

**Georgia Board of Funeral Service
Board Meeting – December 8, 2015**

Professional Licensing Boards Division of the Secretary of State
Located at 237 Coliseum Drive, Macon, Georgia 31217

Members Present:

- Bryant Hightower, Chair
- David Roach, Vice-Chair
- Tom Lord
- W T Edmondson
- Joe Westbury
- Michael Fowler
- Nancy Kennedy

Others Present:

- La Trenda Tyler-Jones, Executive Director
- Reagan Dean, Assistant Attorney General
- Sandy Barboza, Board Support Specialist
- Carla Murray, Licensing Analyst
- Laurie Elander, Licensing Supervisor

Note: Visitors are excused during Executive Session unless scheduled for a personal appearance.

OPEN SESSION:

Bryant Hightower, Chair, noted a quorum was present, called the meeting to order at 10:00 a.m. and declared the meeting to be “open” pursuant to the Open and Public Meeting Act, O.C.G.A. §§50-14-1 et seq.

Agenda:

The Board reviewed the Agenda for the December 8, 2105 meeting. Joe Westbury motioned, W T Edmondson seconded, and the Board voted unanimously to approve the agenda.

Minutes:

The Board reviewed the minutes from the November 10, 2015 meeting. W T Edmondson motioned, Nancy Kennedy seconded, and the Board voted unanimously to approve Open Meeting minutes (with noted corrections) and the Executive Session minutes.

Licenses Issued Report:

The Board reviewed the following Report of Licenses Issued:

Licenses issued 10-10-2015 thru 11-06-15 (Total – 22)

| License No | Licensee |
|------------|-------------------------------------|
| CREM000128 | Covington Crematory LLC |
| EMB005028 | Spain, Kimberly Michelle |
| EMB005029 | Zimmermann, Sue Ann |
| EMB005030 | Flom, Elliot Daniel |
| EMB005031 | Castleberry, Ledell |
| FD005427 | Spain, Kimberly Michelle |
| FD005428 | Jones, James Howard |
| FD005429 | Zimmermann, Sue Ann |
| FD005430 | Flom, Elliot Daniel |
| FD005431 | Castleberry, Ledell |
| FEST001942 | Davis Professional Funeral Services |

| License No | Licensee |
|------------|------------------------------|
| FSA005898 | Cumbie, Samantha Bernice |
| FSA005899 | Hamrick, Charles Elliott, II |
| FSA005900 | Cagle, Jody Stephenson |
| FSA005901 | Bailey, Michael David |
| FSA005902 | Sirmons, William Steven |
| FSA005903 | Collier, Christopher Randall |
| FSA005904 | Brown, Sarah Natasha |
| FSA005905 | South, Timothy Lynn |
| FSA005906 | Graham, Robert Lynn, Jr. |
| FSA005907 | Scroggs, Kelsey Danielle |
| FSA005908 | Davis, Kecia Lenore |

Tom Lord motioned, Michael Fowler seconded, and the Board voted unanimously to ratify the licenses issued as presented on the report.

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EXECUTIVE SESSION:

Tom Lord motioned, W T Edmondson seconded, and the Board voted to enter in Executive Session at 10:04 a.m. in accordance with O.C.G.A. §§ 43-1-19(h) and 43-18, for the purpose of conducting applicant appointments, discussing and reviewing applications, complaint cases, and the Attorney General's report. The motion passed unanimously.

At the conclusion of the Executive Session, Bryant Hightower declared the meeting to be "open" pursuant to the Open and Public Meeting Act, O.C.G.A. §§ 50-14-1 et seq. No votes were taken during Executive Session.

Open Session:

Michael Fowler motioned, W T Edmondson seconded, and the motioned was carried by the Board to ratify the following recommendations made during Executive Session:

Appointments:

Appearance # 2589250 Vincent R. Drummer Funeral Home, change FDFCC to Kimberly L. Spain, approved.

Appearance # 2589251 Vincent R. Drummer Funeral Home, change FDFCC to James H. Jones, tabled. 2nd 90-day grace period approved.

Appearance # 2574118 Hall & Hall Funeral Home of Albany, LLC, change FDFCC to Michael R. Smith, approved.

Appearance # 2591160 Collins Family Mortuary, change FDFCC to Kristian L. Ellis, approved.

Appearance # 2593129 H.W.P.F.S. LLC, change location, tabled revisit January 12, 2016.

Appearance # 2585525 & 2585526 R.E.C., rescheduled to January 12, 2016.

Appearance # FEST001653 & FD003247 R.W.A.M. tabled – verify agreement with complainant is acceptable and licensee is meeting the terms of the agreement.

Appearance # 2584306 (FEST001304) Carmichael Funeral Home, reinstatement with a consent order. David Roach recused himself from the discussion and the vote.

Application # 2589710 White Columns Funeral Chapels Inc., change FDFCC to owner, Rita Jean Davis.

