



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

**DATE:** February 21, 2024  
**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  
**Constance LeSourd**, Cemetery Member - Absent  
**Richard Little**, Funeral/Embalmer Member  
**Cameron Smock**, Cemetery Member  
**Angela Ward**, Public Member

**STAFF MEMBERS:** **Nick Quijas**, Assistant Attorney General  
**Grace Hamilton**, Investigations Supervisor  
**Debra Allen-Bã**, Assistant Administrator  
**Sydney Muhle**, Program Specialist  
**Susan Nieves**, Program Specialist  
**Jessica Maya**, Licensing Customer Service Specialist

**1. Call to Order**

Board Chair David Ittner called the meeting to order at **10:04 a.m.**

**2. Roll Call**

Program Specialist Susan Nieves conducted Roll Call. All Board members were present except Board Member Constance LeSourd who was absent.

**3. Approval of Agenda**

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

**4. Approval of Minutes**

**4.1. Minutes from November 30, 2023**

Board Member 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. Complaint Cases for Review

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

### 5.1. 2018-08-2607-00FDE (Smock)

Board Member Cameron Smock read the Case Manager Report to the Board as the Case Manager.

Board Member Cameron asked whether the letter of education included follow-up procedures to ensure no repeat offense would take place. Board Member Smock confirmed there was.

Vice Chair Dante 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 5-0, with Board Member Smock abstaining as the Case Manager.

### 5.2. 2023-06-1216-00FDE (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 Smock **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0 with Board Member Cameron abstaining as the case manager.

### 5.3. 2023-10-2160-00FDE (Gutierrez-Zamora)

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

### 5.4. 2023-11-2566-00FDE (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 a letter of education. Board Member Smock **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0 with Board Member Cameron abstaining as the case manager.

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

### 5.5. 2023-07-1409-00CEM (Ittner)

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

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

## 6. 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.*

Assistant Attorney General (AAG) Nick Quijas provided background information on the three cases in this section. He said they were related to the same complaint, however they each involved different charges against separate parties.

### 6.1. 2021-12-3109-00FDE

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

AAG Quijas read the Stipulated Finding of Fact, Conclusion of Law, and Agreed Order to the Board as the prosecuting attorney.

Board Member Smock asked for the reasoning behind the determination to have no financial penalty in the Agreed Order. AAG Quijas and Vice Chair Gutierrez-Zamora clarified that the decision for a stayed suspension without a financial penalty was reached as the individual was contracting services from an outside source and the individual had taken steps to ensure there would be no repeat occurrences.

Board Member Smock made a **MOTION** to approve the agreed order as presented. Board Member Cameron **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0 with Vice Chair Gutierrez-Zamora abstaining as the case manager.

### 6.2. 2021-12-3112-00FDE

*AAG Quijas will be presenting a Stipulated Finding of Fact, Conclusion of Law, and Agreed Order.*

AAG Quijas read the Stipulated Finding of Fact, Conclusion of Law, and Agreed Order to the Board as the prosecuting attorney.

Board Member Cameron asked whether the staffing concerns had been addressed. AAG Quijas confirmed the establishment had staffed a Funeral Director and noted procedures had been put in place to ensure redundancies for the identification of decedents to prevent future incidents from occurring.

Board Member Smock made a **MOTION** to approve the agreed order as presented. Board Member Cameron **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0 with Vice Chair Gutierrez-Zamora abstaining as the case manager.

### **6.3. 2023-01-0038-00FDE**

*AAG Quijas will be presenting a Stipulated Finding of Fact, Conclusion of Law and Agreed Order.*

AAG Quijas Read the Stipulated Finding of Fact, Conclusion of Law, and Agreed Order to the Board as the Prosecuting Attorney.

Board Member Cameron asked whether the respondent had prior issues with licensure, such as complaint cases or Board actions taken against the license. AAG Quijas confirmed that the respondent was involved in a previous incident in which they were indirectly involved, where they had assisted with a mistaken embalming or cremation and was implicated with the incident.

