COMMONWEALTH OF PENNSYLVANIA

DEPARTMENT OF STATE

BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS

F I N A L M I N U T E S

MEETING OF:

STATE BOARD OF FUNERAL DIRECTORS

TIME: 10:35 A.M.

Held at

PENNSYLVANIA DEPARTMENT OF STATE

2525 North 7th Street

CoPA HUB, Eaton Conference Room

Harrisburg, Pennsylvania 17110

as well as

VIA MICROSOFT TEAMS

September 9, 2026

State Board of Funeral Directors
September 9, 2026

BOARD MEMBERS:

Kenneth C. DuPree, Chairperson, Professional Member
Arion R. Claggett, Acting Commissioner, Bureau of Professional and Occupational Affairs
Gregory K. Furlong, Vice Chairperson, Professional Member
Eric D. Ruggeri, Secretary, Public Member
Christopher Feryo, Professional Member - Absent
Jennifer Kirk, Esquire, Office of Attorney General, Consumer Protection Representative - Absent
Chad M. Lutz, Professional Member

BUREAU PERSONNEL:

Shawn J. Jayman, Esquire, Board Counsel
Timothy Fritsch, Esquire, Board Prosecution Liaison
Jason Gustitus, Board Administrator
Jason C. Giurintano, Esquire, Deputy Chief Counsel, Counsel Division
Timothy A. Fritsch, Esquire, Board Prosecution Liaison
Ray J. Michalowski, Esquire, Senior Board Prosecutor and Prosecution Liaison
Shana M. Walter, Esquire, Deputy Chief Counsel, Prosecution Division
Willow Marsh, Legislative Aide, Office of Legislative Affairs
Thomas Leech II, Esquire, Business Licensing Division Chief
Danie Bendesky, Special Assistant for Strategic Initiatives
Andrew LaFratte, MPA, Deputy Policy Director, Office of Policy

ALSO PRESENT:

Adam Shaffer, Executive Director, Pennsylvania Funeral Directors Association
Wesley Rish, Esquire, General Counsel, Pennsylvania Funeral Directors Association
Harry Neel, President, CEO, Jefferson Memorial Funeral Home
Jason Benion, Esquire, Saxton & Stump
John Katora, Vice President, Heffner Funeral Chapel and Crematory Inc.
Jacob Hill, Sargent’s Court Reporting Service, Inc.

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State Board of Funeral Directors

September 9, 2026

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[Pursuant to Section 708(a)(5) of the Sunshine Act, at 9:00 a.m. the Board entered into Executive Session with Shawn J. Jayman, Esquire, Board Counsel, for the purpose of conducting quasi-judicial deliberations on a number of matters currently pending before the Board and to receive the advice of counsel. The Board entered into public session at 10:35 a.m.]

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The regularly scheduled meeting of the State Board of Funeral Directors was held on Wednesday, September 9, 2026. Kenneth C. Dupree, Chairperson, Professional Member, called the meeting to order at 10:35 a.m.

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Roll Call/Introduction of Attendees

[Kenneth C. Dupree, Chairperson, Professional Member, requested a roll call of all of Board members and introduction of attendees. A quorum of Board members was present.]

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[Shawn J. Jayman, Esquire, Board Counsel, noted the

meeting was being recorded and continued participation constituted consent to be recorded.

Mr. Jayman also noted that the Board entered into Executive Session for the purpose of conducting quasi-judicial deliberations on a number of matters currently pending before the Board and to receive the advice of counsel.]

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Approval of Minutes of the July 15, 2026 meeting

CHAIR DUPREE:

Okay, we're ready for approval of our minutes from July 15, 2026.

Do I have a motion?

ACTING COMMISSIONER CLAGGETT:

Claggett, so moved.

MR. RUGGERI:

Ruggeri, second.

CHAIR DUPREE:

Roll call.

Kenneth Dupree, abstain; Arion Claggett, aye; Gregory Furlong, aye; Eric Ruggeri, aye; Chad Lutz, aye.

[The motion carried. Chair Dupree abstained from voting on the matter.]

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Report of Prosecutorial Division

[Timothy Fritsch, Esquire, Board Prosecution Liaison, presented the Consent Agreement for Item No. 2, Case No. 24-48-007469.]

