chair
Angela Ward, Public Member
Paul Lovgren, Funeral Director/Embalmer Member
Pete Cameron, Funeral/Embalmer Member
Rick Little, Funeral/Embalmer Member

STAFF MEMBERS: **Sydney Muhle**, Program Specialist
Rylee Melot, Funeral Director & Embalmer Inspector
Pam Griese, Funeral Director & Embalmer Inspector

1. Call to Order

Board Chair David Ittner called the meeting to order at **10:00 a.m.**

2. Roll Call

Program Specialist Sydney Muhle conducted Roll Call. All board members were present.

3. Approval of Agenda

Board Member Rick Little requested to remove item 7.11 from agenda.

Board Member Pete Cameron made a **MOTION** to approve the order of the agenda as amended. Board Member Paul Lovgren **SECONDED** the motion, and it was **APPROVED** by a vote of 6-0.

4. Approval of Minutes

4.1. Minutes from August 21, 2024

Board Member Little made a **MOTION** to approve the minutes as presented. Board Member Lovgren **SECONDED** the motion, and it was **APPROVED** by a vote of 6-0.

5. Old Business

5.1. Rule-Making Discussion

Ms. Muhle provided an update on the process to add language back into Washington Administrative Code (WAC) 308-50B-010, which appeared to have been inadvertently missed during a previous rules update. She supplied a previous of the rules and highlighted that items eight through 14 appeared to have been the portion previously missed.

Vice Chair Dante Gutierrez-Zamora made a **MOTION** to proceed with rulemaking to add items eight through 14 back into the WAC. Board Member Lovgren **SECONDED** the motion, and it was **APPROVED** by a vote of 6-0.

Ms. Muhle reported that the rule-making coordinator would start the process, and a public hearing would be held. Anyone wishing to participate should ensure they are on the proper email distribution list.

6. New Business

6.1. International Conference of Funeral Service Examining Boards (ICFSEB) Annual Conference

Ms. Muhle reported that nonessential travel was under a mandated funding freeze by the Governor's office. Due to this funding freeze, Board Member Cameron would be the only voting delegate to attend the conference as he would already be attending the event on behalf of his employer.

6.2. Discussion of 2025 Board Goals and Priorities

Board Member Little asked that the discussion about the 2025 Goals and Priorities be moved to the next meeting due to the volume of cases the Board needed to address this meeting. Ms. Muhle said she would meet with the Chair and Vice Chair to advance the discussion for the next meeting.

6.3. Consideration of an Internship License Extension

Funeral Director Intern, Elizabeth Lee, requested an Internship License extension due to various challenges that had impacted their educational timeline.

Board Member Lovgren made a **MOTION** to approve the extension request. Board Member Little **SECONDED** the motion, and it was **APPROVED** by a vote of 6-0.

6.4. Licensing Future Task Force Discussion

Ms. Muhle gave a summary of the work completed by the committee. The committee was continuing to look at barriers and alternate pathways to licensure. One of the barriers identified was the five-year cap on Funeral Director and Embalmer internships. There had also been an influx of requests from the public to

transfer internships from out of state, which was not currently allowed. Additional recommendations would be brought forward at future meetings.

Board Member Little made a **MOTION** to proceed with rulemaking to remove the five-year cap on Funeral Director and Embalmer internships. Vice Chair Gutierrez-Zamora **SECONDED** the motion, and it was **APPROVED** by a vote of 6-0.

Chair Ittner turned control of the meeting over to Vice Chair Gutierrez-Zamora.

7. Complaint Cases for Review*

Case managers that present their recommendations to the Board shall recuse themselves from voting on the case outcome.

7.1. 2024-05-1192-00FDE (Ittner)

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

Board Member Cameron made a **MOTION** to close the case with a letter of education. Board Member Lovgren **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0 with Chair Ittner abstaining as the case manager.

Vice Chair Gutierrez-Zamora turned control of the meeting over to Chair Ittner.

7.2. 2024-07-1764-00FDE (Gutierrez-Zamora)

Vice Chair Gutierrez-Zamora read the Case Manager Report to the Board as the case manager. A motion was made to delay this item until the letter of education was available for the case manager to review.

Board Member Lovgren made a **MOTION** to delay the case. Board Member Little **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0 with Vice Chair Gutierrez-Zamora abstaining as the case manager.

Chair Ittner turned control of the meeting over to Vice Chair Gutierrez-Zamora.

7.3. 2024-08-2145-00CEM (Ittner)

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

Board Member Cameron made a **MOTION** to close the case with a letter of education. Board Member Lovgren **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0 with Chair Ittner abstaining as the case manager.

7.4. 2024-08-2168-00FDE (Ittner)

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

Board Member Cameron made a **MOTION** to close the case with a letter of education. Board Member Little **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0 with Chair Ittner abstaining as the case manager.

Vice Chair Gutierrez-Zamora turned control of the meeting over to Chair Ittner.

