

**MINUTES**

**UTAH  
FUNERAL SERVICE LICENSING  
BOARD MEETING**

**August 19, 2015**

**Room 475 – 4th Floor – 9:00 A.M.  
Heber Wells Building  
Salt Lake City, UT 84111**

**CONVENED:** 9:05 a.m.

**ADJOURNED:** 9:45 a.m.

**Bureau Manager:**

Dan S Jones

**Board Secretary:**

Ann Naegelin

**Board Members Present:**

P. Mark Brown, acting chairman  
Travis Greenwood  
Brandon Burningham

**Board Members Absent**

Kurt Soffe, excused  
Mitchell Blackburn, excused  
Toby H Lee

**DOPL Staff Present:**

Jana Johansen, Bureau Manager  
Neena Bowen, Compliance Specialist

**Guests:**

Barbara Trites, Utah Funeral Alliance  
Laura Procunier, UFDA  
Matthew Kjar, applicant

**ADMINISTRATIVE BUSINESS:**

Swear in new board member

Brandon Burningham was introduced and sworn in as a new board member.

Approval May February 18, 2015 Board Meeting Minutes

A quorum of the board was not present. The minutes will be approved at the next meeting.

**APPOINTMENTS:**

Matthew Kjar

Mr. Jones reviewed the history for Mr. Kjar. Mr. Jones asked Mr. Kjar if he is employed as an unarmed security guard. Mr. Kjar is not employed as an unarmed security guard and intends to surrender his license. Mr. Jones advised Mr. Kjar that a quorum is not present today. Mr. Kjar consented to accept the recommendation of the board members present. Mr. Kjar answered questions from the Board. The Board

members present discussed how recent the plea in abeyance had been entered. The Board members present gave Mr. Kjar three recommendations: wait six months to reapply for license, request the board review his application when a quorum is present, or appeal the denial of license.

**DISCUSSION ITEMS:**

Lucia Carlson

The Board reviewed the request from Ms. Carlson to extend her intern license. The Board members present made a recommendation to extend Mr. Carlson's intern license for two years.

UFDA

The UFDA has requested the Board review continuing education for retired funeral service directors.

Probation Update  
Neena Bowen

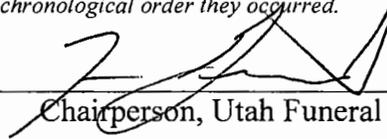
Ms. Bowen gave a probation compliance report. All probationers are in compliance. The Board will review Mr. Sackett's file at the November meeting.

**NEXT MEETING: November 18, 2015**

*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.*

5-18-16

Date Approved



Chairperson, Utah Funeral Service Licensing Board

5-18-16

Date Approved



Bureau Manager, Division of Occupational & Professional Licensing