MR. JAYMAN:

Based on Executive Session deliberations, I believe the Chair would entertain a motion to approve the Consent Agreement for Case No. 24-48-007469.

CHAIR DUPREE:

And I'm going to entertain a motion.

ACTING COMMISSIONER CLAGGETT:

Claggett, so moved.

MR. RUGGERI:

Ruggeri, second.

CHAIR DUPREE:

Roll call.

Kenneth Dupree, aye; Arion Claggett, aye; Gregory Furlong, aye; Eric Ruggeri, aye; Chad Lutz, aye.

[The motion carried unanimously. The Respondent at Agenda Item No. 2, Case No. 24-48-007469, is Borden

Funeral Home.]

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Report of Board Counsel

MR. JAYMAN:

No. 3 on the Agenda, based on Executive Session deliberations, I believe the Chair would entertain a motion to accept the Final Adjudication as written in the matter of Christopher W. Mazzino, Case No. 26-48-002642.

CHAIR DUPREE:

I'll entertain a motion.

ACTING COMMISSIONER CLAGGETT:

Claggett, so moved.

MR. RUGGERI:

Ruggeri, second.

CHAIR DUPREE:

Roll call.

Kenneth Dupree, aye; Arion Claggett, aye; Gregory Furlong, aye; Eric Ruggeri, aye; Chad Lutz, aye.

[The motion carried unanimously.]

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MR. JAYMAN:

With regard to No. 4 on the Agenda, based on Executive Session deliberations, I believe the Chair would entertain a motion to adopt the Proposed Adjudication in the matter of Timothy E. Beville Jr., Case No. 26-48-001121.

CHAIR DUPREE:

I'll entertain a motion.

ACTING COMMISSIONER CLAGGETT:

Claggett, so moved.

MR. RUGGERI:

Ruggeri, second.

Kenneth Dupree, aye; Arion Claggett, aye; Gregory Furlong, aye; Eric Ruggeri, aye; Chad Lutz, aye.

[The motion carried unanimously.]

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MR. JAYMAN:

Okay, that takes us to No. 5 on the Agenda.

Based on Executive Session deliberations, I believe the Chair would entertain a motion to grant the

Motion to Deem Facts Admitted and Enter Default and direct Board Counsel to prepare an Adjudication and Order in accordance with the discussion in Executive Session in the case of Todd T Thompson & Thompson Funeral Home Inc., Case No. 26-48-005271.

CHAIR DUPREE:

I'll entertain a motion.

ACTING COMMISSIONER CLAGGETT:

Claggett, so moved.

MR. RUGGERI:

Ruggeri, second.

Kenneth Dupree, aye; Arion Claggett, aye; Gregory Furlong, aye; Eric Ruggeri, aye; Chad Lutz, aye.

[The motion carried unanimously.]

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MR. JAYMAN:

Okay. And that takes us to No. 6 on the Agenda.

Based on Executive Session deliberations, I believe the Chair would entertain a motion to grant the

Motion to Deem Facts Admitted and Enter Default and direct Board Counsel to prepare an Adjudication and Order in accordance with the discussion in Executive Session in the matter of Mark P Kopicki and A J Kopicki Funeral Home Inc Case Nos. 26-48-004808 and 25-48-011832.

CHAIR DUPREE:

I'll entertain a motion.

ACTING COMMISSIONER CLAGGETT:

Claggett, so moved.

MR. RUGGERI:

Ruggeri, second.

Kenneth Dupree, aye; Arion Claggett, aye; Gregory Furlong, aye; Eric Ruggeri, aye; Chad Lutz, aye.

[The motion carried unanimously.]

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Continuing Education Report

MR. JAYMAN:

Based on Executive Session deliberations, I believe the Chair would entertain a motion to direct

Board Counsel to prepare a provisional denial on the basis that the course or seminar that's being provided at the Exhibition Hall is related to the promotion of a specific product offered by vendors that are not equivalent to the basic funeral director subjects listed in 63 PS 479.5.

CHAIR DUPREE:

I'll entertain a motion.

ACTING COMMISSIONER CLAGGETT:

Claggett, so moved.

