



## ADVISORY COMMITTEE MEETING MINUTES

### Wednesday, October 22, 2025 - 10:00 a.m.

#### Advisory Committee Members

Jasmine L. Berrios  
Jolena M. Grande  
Margaret McMillan  
Kenneth Nathaniel Beard  
Rev. Jason E. Bense  
Kirk Jeffrey Gilles  
Eloise Kaeck

#### Stakeholder Members

Mag Matthews  
Patrick Woods  
Rebecca Langdon  
Roger Decker  
Traci Hundley  
Levi Winegar

#### DCA Staff

Michael Kanotz  
Elizabeth Dietzen-Olsen

Cemetery and Funeral Bureau (Bureau or CFB) Staff: Gina Chiaverini Sanchez, Bureau Chief, Michelle Arthur, Audit Manager, Melissa Orias, Program Support Manager, and Almer Generoso, Legislative Analyst.

### 1. Opening Remarks/Roll Call of Members.

Bureau Chief, Gina Sanchez, called the meeting to order at approximately 10:00 a.m. and welcomed those in attendance. Ms. Sanchez indicated that the meeting is open to the public in Sacramento and available via WebEx and teleconference platforms. Ms. Sanchez provided instruction on the conduct of the meeting including how to make public comment and introduced the meeting moderator who provided instructions for participating in the meeting. Ms. Sanchez conducted roll call of committee members along with welcoming new members.

### 2. Public Comment on Items Not on Agenda

Members of the public attending via WebEx or in attendance in Sacramento attending in person were provided the opportunity to comment.

No public comment was received.

### 3. Update on Bureau Activities: Ms. Sanchez reported on:

#### a. CFB Strategic Plan 2024 - 2028:

Ms. Sanchez announced that the Strategic Plan has five goals which the Bureau will accomplish each goal by the end of 2028. Starting with licensing, enforcement, legislation and regulations, outreach and communication, and administration.

#### b. Budgets:

Ms. Sanchez directed the attendees to look over the budget's handout, summarizing each section of the handout from transfers such as enforcement fees and total expenditures (general cost). Ms. Sanchez is working closely with DCA's budgets office to find solutions pertaining to the Bureau's deficit.

Committee Member Grande asked if the last fee increase on renewals affected the renewals done by licensees and new applicants.

Ms. Sanchez stated that during the last fee increase in 2021, the Bureau indicated that there was a decline of licensure of around 2000.

c. Audit Unit Update:

Audit manager Michelle Arthur reported on Annual and Quarterly Reporting Trends.

- Dramatic increase of licensees reporting timely.
- Quarterly reports have gone from 90% to 97% reporting in a timely manner.

d. Licensing Statistical Report

Mrs. Orias reported on the licensing performance measures from July 1, 2024, to June 30, 2025. The Bureau is experiencing a slight delay in processing applications due to the merger of CFB online Connect system. Resources have been reallocated to meet target timeframes when processing applications.

Mrs. Orias displayed a graph showing the Bureau having issued more licenses in the past fiscal year.

Renewals are being done by via online method which is now 51% compared to mail-in which is 49%.

The following slide showed exam pass rates for FDR, EMB, CEB, CEM, CRM with an increase of pass rates for funeral directors and embalmers showing a 100% pass rate.

Lastly, Mrs. Orias identified the most common application deficiencies which can be remedied by applying CFB Connect.

Lastly, Mrs. Orias summarized examination development which held the occupational analysis of the cemetery manager license category survey that provided information on industry trends. Thanking all those who participated in the survey/workshops.

There were no public comments received.

e. Enforcement Statistics

Ms. Sanchez gave a synopsis of the enforcement statistics from the past fiscal year indicating a slight increase in inspections for facilities overseen by the Bureau. Complaints rose due to the Bureau issuing warning letters to encourage compliance.

There were no public comments received.

**4. Current 2025 Legislation:** Mr. Generoso reported on the handout for this agenda item.

- Senate Bill 777 (Richardson, Chapter 658, Statutes of 2025) Abandoned Endowment Care Cemetery: Local agency possession and responsibility
- Senate Bill 861 (Consumer Affairs, Chapter 592, Statutes of 2025)

Committee member Kirk Gilles asked if the Bureau has any identifying factors to detect any cemeteries that are headed for abandonment.

Ms. Sanchez responded that the Bureau has identifying methods that show any cemeteries that are nearing no plots for sale and underfunded and brings it to the attention of the legislature.

There were no public comments.

#### **5. 2025 Regulatory Update:**

Mr. Generoso provided an overview of AB 351, Reduction of human remains, and the disposition of reduced human remains. The regulatory text has an implementation date of January 1<sup>st</sup>, 2027.

Ms. Grande asked if there is a way to uncover the draft language prior to being submitted to OAL.

Ms. Sanchez stated that there are no plans due to time-frame.

There were no further public comments

#### **6. Adjournment** – meeting was adjourned at 10:49 A.M.