

Georgia State Board of Funeral Service

Board Meeting

March 8, 2011

A meeting of the Georgia State Board of Funeral Service was held on March 8, 2011 via teleconference. Chairman Lauren McDonald called the meeting to order at 1:00 p.m.

A quorum was established with members present being: Lauren McDonald, Chairman; Terry Daviston, Vice Chair; Draper Watson, Nancy Kennedy, David Roach, Thelon Hamby and Linda Ware.

Others present were as follows: Steve Lindsey, Executive Director; Reagan Dean, Assistant Attorney General and Melanie Brown, Board Support Specialist.

Approval of Minutes:

Thelon Hamby moved, Linda Ware seconded, and the Board voted to approve the minutes of the February 8, 2011 meeting.

Linda Ware moved, Nancy Kennedy seconded, and the Board voted to approve the minutes of the March 3, 2011 meeting.

Executive Session:

Thelon Hamby moved to enter into Executive Session to deliberate on applications, complaints, and investigations, as authorized by O.C.G.A. § 43-1-2 (k) and 43-1-19 (h). Linda Ware seconded the motion. The motion was carried by Lauren McDonald, Chairman; Vice Chair, Terry Daviston; Draper Watson, Linda Ware, Nancy Kennedy, David Roach, and Thelon Hamby. The Board concluded Executive Session in order to vote on the matters discussed and to continue with the public session.

Applications:

Linda Ware moved, Thelon Hamby seconded, and the Board voted to ratify the following licenses issued since the February 8, 2011 meeting:

| | | | | | |
|----|------------|-----------------------------------|-----------------------|-------------|----|
| 1. | EMB004708 | Donaldson, Chad Eric | Embalmer | Hapeville | GA |
| 2. | EMB004709 | Bryant, Clayton Matthew | Embalmer | Carnesville | GA |
| 3. | EMB004710 | Willis, Brandon Shane | Embalmer | Dalton | GA |
| 4. | EMB004711 | Wiggins, James Ricky | Embalmer | Dawsonville | GA |
| 5. | FD005117 | Bryant, Clayton Matthew | Funeral Director | Carnesville | GA |
| 6. | FD005118 | Willis, Brandon Shane | Funeral Director | Dalton | GA |
| 7. | FD005119 | Wiggins, James Ricky | Funeral Director | Dawsonville | GA |
| 8. | FEST001780 | Scot H Ward Funeral Services, LLC | Funeral Establishment | Conyers | GA |

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| 9. | FEST001781 | Roper Funeral Home & Crematory | Funeral Establishment | Jasper | GA |
| 10. | FSA005217 | Thorpe, Christopher Ryan | Funeral Service Apprentice | Brunswick | GA |
| 11. | FSA005218 | Gentry, Morgan Taylor | Funeral Service Apprentice | Rome | GA |
| 12. | FSA005219 | Daniels, Belveanna ReTina | Funeral Service Apprentice | Savannah | GA |
| 13. | FSA005220 | Knight, Jonathan Michael | Funeral Service Apprentice | Clarksville | GA |
| 14. | FSA005221 | Smith, Chad Otis | Funeral Service Apprentice | Calhoun | GA |
| 15. | FSA005222 | Banks, Contressa Lavette | Funeral Service Apprentice | Carrollton | GA |
| 16. | FSA005223 | Langford, Phillip Edward | Funeral Service Apprentice | Covington | GA |
| 17. | FSA005224 | Wilkes, Benjamin Kyle | Funeral Service Apprentice | Savannah | GA |
| 18. | FSA005225 | Brown, Jacob Aaron | Funeral Service Apprentice | Savannah | GA |
| 19. | FSA005226 | Vaughn, Stacy Mechelle | Funeral Service Apprentice | Sandy Springs | GA |
| 20. | FSA005227 | Sutton, Holly | Funeral Service Apprentice | Atlanta | GA |

Thelon Hamby moved, Linda Ware seconded, and the Board voted to approve the following requests for appointment as Funeral Director in Full & Continuous Charge:

- 1273885 Boone - Lipsey Funeral Home Adel, GA
FDFCC: James Grimsley
- 1276994 Tim Stewart Funeral Home Monroe, GA
FDFCC: Richard Jenkins
- 1276998 Walton Crematory Loganville, GA
FDFCC: Roger Thomas Queen

Thelon Hamby moved, Linda Ware seconded, and the Board voted to approve the following request for appointment as Funeral Director in Full & Continuous Charge. Lauren McDonald recused himself and Terry Daviston presided over the meeting while the following establishment was reviewed by the Board:

- 1277532 Crematory of Forsyth Cumming, GA
FDFCC: James Wiggins

Thelon Hamby moved, Linda Ware seconded, and the Board voted to approve the following request for a change of name for the following funeral establishments.

