

**MINUTES**  
**BOARD OF FUNERAL SERVICE**  
**June 28, 2023**  
**Electronic Meeting**

**CONVENED:** 9:00 a.m.

**ADJOURNED:** 9:57 a.m.

**Bureau Manager:**  
**Board Secretary:**

Tracy Taylor  
Katie Corak

**Board Members Present:**

Jeffrey A. Zealley, Chairperson  
Tom Beard  
Alec Anderson  
Amy Cottam  
Rob Larkin  
Brandon Burningham  
Barbara J. Trites

**Guests:**

Joyce Mitchell

**TOPICS FOR DISCUSSION**  
**ADMINISTRATIVE BUSINESS:**

**DECISIONS AND RECOMMENDATIONS**

Elect/Re-Elect Board Chairperson:

Mr. Zealley made a motion to elect Mr. Larkin as chairperson. Mr. Beard seconded the motion. The motion passed 6-0 with Ms. Trites not voting due to technical difficulties.

Approve Minutes:

Ms. Cottam made a motion to approve the minutes from the May 17, 2023 board meeting. Mr. Beard seconded the motion. The motion passed unanimously.

**DISCUSSION and ACTION ITEMS:**

The Conference Annual Meeting  
Recap:

Ms. Trites provided the Board with a report of topics covered at the ICFSEB conference held in March 2023 in Chandler, Arizona. A large portion of the conference was devoted to the IFSEB exams, employee retention especially for interns in the industry. The Board members thanked Ms. Trites for attending the conference and providing a thorough summary. Item noted with no action taken.

Changes to R156-1-308:

Ms. Taylor reviewed a draft of proposed changes to the general DOPL rule, specifically, R156-1-308, the provisions for Funeral Service Intern licenses. Currently, intern licenses are issued for two-year terms

with the possibility of an extension of up to two years that is required to be approved by the Board. The proposed rule change would allow the Board to extend the intern license for licensees who present satisfactory evidence to the Division and the Board that the licensee is still making reasonable progress towards licensure but a circumstance of hardship arose beyond the licensee's control to prevent the completion of the licensure process. The extension would be for a period commensurate with the hardship, and determined by the Board. Mr. Beard and Mr. Larkin expressed concern about this proposed rule change because there is no cap on the length of time the extension could be for, therefore there is potential for indefinite internships and no motivation for interns to pursue licensure as funeral service directors. Ms. Taylor explained that there should not be a concern about indefinite internships because the Board would need to approve this additional extension. Anyone seeking this extension would be required to address the Board and explain why they were unable to complete the internship and licensure process after the initial two-year license and receiving a two-year extension, and the Board would either grant the extension or deny it. This new provision would also be beneficial for someone who left the profession and had an intern license that was expired for over two years and wanted to come back to the industry. Currently, there is no other way for these individuals to re-enter the profession based on how the rule is currently written. The Board would need to extend the license to accommodate the reentry. Mr. Beard also pointed out that these additional extensions would most likely be less than two years except in extreme circumstances. Ms. Cottam made a motion to approve the changes to R156-1-308 as written. Mr. Larkin seconded the motion. The motion passed unanimously.

**INTERVIEWS:**  
BJ Zelch  
Renewal Review:

Mr. Zelch did not attend this appointment with the Board regarding the renewal of his Preneed Sales Agent license. Ms. Taylor reviewed the updates on Mr. Zelch's case since the last time he met with the Board. Mr. Beard reported that Mr. Zelch is no longer in the preneed industry and to his understanding, Mr. Zelch does not plan to return to the industry. Mr. Beard made a motion to deny Mr. Zelch's renewal and expire Mr. Zelch's

license immediately. Mr. Larkin seconded the motion.  
The motion passed unanimously.

**ADJOURN:**


Adjourned at 9:57 a.m.

*Note: These minutes are not intended to be a verbatim transcript but are intended to record the significant features of the business conducted in this meeting. Discussed items are not necessarily shown in the chronological order they occurred.*

Date: 11/15/2023

X Robert Larkin  
Robert Larkin (Nov 15, 2023 10:19 MST)  
Chairperson, Utah Board of Funeral Service

Date: 11/15/2023

X   
Bureau Manager, Division of  
Professional Licensing