



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

DATE: November 30, 2023
TIME: 9:00 AM
LOCATION: Video Conference (TEAMS)
MEETING LINK: [Click here to join the meeting](#)
PHONE: [+1 564-999-2000,,289977514#](#) US, Olympia
[\(833\) 322-1218,,289977514#](#) US (Toll-free)
MEETING ID: 251 625 203 24
PASSCODE: jamb
PHONE CONFERENCE ID: 289 977 514#
**Physical Location*
Address:** 405 Blake Lake Boulevard
Olympia Washington 98502

**Public Attendance Options: Board members will be attending this meeting virtually (online), not in-person. The public may attend the meeting online using the MS Teams link above, or in-person at the "physical location/address" listed above, where members of the public will be provided with a meeting room to view a broadcast of the meeting via MS Teams. Opportunity for public comment will be available through either attendance option. Please contact DOLBoards@dol.wa.gov with any questions.*

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of Minutes**
 - 4.1. Minutes from August 24, 2023**
- 5. Awards/Recognition**
 - 5.1. Introduction to new Board, Commission and Outreach team member.**

Program Specialist Jason Lenn was hired on September 16, 2023, as the Military and Military Spouse Engagement Coordinator.
- 6. New Business**
 - 6.1. Consideration of an Internship License Extension**

The Board will consider a formal request for an extension for Funeral Director Intern License from Danielle Garner.
 - 6.2. Consideration of an Internship License Extension**

The Board will consider a formal request for an extension for Funeral Director Intern License from Robyn Watson.

6.3. National Exam Statistics

Board staff will provide the national exam statistics from The International Conference of Funeral Service Examining Boards Inc. from January 1, 2023, to June 30, 2023.

6.4. The International Conference of Funeral Service Examining Boards (ICFSEB) Annual Meeting.

Board staff will provide details for the upcoming annual meeting and the Board may determine a voting delegate.

6.5. Discussion and Consideration of Forming an Inspection Committee

Board staff is requesting that the Board take action regarding the formation of an Inspection Committee to advise inspectors on issues that have been raised.

6.6. 2024 Meeting Schedule

Board staff will present proposed board meeting dates for 2024 to the Board.

6.7. 2024 Board Goals

The Board will review its established priorities and set goals for 2024.

6.8. Washington Department of Revenue (DOR) 2025 Agency Request Legislation

DOR has requested Board input on proposed legislation clarifying the abandonment period and unclaimed property reporting requirements for prearrangement funeral service contract trusts.

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 2022-02-0216-00CEM (Little)

7.2 2022-09-1337-00FDE (Little)

7.3 2023-03-0372-00CEM (Gutierrez-Zamora)

7.4 2023-06-1279-00CEM (Smock)

7.5 2023-07-1590-00FDE (Gutierrez-Zamora)

7.6 2023-07-1386-00FDE (Gutierrez-Zamora)

8. 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.

8.1. 2021-05-1151-00FDE

Assistant Attorney General Nick Quijas will be presenting a Petition for Reconsideration of Findings of Fact, Conclusions of Law and Default Order.

9. Reports

9.1. Committee/Task Force Reports

9.1.1. Licensing Future Task Force Report

9.2. Staff Reports

9.2.1. Central Investigations and Audits Unit Reports

9.2.1.1. Complaint Status Report

9.2.2. Licensing & Customer Support Services Reports

9.2.2.1. Licensee Count Report

9.2.3. Boards, Commissions and Outreach Services Reports

9.2.3.1. Action Item List

10. 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 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.

11. Conclusion

11.1. Announcements

11.2. Requests for future agenda items

11.3. Review of action items and items for next meeting

12. Adjournment

Next Board Meeting:

February 22, 2024*

10:00 AM

Virtual via Teams

*Pending Board approval.