- 1273876 Boone Funeral Home Adel, GA
- 1273882 Boone Funeral Home, Inc Adel, GA

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Thelon Hamby moved, Linda Ware seconded, and the Board voted to accept the report of pending cases presented by the Attorney General.

Thelon Hamby moved, Linda Ware seconded, and the Board voted to accept the Cognizant Member's recommendations on the following cases:

- FUN100039 Refer to Attorney General for Revocation

- FUN110040 Close with letter of concern to FDFCC advising that an apprentice only makes arrangements under the supervision of a supervising Funeral Director.

- FUN110087 Send to AG for Summary Suspension.

- FUN110066 The investigative file did not include a copy of the GPL, CPL or the OBPL for comparison. Send to Enforcement to obtain the various price lists and verify the charges.

- FUN110074 Have the inspector verify with Vital Records that the death certificate was indeed filed and issue a letter of concern to the FDFCC that death certificates be filed in a timely manner as required by law and close this case.

- FUN110070 Close

Thelon Hamby moved, David Roach seconded, and the Board voted to accept the following orders to receive fine money for inspection violations:

- Tom Stutts & Son Funeral Home of Franklin, GA: \$50 for failure to conspicuously display a current biennial renewal license for the establishment, embalmer, funeral director and any apprentices

- Moody's Funeral Home of Claxton, GA: \$200 for failure to have a card or brochure in each casket stating the price of the casket.

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- Brown Funeral Home of Buena Vista, GA: \$100 for failure to maintain a minimum of 8 adult caskets within the display room on the premises of the establishment.

Terry Daviston moved, Linda Ware seconded, and the Board voted to approve the following continuing education courses:

| Program Provider/Sponsor | Course Title | HRS Requested | HRS Approved |
|---|---|------------------|-----------------|
| Academy of Graduate Embalmers of GA Melissa PelFrey, Executive Director P.O. Box 1248 Dallas, GA 30132 770-445-3180 | 2011 Academy of Graduate Embalmers of Georgia Clinic | 10 | 10 |
| Epsilon Nu Delta Mortuary Fraternity, Inc. Education Committee, Nu Chapter P.O. Box 1865 Huntington Beach, CA 92647 562-607-5281 shunnewbern@aol.com | The Nu Chapter - Los Angeles, CA Two Day Professional Development, Embalming and Restorative Art Conference | 12 | 12 |
| NFDA Kathleen Walczak 13625 Bishop's Drive Brookfield, WI 3005-6607 800-228-6332 262-789-6977 fax | 2011 Professional Women's Conference | | |
| | - Who Killed the Funeral? | 2 | 2 |
| | - Roundtable Discussions | 3 | 3 |
| | - Embalming Litigation | 2 | 2 |
| | - Creating Your Personal and Professional Legacy by Becoming CEO of Your Entire Life | 2 | 2 |
| | Preventing the Most Frequently Cited Violations in Funeral Homes | 2 | 2 |
| National Funeral Directors & Morticians Association, Inc. Dr. Carol T. Williams 6290 Shannon Parkway | Getting to Know NFDMA | 1 | 1 |

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| Union City, GA 30291 404-286-6680 carol@nfdma.com | | | |
| | Tour of the Civil Rights Museum | 1 | 1 |
| | Funeral Customer Service Investigation: Who Are You? | 2 | 2 |
| | Tour the Stax Museum | 2 | 2 |
| | Becoming A Healthy Funeral Director in 2011 | 1 | 1 |
| | Trade Embalmer's Tool Kit | 2 | 2 |
| | The GM (General Manager's Report) | 1 | 1 |
| Selected Independent Funeral Home Amy Hunt 500 Lake Cook Road Suite 205 Deerfield, IL 60015 847-236-9401 847-236-9968 fax ahunt@selectedfuneralhomes.org | Legal Issues Affecting Funeral Service | 2 | 2 |

Linda Ware moved, Thelon Hamby seconded, and the Board voted to approve the following request for a grace period to replace the facility's Funeral Director in Full and Continuous Charge:

- Holly Hill Funeral Home, Higgins Chapel Fairburn, GA

The next meeting of the Board will be April 12, 2011, at 10:00 a.m. via teleconference.

There being no further business, the meeting was adjourned at 2:42 p.m.

Minutes approved at the April 12, 2011 board meeting.