MR. RUGGERI:

Ruggeri, second.

Kenneth Dupree, aye; Arion Claggett, aye; Gregory Furlong, aye; Eric Ruggeri, aye; Chad Lutz, aye.

[The motion carried unanimously.]

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Applications Committee

MR. JAYMAN:

No. 10 on the Agenda, based on Executive Session deliberations, I believe the Chair would entertain a

motion to approve the application for initial trainee license in the matter of Barry Adams, Application No. AA0007140254.

CHAIR DUPREE:

Call for a motion.

ACTING COMMISSIONER CLAGGETT:

Claggett, so moved.

MR. RUGGERI:

Ruggeri, second.

CHAIR DUPREE:

Roll call.

Kenneth Dupree, aye; Arion Claggett, aye; Gregory Furlong, aye; Eric Ruggeri, aye; Chad Lutz, aye.

[The motion carried unanimously.]

***

Request for Review - Ratifications

MR. JAYMAN:

The remaining Items here are ratifications 11 through 31. Just as a side note, the Board has delegated a role to the Continuing Education Committee. These courses listed on the

Agenda were approved and will be attached to the minutes if anybody would want to look at these courses.

Therefore, based on that, I believe the Chair would entertain a motion to ratify the courses listed on the Agenda, which will be made as an exhibit to the minutes for Items No. 11 through 31.

CHAIR DUPREE:

I would entertain a motion.

ACTING COMMISSIONER CLAGGETT:

Claggett, so moved.

MR. RUGGERI:

Ruggeri, second.

Kenneth Dupree, aye; Arion Claggett, aye; Gregory Furlong, aye; Eric Ruggeri, aye; Chad Lutz, aye.

[The motion carried unanimously. Ratifications marked as Board Exhibit 1 attached to the minutes.]

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Miscellaneous

[Arion R. Claggett, Acting Commissioner, Bureau of Professional and Occupational Affairs noted the

Bureau of Enforcement and Investigation and Pearson View had both been asked to provide an annual report on Agenda Items 32 and 33 going forward. The reports will happen at the end of the year.]

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Report of Commissioner - No Report

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Report of Board Chairperson - No Report

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Report of Board Administrator - No Report

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Matters for Discussion - No Report

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Legislative Initiatives - No Report

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Regulatory Report

[Shawn J. Jayman, Esquire, Board Counsel, reported Regulatory Counsel Marc Farrell provided a regulatory status report. Mr. Jayman noted there were no updates for Regulation 16A-4833, General Revisions, or for Regulation 16A-4829, Schedule of Civil Penalties.

Regarding 16A-4832, Licensure by Endorsement or Act 41, Mr. Jayman stated the Final Annex and Preamble had been provided for review. He provided a

background of Act 41 and the regulation. He stated the task before the Board was to convert the proposed rulemaking into a final rulemaking, during which the Board needed to consider comments received during the public comment period.

While the Independent Regulatory Review Commission had no comments, there were comments received from the Pennsylvania Funeral Directors Association (PFDA). He explained the PFDA comments, noting the first comment expressed overall support of the regulation but questioned if two of the last five years was sufficient experience, indicating New Jersey and Maryland require applications to have been practicing in the field for five preceding years. In addition, PFDA asked why someone not currently engaged in the practice of funeral directing would now seek licensure in Pennsylvania. Mr. Jayman stated the Board could not speculate on a person's reasons for pursing licensure. Regarding the number of years in practice, he explained the Board is bound by the statute that expressly identifies the number of years.

PFDA's second comment questioned if the completion of six hours of continuing education (CE) was an appropriate means of demonstrating competency

in lieu of active engagement in the profession during two of the last five years. Mr. Jayman pointed out the CE was expressly authorized in the statute as permissible method of demonstrating competency. The reason the Board selected six hours was because it matched the number of hours that the Board requires licensees to obtain every two years for license renewals. PFDA also suggested a jurisprudence exam should be required due to the vast differences in laws between states. He noted the Board initially considered a law exam before determining licensure in a jurisdiction with substantially equivalent standards and evidence of two of five years of practice or six CE hours would be sufficient for Act 41 licensure.

