

**Georgia Board of Funeral Service  
Board Meeting February 16, 2016**

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

**Members Present:**

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

**Others Present:**

- La Trena 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 10:02 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 February 16, 2016 meeting. W T Edmondson motioned, Joe Westbury seconded, and the Board voted unanimously to approve the agenda.

**Minutes:**

The Board reviewed the minutes from the January 12, 2016 meeting. Joe Westbury motioned, Michael Fowler seconded, and the Board voted unanimously to approve Open Meeting minutes and the Executive Session minutes.

**Licenses Issued Report:**

The Board reviewed the following Report of Licenses Issued: 01-09-2016 thru 02-12-16 (Total – 33)

License No	Licensee
CREM000131	Reflection Cremation & Funeral Service
CREM000132	Southwest Georgia Cremation Service
EMB005037	Allen, James Riley
EMB005038	Glover, Vincent Eugene
EMB005039	Plummer, Dijon Lance
EMB005040	Johnson, Christopher Lee
EMB005041	Wilson, Donald Lee, Jr
EMB005042	Spencer, Laura Ann
EMB005043	Wilde, Ronald Duane, Jr
EMB005044	Stokley, Ronnie V
EMB005045	Parrott, Timothy Hunter
FD005436	Allen, James Riley
FD005437	Glover, Vincent Eugene
FD005438	Plummer, Dijon Lance
FD005439	Wilson, Donald Lee, Jr
FD005440	Joyce, Lindsay Love
FD005441	Spencer, Laura Ann

License No	Licensee
FD005442	Johnson, Christopher Lee
FD005443	Wilde, Ronald Duane, Jr
FD005444	Parrott, Timothy Hunter
FEST000269	McLean-Litman Funeral Service Inc
FEST001946	Hill-Watson-Peoples Funeral Service LLC
FSA005923	Johnson, Spencer George
FSA005924	Shaw, Dantevis Quintel
FSA005925	Carter, Sanford Lenieu, III
FSA005926	Fuller, Jonathan Tyrone
FSA005927	Fluker, Aden Perry, Jr
FSA005928	Williams, Stephanie Renee'
FSA005929	Gardner, Stacy Lynn
FSA005930	McDaniel, James Benson
FSA005931	Hasty, John Carswell, Jr
FSA005932	Mezick, Chaz Levi
FSA005933	Ansley, Rashaad Lyntrez

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

**EXECUTIVE SESSION:**

Michael Fowler 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:** 2:54 p.m.

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

**Appointments:**

**Appearance # 2596866** Hart's Mortuary, Jones County Chapel, change FDFCC to Adrien Page, approved.

**Appearance # 2599117** Forest Lawn Funeral Home & Memorial, change FDFCC to Teddy Lee Davidson, approved.

**Appearance # 2601521** Wimberly & Jackson Funeral Home, Inc., change FDFCC to Nicole Grant, approved. The Board noted no further grace periods will be granted for a period of two years.

**Appearance # 2602804** Dawson's Mortuary Inc., change FDFCC to Joy Latrice Mapp, approved. The Board noted no further grace periods will be granted for a period of two years.

**Appearance # 2596739 & 2598942** Lakeside Funeral Home & Crematorium, reinstatement approved, with change in FDFCC to Michael G. Coffey.

**Appearance # 2601511** Henderson & Sons Funeral Home, transfer, change FDFCC to Anthony Lynn Brazier - approved.

**Appearance # 2597527** Hill-Watson Memorial Chapel Inc. New establishment, FDFCC – Vaughn Franklin Hill, approved.

**Appearance # 2601509** Smith-Steele-Meadows, Reinstatement pending.

**Appearance # 2602989** Baker McCullough Funeral Home Hodgson Memorial Chapel name change approved.

**Appearance # 2604330** Gaines Funeral Home, change FDFCC to Jennifer Stewart, approved.

**Appearance # FEST001828 / FD005101** Wilkinson County Memorial Chapel / Kendrick Koron Mack, close complaint – unsubstantiated.

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**Applications:**

**Application # 2599507** Alvis Miller & Son Inc. Funeral Establishment reinstatement approved with consent order, fine \$3,000, 2 years' probation (\$1,500 Establishment, \$1,500 FDFCC).

**Application # 2598938** Beggs Funeral Home, Funeral Establishment reinstatement approved with consent order, fine \$3,000, 2 years' probation (\$1,500 Establishment, \$1,500 FDFCC).

**Application # 2602720** Canton Funeral Home and Cemetery at Macedonia Memorial Park, Funeral Establishment change of name approved.

