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

DATE:	August 27, 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 **Pete Cameron**, Funeral/Embalmer Member **Lacie Jendryka**, Cemetery and Funeral/Embalmer Member **Rick Little**, Funeral/Embalmer Member **Paul Lovgren**, Funeral Director/Embalmer Member **Angela Ward**, Public Member
STAFF MEMBERS:	**Sydney Muhle**, Program Specialist

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, except Vice Chair Dante Guttierrez-Zamora, who was excused.

3. **Approval of Agenda**
   Board Member Rick Little made a **MOTION** to approve the agenda. 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 May 28, 2025
   Board Member Pete Cameron made a **MOTION** to approve the minutes as presented. Board Member Little **SECONDED** the motion, and it was **APPROVED** by a vote of 6-0.

5. **Awards and Recognition**
   5.1. Introduction of New Board Member
   Ms. Muhle introduced the newest member of the Board, Lacie Jendryka. Board Member Jendryka was appointed as a Cemetery member who also has experience

as a Funeral Director and Embalmer. She has over 20 years of experience in the industry.

6. Old Business

None.

7. New Business

7.1. Consideration of Request for Internship Extension

Intern Sondra Drennan requested Board consideration of an extension of their embalmer internship so she can complete the educational requirements.

Board Member Little made a **MOTION** to extend Sondra Drennan's embalmer internship for one year. Board Member Cameron **SECONDED** the motion, and it was **APPROVED** by a vote of 6-0.

7.2. Consideration of Request for Internship Reinstatement and Extension

Intern Sally Estoy requested Board consideration of the reinstatement and extension of their Funeral Director internship. Intern Estoy left the industry due to personal circumstances but wants to resume the internship.

The Board is asking for additional information from the requester and will vote on the reinstatement and extension request at a later meeting.

7.3. Consideration of Application for Funeral Director Licensure

Applicant Kayla Szymanski submitted a request for Board consideration of their application for Funeral Director licensure. Kayla Szymanski is an international applicant requesting approval to take the Washington exams for licensure.

Board Member Lovgren made a **MOTION** to allow Kayla Szymanski to take the licensure exams. Board Member Little **SECONDED** the motion, and it was **APPROVED** by a vote of 6-0.

7.4. Consideration of Application for Funeral Director Licensure

Applicant Amity Wishlow submitted a request for Board consideration of their application for Funeral Director licensure. Amity Wishlow was an international student requesting approval to take the Washington exams for licensure.

Board Member Little made a **MOTION** to allow Amity Wishlow to take the licensure exams. Board Member Lovgren **SECONDED** the motion, and it was **APPROVED** by a vote of 6-0.

7.5. Creation of an Application Review Committee

The Board discussed the creation of an Application Review Committee. Board Members Lovgren, Ward, and Jendryka volunteered to serve on the committee. Staff would contact the members to schedule a meeting.

8. Complaint Cases for Review*

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

Chair Ittner turned control of the meeting over to Board Member Little.

8.1. 2024-10-2951-00CEM (Ittner)

Chair Ittner, 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 5-0-1 with Chair Ittner abstaining as the case manager.

Chair Ittner resumed control of the meeting.

8.2. 2023-07-1608-00FDE (Cameron)

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

Board Member Little made a **MOTION** to close the case with no further action. Board Member Lovgren **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0-1 with Board Member Cameron abstaining as the case manager.

8.3. 2023-07-1611-00FDE (Cameron)

Board Member Cameron 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 Little **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0-1 with Board Member Cameron abstaining as the case manager.

8.4. 2023-11-2604-00FDE (Cameron)

Board Member Cameron 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 Little **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0-1 with Board Member Cameron abstaining as the case manager.

8.5. 2025-01-0305-00FDE (Guttierez-Zamora)

Ms. Muhle read the Case Manager Report to the Board in lieu of the Case Manager, Vice Chair Guttierez-Zamora.

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.

8.6. 2025-01-0323-00FDE (Gutierrez-Zamora)

Ms. Muhle read the Case Manager Report to the Board in lieu of the Case Manager, Vice Chair Guttierez-Zamora.

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.

8.7. 2025-02-0666-00FDE (Guttierez-amora)

Ms. Muhle read the Case Manager Report to the Board in lieu of the Case Manager, Vice Chair Guttierez-Zamora.

Board Member Lovgren 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.

8.8. 2025-03-0951-00FDE (Guttierez-Zamora)

Ms. Muhle read the Case Manager Report to the Board in lieu of the Case Manager, Vice Chair Guttierez-Zamora.

A recommendation was made to delay this item until the letter of education could be reviewed by the Case Manager before a vote was taken. This recommendation applies to items 8.8, 8.9, and 8.10.

8.9. 2025-04-1112-00FDE (Guttierez-Zamora)

This item was delayed.

8.10. 2025-01-0344-00FDE (Guttierez-Zamora)

This item was delayed.

8.11. 2025-04-1482-00FDE (Guttierez-Zamora)

Ms. Muhle read the Case Manager Report to the Board in lieu of the Case Manager, Vice Chair Guttierez-Zamora.

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.

8.12. 2025-06-2385-00FDE (Guttierez-Zamora)

Ms. Muhle read the Case Manager Report to the Board in lieu of the Case Manager, Vice Chair Guttierez-Zamora.

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.

8.13. 2025-05-1788-00FDE (Lovgren)

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

Board Member Little 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 5-0-1 with Board Member Lovgren abstaining as the case manager.

9. Reports

9.1. Committee/Task Force Reports

9.1.1. Pet Cemetery Review Committee Report

Ms. Muhle reported that there were no updates to be provided at this time.

9.1.2. Disposition Facility Equipment

Chair Ittner, Board Member Cameron, and Ms. Muhle shared with the Board details from their discussion with the Department of Ecology regarding air quality regulations and clean air permitting for disposition facilities.

9.1.3. Rule-Making Committee

Ms. Muhle updated the Board on the progress of the Rule-Making Committee. The Committee will put together a rule-making package to present to the Board that recommends changes to certain statutes that were identified by the Committee.

9.2. Staff Reports

9.2.1. Complaint Status Reports

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

9.2.2. Licensee Count Report

Ms. Muhle reviewed the Licensee Count Report with the Board.

9.2.3. Recruitment Update

Ms. Muhle provided a recruitment update to the Board.

9.2.4. Action Item List

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

10. Public Comments

There were no written or verbal public comments.

11. Conclusion

11.1. Announcements

None.

11.2. Requests for Future Agenda Items

None.

11.3. Review of Action Items and Items for Next Meeting

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

Action Items

- Staff will gather more information for the Board regarding the Internship reinstatement and extension case.
- Staff will provide more information and the letters of education for the cases that were delayed until the next meeting.

12. Adjournment

Chair Ittner adjourned the meeting at **11:30 a.m.**

Next Board Meeting:
November 19, 2025
10:00 a.m.
Virtual via Microsoft Teams

Submitted by: _____ 11/19/2025
Debra Allen-Bâ, Assistant Administrator Date

Approved by: _____ 11/19/2025
David Ittner, Board Chair Date