

**Agenda for the March 25, 2025
Meeting of the State Board of Funeral Directors**



**Bureau of Professional and Occupational Affairs
Pennsylvania State Board of Funeral Directors**

Agenda for March 25, 2025

Time

Executive Session: 9:00 A.M.
Public Session: 10:30 A.M.

Location

In-Person

CoPA HUB
Eaton Conference Room – 1st Floor
2525 North 7th Street
Harrisburg, PA 17110

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 285 942 293 180

Passcode: 2JMu37

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Or call in (audio only)

[+1 267-332-8737](tel:+12673328737), [612134958](tel:+1612134958) United States, Philadelphia

Phone Conference ID: 612 134 958#

Board Members

*Arion Claggett, Acting Commissioner of
Professional and Occupational Affairs
Kenneth Dupree, Chairperson
Gregory Furlong, Vice Chairperson
Eric D. Ruggeri, Secretary
Charles F. Snyder, III, Professional Member
Christopher Feryo, Professional Member
Chad M. Lutz, Professional Member
Jennifer Kirk, Esquire,
Office of Attorney General, Bureau of
Consumer Protection Representative
Public Member, Vacant*

Board Counsel

Shawn Jayman, Esquire

Board Prosecution Liaison

Timothy Fritsch, Esquire

Board Administrator

J. Leslie Warner

This Board meeting will be recorded for purposes of completing the required minutes. Your voluntary participation in the meeting constitutes consent to be recorded.

MEETING CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. Meeting minutes from February 4, 2025 & January 24, 2025

REPORT OF PROSECUTORIAL DIVISION

Timothy A. Fritsch, Esq.

Consent Agreement and Order

2. Case No. - 23-48-001315

REPORT OF BOARD COUNSEL

Final Adjudication and Order

3. Raphael M. Hunt-Irving – Case No. – 19-48-007957

Proposed Adjudication

4. Francis Funeral Home, Inc. and Frankie E. Francis, FD - 22-48-009654,
23-48-005037, 23-48-009201
5. Kobie J. Glenn – 23-48-009202

Other

6. Current Caseload

REGULATORY ISSUES

REPORT OF COMMISSIONER

REPORT OF BOARD CHAIRPERSON

REPORT OF BOARD ADMINISTRATOR

7. Tentative Board Meeting Dates

MATTERS FOR DISCUSSION

8. Provider Application for Continuing Education Course Approval Form

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9. Request to Hold Human Remains Application Form

10. Attendance at PFDA Annual Convention & Expo - June 8-11, 2025 in Bethlehem, PA

LEGISLATIVE INITIATIVES

CONTINUING EDUCATION REPORT

APPLICATIONS COMMITTEE

11. Clarissa Santiago – FI022056 – Internship Extension

12. Jestine Ruth Johnson – AA0005881733 – Initial Intern License

CORRESPONDENCE

REQUESTS FOR REVIEW

APPOINTMENTS

OLD BUSINESS - NEW BUSINESS

PUBLIC COMMENTS

ADJOURNMENT

**Next Board Meeting Date: May 13, 2025
(Being held In-Person and Virtually)**

2025 FUNERAL DIRECTOR

BOARD MEETING DATES

~~January 24, 2025~~

~~February 4, 2025~~

March 25, 2025

May 13, 2025

July 8, 2025

September 10, 2025

November 4, 2025

Board Telephone number:
Department of State Website:
Board Website:

717-783-3397
www.dos.pa.gov
www.dos.pa.gov/funeral