**Application # 2604337** Horis A. Ward Inc. Fairview Chapel, Funeral Establishment reinstatement approved with consent order, fine \$3,500, 2 years' probation (\$1,750 Establishment, \$1,750 FDFCC).

**Application # 2599012** Mathis Funeral Home Inc., Funeral Establishment reinstatement approved with consent order, fine \$3,000, 2 years' probation (\$1,500 Establishment, \$1,500 FDFCC).

**Application # 2603422** Rainey Family Funeral Services, Inc., reinstatement approved with consent order, fine \$3,000, 2 years' probation (\$1,500 Establishment, \$1,500 FDFCC).

**Application # 2600317** Richardson & Son Funeral Home Inc., Funeral Establishment reinstatement approved with consent order, fine \$3,000, 2 years' probation (\$1,500 Establishment, \$1,500 FDFCC).

**Application # 2602721 & 2602722** Robert Jarrett Hartsfield, Funeral Director / Embalmer, approved pending passing Laws & Rules exam and clean GCIC.

**Application # F. L. Sims Funeral Home – Decatur**, Funeral Establishment change of name approved.

**Complaints:**

FUN130117      Close – unsubstantiated, no action.

FUN150082 / FUN160107      Close – no violations, no action.

FUN160060      Tabled – separate from FUN160093, combined in error.

FUN160088      Tabled for further review of investigator's report.

FUN160097      Close – send letter of concern.

FUN160099      Tabled for further review of file.

**Attorney General's Report:**

Report reviewed – 3 consent orders presented.

**Continuing Education:**

Joe Westbury motioned, Nancy Kennedy seconded, and the motioned was carried by the Board to accept the Continuing Education Committee recommendations to approve the following continuing education courses as presented:

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<b>Program Provider/Sponsor</b>	<b>Course Title - (Event Dates - Location)</b>	<b>Points</b>
Apex Continuing Education Solutions	A Brief History of Preservation and Burial Practices	1
Apex Continuing Education Solutions	After Suicide: How to Support Survivors of the Loss	2
Apex Continuing Education Solutions	Are You Stressed? Signs and Solutions	4
Apex Continuing Education Solutions	Funeral Rituals and Mental Health	4
Apex Continuing Education Solutions	Funeral Service Ethics	2
Apex Continuing Education Solutions	Green Burial 101	2
Apex Continuing Education Solutions	Infant Embalming Techniques	3
Apex Continuing Education Solutions	OSHA Essentials	4
Apex Continuing Education Solutions	Preneed Planning: What Every Funeral Director Should Know	4
Apex Continuing Education Solutions	Restoration of a Tissue Donor	3
Apex Continuing Education Solutions	Sexual Harassment in the Workplace	4
Apex Continuing Education Solutions	Telephone Inquiry Manual	2
Apex Continuing Education Solutions	The FTC Funeral Rule	4
Apex Continuing Education Solutions	The Funeral Director & Organ and Tissue Donation	2
Apex Continuing Education Solutions	Understanding Grief	4
Apex Continuing Education Solutions	Understanding HIV and AIDS	2
Apex Continuing Education Solutions	Working with Difficult People	3
Elite CME, Inc.	Complying with the Funeral Rule	3
Elite CME, Inc.	Managing Stress & Your Client	2
Elite CME, Inc.	Professional Ethics	1
Elite CME, Inc.	Religion and the Funeral Director	2
Elite CME, Inc.	The Impact of Grief in Older Adult Populations	2
Epsilon Nu Delta Mortuary Fraternity	Embalming Opportunities: Turning the Worst into the Best	1
Epsilon Nu Delta Mortuary Fraternity	Pediatric Embalming Treatments	1
Epsilon Nu Delta Mortuary Fraternity	The Lost Art of Embalming	1
Funeral CE	Blood borne Pathogens	3
Funeral CE	Communicating Effectively with Seniors	2
Funeral CE	Conflict Resolution for Funeral Directors	3
Funeral CE	Cremation Best Practices	4
Funeral CE	Funeral Customs with Military Honors	3
Funeral CE	Insuring Funeral Homes	6
Funeral CE	Intercultural Burials	5
Funeral CE	Managing Grief: A Guide for the Funeral Professional	5
Funeral CE	OSHA Practice Standards for Funeral Professional	4
Funeral CE	OSHA Workplace Rights	2
Funeral CE	Pre-Need Planning	4