Application # 2591461 McMullen Funeral Home and Crematory, name change approved.

Application # 2590021 & 2589911 R.J.D. Funeral Director/Embalmer by Endorsement / Reciprocity, denied.

Application # 2590901 & 2589911 Eric Lynn Houston Funeral Director / Embalmer by Reciprocity, approved.

Application # 2592667 E.T.H. Funeral Director, tabled must meet additional requirements as prescribed under 43-18-31, 250-5-109.10 and 250-5-04. (Apply for Embalmers license, proof of 10 hours continuing education, proof of criminal case resolved, allow six months to complete.)

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Application #2592296 Live Oak Crematory, new establishment – owner FDFCC, approved.

Application # 2592502 R.C. & F.S. tabled for an appearance before the board.

Application # 2585184 Phinazee & Son Funeral Home, approved reinstatement with \$1500 fine, 2 years' probation and a public consent order (split between establishment and FDFCC).

Application # 2593131 McDonald & Son Funeral Home & Crematory, approved reinstatement with \$2500 fine, 2 years' probation and a public consent order (split between establishment and FDFCC).

Complaints:

No complaints to review.

Attorney General's Report:

Processed 15 lapsed licenses from November 2015 of which 12 had been completed, 2 had not responded, and 1 was being addressed at the December 8th meeting.

In the matter of Bryan Melton, the Board votes unanimously to accept an Interim Consent Order indefinitely suspending his licenses to practice funeral directing and embalming.

The Board, with David Roach recused, voted unanimously to enter a written Final Decision following the hearing that placed Dennis E. Bellamy's licenses to practice funeral directing and embalming on probation for a period of two years from the date of docketing the Final Decision.

Continuing Education:

Joe Westbury motioned, W T Edmondson seconded, and the motioned was carried by the Board to accept the Continuing Education Committee recommendations to approve the following continuing education courses:

| Organization | Course Title | Points Approved |
|--|--|-----------------|
| NFDA | At the Intersection of Profit & Service: The Funeral Home 2016 | 1 |
| | Embalming Rick Management | 1 |
| | What to Say and What to Do: Critical Ways to Connect with the World's Most Powerful Consumer | 1 |
| | Marketing Cremation for Profitability March 10, 2016 | 1 |
| Wilbert Group | Outer Burial Basics & Plant Tour | 3 |
| | Better Communication with Families | 1 |
| | Restricted Cervical Injection (RCI) | 1 |
| | 50 Shades of Gray | 1 |
| The International Conference of Funeral Service Examining Boards | Board Member Training Program 02/23/16 – 02/24/16 | 7.5 |
| | Funeral Service Administrators Forum (AEFSB) 02/24/16 | 3.5 |
| | Examination Services Forum 02/24/16 | 1 |

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| Organization | Course Title | Points Approved |
|--------------|---|-----------------|
| | “The Dalhousie Experience: Should Conduct as a Student Impact Professional Licensure?” 02/24/16 | 1 |
| | “Recent Cases and What We Need to Learn” 02/24/16 | 1 |
| | “The Funeral Rule – What Regulators Need to Know” 02/25/16 | 1 |
| | “System Automation” Panel Discussion 02/25/16 | 1 |
| | District Meetings 02/25/16 | 1.5 |
| | “Creating the Model Licensee” | .75 |
| | Group Exercise | 1.5 |

Other Business:

W T Edmondson motioned, Joe Westbury seconded, and the Board voted as follows regarding 90-day grace period requests:

- | | | |
|-------------------------------|------------|---|
| • Collins Family Mortuary | FEST001923 | Approved |
| • Peachtree Cremation Society | CREM000101 | Approved (final grace period for 2 years) |
| • Dawson’s Mortuary | FEST000112 | Approved |
| • Forest Lawn Cemetery | FEST001914 | Approved |
| • Prestige Mortuary | FEST001894 | Out of Business |
| • Watkins Funeral Home | FEST001888 | Approved |

Fine Monies Received Report:

Joe Westbury motioned, W T Edmondson seconded, and the Board voted unanimously to approve the following order to accept fine money for inspection violations:

| Name | Complaint # | Amount | Location |
|------------------|-------------|---------------|-------------|
| Hopkins Mortuary | FUN160019 | \$ 400 | Thomasville |
| | | | |
| Total | | \$ 400 | |

Other:

- | Item | Request | Decision |
|-------------------------|---------------------------------|---------------------------------|
| • Criminal History Grid | Revision | Tabled for further information. |
| • FL Sims Funeral Home | Request to revoke fine | Tabled for photographs |
| • H. F. | Waive reinstatement application | Denied |

Bryant Hightower addressed the need for a work session to discuss crematory code legislation and other items at next meeting.

The next meeting of the Georgia Board of Funeral Service will be held Wednesday, January 12, 2016 at 10:00 a.m. at 237 Coliseum Drive, Macon, Georgia.

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There being no further business Chair Hightower declared the meeting adjourned at 2:40 p.m.