Mr. Jayman pointed out the intent of Act 41 was not to create a pathway that effectively imposes the same or nearly the same requirements as a traditional initial license. He noted Mr. Farrell pointed out the Pharmacy Board does require a jurisprudence exam for initial licensure however the exam was not included in their Act 41 regulations.

Mr. Jayman stated having reviewed the comments, the Annex was unchanged from the proposed Annex.]

MR. JAYMAN:

At this time, I believe the Chair would entertain a motion to adopt and approve the final rulemaking, the Preamble and Annex, for Regulation 16A-4832, Licensure by Endorsement and direct Counsel to move the final rulemaking through the regulatory process.

ACTING COMMISSIONER CLAGGETT:

Claggett, so moved.

MR. RUGGERI:

Ruggeri, second.

Kenneth Dupree, aye; Arion Claggett, aye; Gregory Furlong, aye; Eric Ruggeri, aye; Chad Lutz, aye.

[The motion carried unanimously.]

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Correspondence - None

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Public Comments - None

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Adjournment

CHAIR DUPREE:

I will entertain a motion to adjourn this meeting.

ACTING COMMISSIONER CLAGGETT:

Claggett, so moved.

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[There being no further business, the State Board of Funeral Directors Meeting adjourned at 10:57 a.m.]

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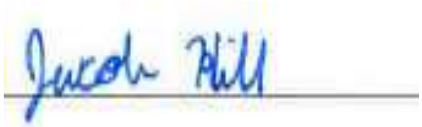
CERTIFICATE

I hereby certify that the foregoing summary minutes of the State Board of Funeral Directors meeting, was reduced to writing by me or under my supervision, and that the minutes accurately summarize the substance of the State Board of Funeral Directors meeting.



Jacob Hill,
Minute Clerk
Sargent's Court Reporting
Service, Inc.

STATE BOARD OF FUNERAL DIRECTORS
REFERENCE INDEX
September 9, 2026

TIME	AGENDA
9:00	Executive Session
10:35	Return to Open Session
10:35	Official Call to Order
10:35	Roll Call/Introduction of Attendees
10:38	Approval of Minutes
10:38	Report of Prosecutorial Division
10:40	Report of Board Counsel
10:44	Continuing Education Committee
10:45	Applications Committee
10:46	Requests for Review - ** Board Exhibit 1
10:48	Regulatory Issues
10:57	Adjournment

REQUESTS FOR REVIEW

BOARD EXHIBIT 1

Ratifications

11. FED000005 – Burnout, Compassion, Fatigue and Vicarious Trauma in Funeral Directors
12. FED000006 – Honoring Service Building Trust Becoming the Preferred Funeral Home for Veterans
13. FED000012 – Leading the Next Generation of Funeral Service Professionals Strategies to Influence Engage and Retain a Changing Workforce
14. FED000012 – The Job Behind the Job
15. FED000012 – Intellectual Property Basics for Funeral Directors- Music Licensing and Beyond
16. FED000013 – Building Trust Before They Walk Through the Door
17. FED000051 – Building Strong Online Community Be Part of Their Lives Not Just Their Loss
18. FED000051 – Good People, Unethical Choices
19. FED000051 – Foundational Funeral Law Cases
20. FED000051 – The ROI of Safety and Compliance: How to Lower OSHA Fines and Insurance Premiums
21. FED000051 – Evolution of Our Profession and Cultural Rituals
22. FED000051 – Artificial Intelligence, Fact and Fiction
23. FED000051 – Beyond the Transfer – Helping Funeral Professionals Answer to Questions Families Ask
24. FED000051 – Funeral Service Ethics
25. FED000051 – Can I Do That
26. FED000086 – Navigating Grief Support, Loss and Bereavement
27. FED000103 – Why Proactive Preneed is the Growth Strategy You Can't Afford to Ignore
28. FED000103 – Beyond the Broadcast How Funeral Homes Are Turning Livestreams Into a Powerful Business Tool
29. FED000103 Getting ROI Out of Aftercare At Your Funeral Home Turning Compassion Into Long Term Value
30. FED000103 - The Compassionate Hand Off Maintaining Empathy & Presence in 24/7 Funeral Care
31. FED000103 - Modern Marketing Strategies For Funeral Homes