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Funeral CE	Public Speaking for Funeral Directors	5
Funeral CE	Understanding Social Security: Case Studies for Funeral Directors	4
Funeral CE	When Disaster Strikes: Mass Fatalities and Community Impact	2
Funeral CE	Working Ethically with Seniors	2
Independent Funeral Directors of Georgia	Answers You Need to Questions You Won't Ask	6
Insight Institute	Funeral Celebrant Training 2016	17
International Cemetery and Funeral Association	2016 ICCFA Annual Convention and Exposition April 13-16, 2016 New Orleans, LA	17
International Cemetery and Funeral Association	2016 ICCFA Annual Convention and Exposition April 13-16, 2016 New Orleans, LA	17
Michael Fowler CFSP	Safety and Health Chemical Storage and Handling	1
Michael Fowler CFSP	Safety and Health Disaster Training	2
Michael Fowler CFSP	Safety and Health Emergency Plans	1.5
Michael Fowler CFSP	Safety and Health Exposure Control Plan	1
Michael Fowler CFSP	Safety and Health Formaldehyde Monitoring	1.5
Michael Fowler CFSP	Safety and Health Hazard Chemical Training	1.5
Michael Fowler CFSP	Safety and Health Hazard Communication Program	1.5
Michael Fowler CFSP	Safety and Health Mass Fatalities Incident Report	3
Michael Fowler CFSP	Safety and Health Medical Records Access	1.5
Michael Fowler CFSP	Safety and Health Occupation Exposure to Blood Borne Pathogens	2
Michael Fowler CFSP	Safety and Health OSHA Overview	1
Michael Fowler CFSP	Safety and Health Preparation Room Requirements	1.5
Michael Fowler CFSP	Safety and Health Respiratory Protection	1.5
National Funeral Directors Association - Brookfield, WI	Community & Family Engagement: Filling the Void	1.5
National Funeral Directors Association - Brookfield, WI	Focus on OSHA: Hazard Communication & Blood borne Pathogens April 7, 2016	2
National Funeral Directors Association - Brookfield, WI	Leading the Conversation: How to Connect with Senior Adults in the Arrangement Conference - April 9, 2016	1
National Funeral Directors Association - Brookfield, WI	NFDA Certified Crematory Operator Program - June 9, 2016 Centennial, CO	7
National Funeral Directors Association - Brookfield, WI	NFDA Certified Crematory Operator Program - Murfreesboro, TN June 4, 2016	7
National Funeral Directors Association - Brookfield, WI	NFDA Certified Crematory Operator Program - Overland Park, KS May 8, 2016	7

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National Funeral Directors Association - Brookfield, WI	NFDA Certified Preplanning Consultant (CPC) Program - Cincinnati, OH May 5-6, 2016	8
National Funeral Directors Association - Brookfield, WI	NFDA Certified Preplanning Consultant (CPC) Program - Pittsburgh, PA April 28-29, 2016	8
National Funeral Directors Association - Brookfield, WI	NFDA Cremation Retreat 2016	9
National Funeral Directors Association - Brookfield, WI	NFDA Meet the Mentors Program 2016	8.75
National Funeral Directors Association - Brookfield, WI	Peaks, Pitfalls, and Parades, Oh My!	1.5
National Funeral Directors Association - Brookfield, WI	Roundtable Discussions: Funeral Service Topics	2
National Funeral Directors Association - Brookfield, WI	Seeing is Believing: Facial Reconstruction Techniques & Transforming the Decomposed	1.5
National Funeral Directors Association - Brookfield, WI	Win/Win Thinking in a Win/Lose Market	1.5
Piedmont Technical College - Funeral Service	The Difficult Embalming	6
Practicum Strategies	A Review of Basic Embalming Procedures	4
Practicum Strategies	Business Morals & Ethics	4
Practicum Strategies	Complying with the Funeral Rule	10
Practicum Strategies	Coping with Stress as a Funeral Director	4
Practicum Strategies	Cremation The Client the Caring	4
Practicum Strategies	Cremation The Process	4
Practicum Strategies	Cremation Yesterday, Today & Tomorrow	4
Practicum Strategies	Dealing with Communicable Disease / AIDS	4
Practicum Strategies	Embalming Chemistry	2
Practicum Strategies	Employee Recruitment & Retention in Funeral Service	4
Practicum Strategies	Ethics for Funeral Directors	4
Practicum Strategies	Everyday Ethics for Funeral Service	4
Practicum Strategies	Funeral Profession & Consumer Behavior	4
Practicum Strategies	Funeral Values	6
Practicum Strategies	Grief 101 for Funeral Directors	4
Practicum Strategies	Hazardous Chemicals / Toxic Substances	4
Practicum Strategies	How to Tell the Children	4
Practicum Strategies	Intermediate Marketing for Funeral Directors	10
Practicum Strategies	Introduction to Accounting	4
Practicum Strategies	Investment Management	4
Practicum Strategies	Job Burnout in Funeral Service	4
Practicum Strategies	Managing Stress for Funeral Professionals	4

