

**MINUTES**  
**BOARD OF FUNERAL SERVICE**  
**May 21, 2025**  
**Hybrid Meeting**

**CONVENED:** 9:01 a.m.

**ADJOURNED:** 9:58 a.m.

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

Tracy Taylor  
Katie Corak

**Board Members Present:**

Rob Larkin, Chairperson  
Jeffrey A. Zealley  
Amy Cottam  
Jason Smith  
Roger Hullinger  
Alec Anderson  
Barbara Trites

**DOPL Staff Present:**

Mike Julian, Investigator  
Bernice Palama, Compliance Specialist

**Guests:**

Joyce Mitchell  
Kason Heaton  
Jordan Stephenson  
Leif Anderson

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

Approve Minutes:

Mr. Hullinger made a motion to approve the minutes from the February 19, 2025, board meeting. Mr. Smith seconded the motion. The motion passed unanimously.

Compliance Report:

Ms. Palama provided the Board with a compliance report. Item noted with no action taken.

Investigations Report:

DOPL Investigator Mike Julian provided the Board with an investigations report. Item noted with no action taken.

**APPOINTMENTS:**

Elizabeth Watson  
Extension of Funeral  
Service Intern License:

Ms. Watson did not attend her meeting with the Board, however the Board reviewed her written request for an extension. Mr. Smith made a motion to extend Ms. Watson's Funeral Service Intern license for two years. Mr. Anderson seconded the motion. The motion passed unanimously.

Kason Heaton  
Reinstatement of Funeral Service Intern  
License:

Mr. Heaton attended his appointment with the Board. Mr. Heaton explained why there have been delays in completing his internship as well as the requirements he still needs to meet for the Funeral Service Director license. Mr. Heaton will graduate from a mortuary science program in August 2025, and still needs to complete his clinical embalmings. Mr. Heaton completed his internship before beginning school but was unsure whether he was able to complete his clinical embalmings here in Utah under a preceptor approved by his school without an intern license, therefore he submitted an application to reinstate his intern license. However, after submitting the application, Mr. Heaton discovered that under 58-1-307 (1)(c) he could complete his clinical embalmings under a licensed funeral service director here in Utah who is approved as a preceptor by his school. Mr. Heaton asked the Board if this was correct. The Board stated this was correct. Mr. Heaton can perform his remaining clinical embalmings under a preceptor approved by his school, however he limited to completing the required number of clinical embalmings he has left, and cannot step outside those boundaries to perform any duties that would require licensure.

Jordan Stephenson  
Extension of Funeral Service Intern  
License:

Mr. Stephenson attended his meeting with the Board. Mr. Stephenson answered questions from the Board regarding why he needs an additional one-year extension. Mr. Hullinger made a motion to extend Mr. Stephenson's Funeral Service Intern license for an additional year. Mr. Zealley seconded the motion. The motion passed unanimously.

Leif Anderson  
Extension of Funeral Service Intern  
License:

Mr. Leif Anderson attended his meeting with the Board. Mr. Leif Anderson explained the reasons he needs an extension. Mr. Anderson made a motion to extend Mr. Anderson's Funeral Service Intern license for one year. Mr. Smith seconded the motion. The motion passed unanimously.

**DISCUSSION and ACTION ITEMS:**  
Hiring Outside Assistance:

Ms. Taylor asked the Board their opinion on a situation involving a company operating as a third-party contractor to funeral service establishments. The company is providing transportation services and contracting out funeral assistants to funeral service establishments to assist with setting up for funeral services and basic administrative tasks that do not require a license. The Division has asked this company to put a disclaimer on their website to let people know their services are not available to the public, but Ms. Taylor wanted to make the Board aware of the company and see if the Board had any concerns with their

business operations. Many existing funeral service establishments employ funeral assistants for the same type of services provided by this company. As such, as long as the company has a disclaimer on their website stating their services are not available to the general public, and they are not holding themselves out as licensed funeral service directors or as a licensed funeral service establishment, the Board stated it had no issues with the company operating and providing these services.

**Legislative Updates:**

Ms. Taylor reported that S.B. 84 and H.B. 349, two pieces of legislation the Board reviewed at the February 2025 meeting both failed to pass during the most recent legislative session. Item noted with no action taken.

**Report from the Conference's Annual Meeting:**

Mr. Smith provided a report on the Conference of Funeral Service Examining Boards Annual Meeting that took place in February 2025. Overall, Mr. Smith found the meeting very informative, and it made him proud to be from Utah where regulation and public protection is taken seriously and supported by Utah's Governor. Mr. Smith gave a brief overview several seminars at the annual meeting that were of interest, such as the the Federal Trade Commission's presentation on the Funeral Rule, FEMA's presentation on natural disasters, and a presentation from Colorado's professional licensing agency on the lasting effects of the state's lack of regulation of funeral service industry and the current efforts the State of Colorado is making to regulate the funeral service industry in their state. Item noted with no action taken.

**ADJOURN:**

Adjourned at 9:58 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: 08/21/2025

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X Robert A Larkin Jr  
Chairperson, Utah Board of Funeral Service

X Jane Dyer  
Bureau Manager, Division of Professional Licensing