Chair Ittner asked AAG Quijas for comment on the discussion around the decision for a stayed suspension vs. suspension, considering the previous related/similar incident. AAG Quijas said that during the settlement discussions, an agreement was reached for a longer stayed suspension for the respondent in lieu of the full suspension.

Board Member Cameron made a **MOTION** to approve the agreed order as presented. 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. Reports**

### **7.1. Committee/Task Force Reports**

#### **7.1.1. Licensing Future Task Force Report**

Ms. Muhle said the Task Force had not met in the last quarter.

#### **7.1.2. Pet Cemetery Review Committee**

Ms. Muhle said pet cemetery legislation had been proposed in 2023 and 2024 but was never introduced to the Legislature.

As such, the Committee shifted focus to reviewing the proposed bill language. She said the Committee would work on the bill sponsor's and

stakeholder's priorities to determining where the Board would want to provide input.

Ms. Muhle said any final proposed legislation would be brought to the full Board for additional input.

Chair Ittner said the Committee and the full Board felt this issue was important, both for licensees and for the community. He said the subject needed to be handled thoughtfully and thoroughly.

### **7.1.3. Funeral Inspection Committee**

Ms. Muhle shared that the Committee had met in January 2024, to address questions presented by Funeral Director and Embalmer Inspector Pamela Griese. The meeting went well, and Ms. Griese appreciated the Committee's feedback.

## **7.2. Staff Reports**

### **7.2.1. Centralized Investigations and Audits Unit Reports**

#### **7.2.1.1. Complaint Status Report**

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

### **7.2.2. Licensing & Customer Support Services Reports**

#### **7.2.2.1. Licensee Count Report**

Ms. Muhle reviewed the Licensee Count Reports for the Board.

#### **7.2.2.2. Update on changing license date for: Funeral Directors, Embalmers, and Interns**

Ms. Muhle provided an update on renewal and expiration dates impacting licensees. She said there had been no major issues identified.

Board Member Cameron asked about issues with renewals related to Senate Bill 5261. Ms. Muhle said that staff were aware and working to address any concerns.

Licensing Customer Service Specialist Jessica Maya said many licensees were renewing early. She said, due to miscommunication, some licensees thought their license expiration date had been automatically changed to January 31, 2024, rather than their respective birthdays.

Ms. Maya clarified that licensees that have birthdays after February 1, 2024 would have until those dates to renew in 2024, using the paper form DOL would provide to them. After renewing, their renewal date will become January 31 in future years.

### **7.2.3. Boards, Commissions and Outreach Services Reports**

#### **7.2.3.1. Action Item List**

Ms. Nieves reviewed the Master Action Items list for the Board and provided an update on the status of each item.

### **8. 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](mailto: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.*

There were no written or verbal comments from the public.

### **9. Conclusion**

#### **9.1. Announcements**

Board Member Smock said that he and Ms. Griese had been invited to be part of a panel discussion later that day for a conference on natural organic reduction in Tacoma.

Investigator Grace Hamilton announced that the vacancy for the Funeral Director and Embalmer Inspector Examiner had been filled by Riley Merlot and introduced Ms. Merlot to the Board.

Chair Ittner thanked staff, including AAG Quijas, for their hard work.

#### **9.2. Requests for future agenda items**

There were no requests for future agenda items.

#### **9.3. Review of action items and items for next meeting**

Ms. Nieves said there were no new action items from the meeting and that she would keep working on the Licensing Future Task Force and Pet Cemetery Review committees.

Ms. Nieves said the next agenda would include a report from the upcoming International Conference of Funeral Service Examining Boards annual meeting.

### **10. Adjournment**

Chair Ittner adjourned the meeting at **11:10 a.m.**

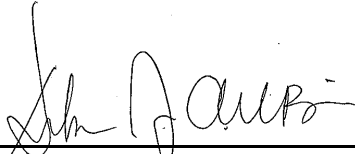
**Next Board Meeting:**

May 29, 2024

10:00 a.m.

Virtual via Teams

Submitted by:

  
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Debra Allen-Ba, Assistant Administrator

May 29, 2024

Date

Approved by:

  
\_\_\_\_\_  
David W. Ittner, Board Chair

May 29, 2024

Date