

MINUTES
BOARD OF FUNERAL SERVICE
November 16, 2022
Electronic Meeting

CONVENED: 9:00 a.m.

ADJOURNED: 9:34 a.m.

Bureau Manager:
Board Secretary:

Larry Marx
Katie Corak

Board Members Present:

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

Guests:

Isabelle Kacie Morris
BJ Zelch

TOPICS FOR DISCUSSION

DECISIONS AND RECOMMENDATIONS

ADMINISTRATIVE BUSINESS:

Approve Minutes:

Mr. Burningham made a motion to approve the August 17, 2022 minutes Mr. Beard seconded the motion. The motion passed unanimously.

DISCUSSION and ACTION ITEMS:

NBE 2023 Content Outline:

The Board reviewed the new content outline for the NBE exams that will go live in 2023. The Conference completed a job task analysis on the profession to determine what job/tasks are currently relevant and necessary to funeral services professionals. The results were compiled into the 2023 NBE Content Outline and form the foundation for determining entry level competency for new perspective licensees beginning in January 2023. The changes from the current outline are minimal, two tasks were removed and no new tasks were added. In addition, content redundancies were removed and some language was clarified. Item noted with no action taken.

The Conference Annual Meeting
Funded Delegate:

The Conference's annual meeting will take place in March 2023, and they allow for one funded delegate from each state board to attend. Mr. Zealley attended last year and found the meeting to be very informative. Ms. Trites expressed interest in attending as Utah's representative as she was unable to attend last year. Mr. Larkin made a motion to send Ms. Barbara Trites as Utah's funded delegate. Mr. Burningham seconded the motion. The motion passed unanimously.

INTERVIEWS:

BJ Zelch:

Mr. Zelch met with the Board to discuss the renewal of his Preneed Sales Agent license. Mr. Zelch currently has pending criminal charges that he reported with his renewal in May 2022. Mr. Zelch met with the Board at their June and August meetings and his license was conditionally renewed both times, the last conditional renewal being until this meeting because his criminal case has not been adjudicated. Mr. Zelch's next court appearance is scheduled for early January 2023. Mr. Beard made a motion to conditionally renew Mr. Zelch's license until the next board meeting on February 15, 2023 to allow for the legal proceedings to continue and move towards a resolution. Mr. Larkin seconded the motion. The motion passed 6-0. Ms. Trites did not vote due to technical difficulties with her computer.

Isabelle Kacie Morris:

Ms. Morris met with Board to review her application for a Funeral Service Director license. Ms. Morris received an unsatisfactory review from one of her supervisors during her internship. Ms. Morris took questions from the Board regarding her internship and whether she had met all the requirements for licensure including education, exams, experience and completing the required number of embalmings. Ms. Morris explained that she had met all of those requirements. The Board discussed whether the unsatisfactory review was related to Ms. Morris's inability to perform the duties of a funeral service intern or whether it was due to the employment situation and the relationship between employer and employee. The Board generally agreed that it was the latter and not an inability to perform the duties of funeral service intern. Mr. Larkin made a motion to approve Ms. Morris's application for licensure as a funeral service director because she has completed

all requirements for the license. Mr. Beard seconded the motion. The motion passed 6-0 with Mr. Anderson abstaining due to knowing Ms. Morris professionally.

ADJOURN:


Adjourned at 9:34 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: 02/15/2023

X Jeffrey A. Zealley
Jeffrey A. Zealley (Feb 15, 2023 15:59 MST)
Chairperson, Utah Board of Funeral Service

Date: 02/15/2023

X 
Bureau Manager, Division of
Professional Licensing