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Program Provider/Sponsor	Course Title - (Event Dates - Location)	Points
Practicum Strategies	Managing Stress for Funeral Professionals	4
Practicum Strategies	Marketing 101 for Funeral Directors	4
Practicum Strategies	Moral Dilemmas Facing the Funeral Professional	4
Practicum Strategies	Motivation & Coaching	4
Practicum Strategies	OSHA - A Practical Guide for Funeral Service	4
Practicum Strategies	OSHA for Small Business	10
Practicum Strategies	Power Communications	4
Practicum Strategies	Preneed Funeral Planning	4
Practicum Strategies	Pre-Planning for Business Interruption	10
Practicum Strategies	Sacred Sensitive and Sane	4
Practicum Strategies	The Vanguard of Competition	6
Practicum Strategies	Understanding and Completing the Certificate of Death	10
Practicum Strategies	Universal Precautions - HIV AIDS Blood borne Pathogens	4

**Reports:**

**Fine Monies Received Report:**

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

Name	Complaint #	Amount	Location
Johnson & Son Funeral Home	FUN160011	\$ 550	Dawson
Donehoo-Lewis Funeral Home Inc.	FUN160005	200	Hapeville
McLean – Litman Funeral Service Inc	FUN160017	50	Douglas
Williamson Mortuary Inc	FUN160006	200	Riverdale
Sylvania Funeral Home of Savannah	FUN160044	200	Savannah
Evans-Skipper FH	FUN160041	50	Donalson
Guyton Brothers Funeral Home	FUN160018	200	Bainbridge
Smith-Dennis-Smith FH Chapel & Cremation Services	FUN160056	400	Atlanta
<b>Total</b>		<b>\$ 1,850</b>	

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**90 Day Grace Period Requests:**

Michael Fowler motioned, Joe Westbury seconded, and the Board voted as follows regarding 90-day grace period requests:

Name	License #	Location	Decision
Adams Funeral Home	FEST001941	Jackson	Approved
Elliot Sons Funeral Home	FEST001388/CREM000016	Martinez	Approved
Heritage Funeral Home	FEST001812	Griffin	Approved
Smith-Steele-Meadows	FEST000818	Manchester	Approved
Smith-Steele-Meadows	FEST001271	Woodbury	Approved
Vincent R. Drummer F.H.	FEST001805	Soperton	Approved
Williamson Mortuary	FEST001597	Riverdale	Approved

**Other Business:**

ORR – Response to Vertical Screen – noted.

Probation Release Request – Walter Justin McLellan (FD004746) Swain Funeral Home. Joe Westbury motioned, Michael Fowler seconded, and the board voted unanimously to approve.

Probation Release Request – Sherri Whitlock (FD003632) Whitlock Funeral Home. Joe Westbury motioned, Michael Fowler seconded, and the board voted unanimously to approve.

Criminal History Guidelines – review and discuss at work session.

Work Session – tabled – discuss at April meeting. Submit draft of agenda with meeting change reminder as information.

Batesville Caskets – tabled – Reagan Dean will review.

Kelson & Jones – update – allow 30 days for receipt of doctor’s report.

House Bill 889 – tabled for further information.

Create a standardized probation release form to add to forms on website.

Notification was received that David Roach will not be reappointed to the Board.

Joe Westbury motioned, Michael Fowler seconded, and the Board voted unanimously to reschedule the March 8, 2016 meeting to March 16, 2016.

The next meeting of the Georgia Board of Funeral Service will be held Wednesday, March 16, 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 3:12 p.m.

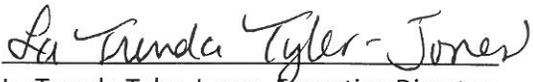
Minutes recorded by: Sandy Barboza, Board Support Specialist

Minutes reviewed and edited by: La Trenda Tyler-Jones, Executive Director



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Bryant Hightower, Chair



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La Trenda Tyler-Jones, Executive Director

These minutes were approved on: February 16, 2016

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 **February 16, 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 16<sup>th</sup>  
 Day of February, 2016.  
Brenda M. Patmon  
 Notary Public  
 My Commission Expires: 11/19/2019