Minutes recorded by:

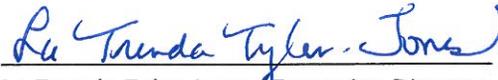
Sandy Barboza, Board Support Specialist

Minutes reviewed and edited by:

La Trenda Tyler-Jones, Executive Director



Bryant Hightower, Chair



La Trenda Tyler-Jones, Executive Director

These minutes were approved on: _____

1/12/16

Georgia State Board of Funeral Service
Board Meeting – Executive Session Minutes
December 8, 2015

Members Present:

Bryant Hightower, Chair
Tom Lord
W T Edmondson
David Roach
Joe Westbury
Nancy Kennedy
Michael Fowler

Others Present:

La Trenda Tyler-Jones, Executive Director
Sandy Barboza, Board Support Specialist
Carla Murray, Licensing Analyst
Laurie Elander, Licensing Supervisor
Reagan Dean, Assistant Attorney General

EXECUTIVE SESSION MINUTES
(NOT OPEN TO PUBLIC)

Following a motion, a second, and a vote in public session, the Georgia State Board of Funeral Service entered into Executive Session on Tuesday, December 8, 2015, at the Professional Licensing Boards Division, 237 Coliseum Drive, Macon, Georgia 31217, for the purpose of conducting applicant appointments, discussing and reviewing applications, complaint cases*, and the Attorney General's report.

Appointments:

10:15 a.m. – V.R.D.F.H. – Interviewed applicant
10:30 a.m. – H.H.F.H. – Interviewed applicant
10:30 a.m. – C.F.M. – Interviewed applicant
10:45 a.m. – H.W.P.F.H.S. – Interviewed applicant
11:00 a.m. – R.W.A.M. – Interviewed applicant
11:00 a.m. – C.F.H. – Interviewed applicant

Applications:

1. W.C.F.C. – Board Reviewed
2. M.F.H.C. – Board Reviewed
3. R.J.D. – Board Reviewed
4. E.L.H. – Board Reviewed
5. E.T.H. – Board Reviewed
6. L.O.C. – Board Reviewed
7. R.C.F.S. – Board Reviewed
8. P.S.F.H. – Board Reviewed
9. M.S.F.H. – Board Reviewed

Attorney General's Report

D.B.
B.M.

Discussion: Complaints

No Complaints*

The Executive Session of the Georgia State Board of Funeral Service was closed at 1:46 p.m. by Bryant Hightower, Chair, who then declared the Georgia State Board of Funeral Service back into public session. No votes were taken in Executive session.

Meeting minutes were prepared by Sandy Barboza, Board Support Specialist
Meeting minutes were reviewed by La Trenda Tyler-Jones, Executive Director

STATE OF GEORGIA

COUNTY OF BIBB

AFFIDAVIT SUPPORTING CLOSING OF PUBLIC MEETING

The Georgia Open Meetings Act, O.C.G.A 50-14-1 et seq., requires that all meetings of an entity covered by the statute must be open to the public unless there is some specific statutory exception which permits the closing of the meeting. If such a meeting is to be closed, the law requires that the presiding person execute a sworn affidavit stating that the subject matter of the meeting or the closed portion thereof was devoted to matters within the statutory exceptions and identifying those specified exemptions relied upon. O.C.G. A. 50-14-4(b). A copy of this affidavit must be filed with the minutes of the meetings in question.

Comes Bryant Hightower, the Chairman identified below and, before an official duly authorized to administer oaths, makes this affidavit in satisfaction of the statutory requirements outlined above.

1. I am the presiding officer of the Georgia State Board of Funeral Service
2. I am over the age of 18 and in other aspects competent to make this sworn statement. I acknowledge that I am giving this statement under oath and subject to penalty of perjury and that I have read the contents of this affidavit prior to signing it.
3. On January 12, 2016 this entity, which is subject to the Open Meetings Act, met. A majority of the quorum of members present voted to close the meeting or a portion hereof of the following indicated reason(s). I hereby certify that that during the closed portion of the meeting, only those subjects indicated below were discussed. I also certify that I have reviewed the exceptions provided under the Open Meetings Act that may permit the closing of a meeting and that, to the best of my knowledge, the reasons I have described in detail below meet the requirements for closing this public meeting.
4. The legal authority for closure of this meeting was: O.C.G.A. 43-1-2(k).
5. The subjects discussed and the underlying facts supporting the closing of this meeting are as follows:

Applications and other personal information submitted by the applicants; information, Favorable or unfavorable, submitted by a reference source concerning an applicant; and Deliberations of the Board with respect to an application, an examination, a complaint, an Investigation, or a disciplinary proceeding.

FURTHER THE AFFIANT SAYETH NOT.


PRESIDING OFFICER

Sworn to and subscribed before me this 12th
Day of January, 2016
Deborah A Horton
Notary Public
My Commission Expires: Feb. 14, 2017