7.5. 2024-08-2096-00FDE (Gutierrez-Zamora)

Vice Chair 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 a letter of education. Chair Ittner **SECONDED** the motion. The motion **FAILED** by a vote of 0-3 with Vice Chair Gutierrez-Zamora abstaining as the case manager, and Board Members Ward and Little abstaining also.

The Board directed the Case Manager to further review the case and recommend that a letter of education be considered prior to closure.

7.6. 2024-10-2953-00FDE (Cameron)

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

Vice Chair Gutierrez-Zamora made a **MOTION** to close the case with no further action. Board Member Little **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0 with Board Member Cameron abstaining as the case manager.

7.7. 2024-10-2887-00FDE (Gutierrez-Zamora)

Vice Chair 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 Little **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0 with Vice Chair Gutierrez-Zamora abstaining as the case manager.

7.8. 2023-11-2611-00FDE (Little)

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

Board Member Lovgren 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 5-0 with Board Member Little abstaining as the case manager.

7.9. 2023-10-2304-00FDE (Little)

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

Vice Chair 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 5-0 with Board Member Little abstaining as the case manager.

7.10. 2023-04-0496-00CEM (Little)

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

Board Member Lovgren 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 5-0 with Board Member Little abstaining as the case manager.

7.11. 2024-07-1677-00CEM (Ittner)

This item was removed from the agenda and was not discussed.

Chair Ittner turned control of the meeting over to Vice Chair Gutierrez-Zamora.

7.12. 2023-06-1045-00CEM, 2023-06-1076-00CEM, 2023-06-1096-00CEM, 2023-06-1116-00CEM, 2023-06-1130-00CEM, 2023-06-1137-00CEM, 2023-06-1195-00CEM, 2023-06-1217-00CEM, 2023-06-1221-00CEM, 2023-06-1224, 2023-06-1226-00CEM, 2023-07-1380-00CEM, 2023-07-1381-00CEM, 2023-07-1382-00CEM, 2023-08-1659-00CEM, 2023-08-1815-00CEM, 2024-08-1972-00FDE, 2024-06-1342-00CEM (Ittner)

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

Board Member Cameron made a **MOTION** to close all listed cases with a letter of education. Board Member Little **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0 with Chair Ittner abstaining as the case manager.

8. Reports

8.1. Committee/Task Force Reports

8.1.1. Licensing Future Task Force Report

Ms. Muhle updated the Board on the work of the committee.

8.1.2. Disposition Facility Equipment

Ms. Muhle reported that the committee was unable to meet in the last quarter.

8.2. Staff Reports

8.2.1. Centralized Investigations and Audits Unit Reports

Funeral Director and Embalmer Inspectors Pam Griese and Rylee Merlot gave a brief report regarding their attendance at the Terramation Conference (TerraCon). There was a focus on natural organic reduction with several compliments on the rules and regulations Washington State enacted around that topic.

8.2.1.1. Complaint Status Reports

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

8.2.2. Licensing & Customer Support Services Reports

8.2.2.1. Licensee Count Report

Ms. Muhle reviewed the Licensee Count Report with the Board. She recommended adding this data to the packet and reviewing it annually. The Board agreed with the recommendation.

8.2.3. Boards, Commissions and Outreach Services Reports

8.2.3.1. Legislative Update

Ms. Muhle provided a 2025 Legislative Session update to the Board.

8.2.3.2. Action Item List

Ms. Muhle reviewed the Action Items List with the Board.

9. 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. 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.

Public Member Casey Husseman Brandt, Executive Director of the People's Memorial Association, made a public comment expressing concern about the aging population and the increase in death rates in Washington State. They questioned whether there were enough licensed professionals to deal with the issue.

Public Member Julie Seitz read an excerpt from an email from Bill Dutra, Policy Advisor with the Department of Licensing (DOL), where he provided clarification around the rules concerning pet and human remains. Ms. Seitz also commented that she hopes proposed legislation would be enacted next year.

10. Conclusion

10.1. Announcements

None.

10.2. Requests for Future Agenda Items

None.

10.3. Review of Action Items and Items for Next Meeting

Ms. Muhle shared the new action items from this meeting:

Action Items

- Schedule a meeting with Chair Ittner and Vice Chair Gutierrez-Zamora to prepare the goals and priorities for the year and distribute them to the rest of the board.
- Assign the public comments regarding licensee counts to the Licensing Future Task Force.
- Three cases were referred to the next board meeting.

11. Adjournment

Chair Ittner adjourned the meeting at **11:39 a.m.**

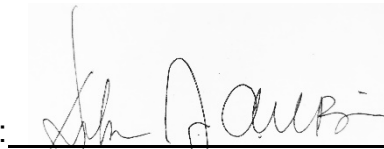
Next Board Meeting:

May 28, 2025

10:00 a.m.

Virtual via Microsoft Teams

Submitted by:




Debra Allen-Ba, Assistant Administrator

05/28/2025

Date

Approved by:



David Ittner, Board Chair

05/28/2025

Date