

**Georgia Board of Funeral Service
Board Meeting March 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
- William Bowen

Others Present:

- La Trenda Tyler-Jones, Executive Director
- Reagan Dean, Assistant Attorney General
- Sandy Barboza, Board Support Specialist
- Carla Murray, Licensing Analyst
- Gwen Patmon, Compliance

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 10:06 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.

Lisa Durden, Director of the Professional Licensing Boards, welcomed and swore in new board member William Bowen.

Agenda:

The Board reviewed the Agenda for the March 16, 2016 meeting. Tom Lord motioned, W T Edmondson seconded, and the Board voted unanimously to approve the agenda.

Minutes:

The Board reviewed the minutes from the February 16, 2016 meeting. W T Edmondson 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: 02-13-2016 thru 03-11-16 (Total – 21)

License No	Licensee
EMB005047	Stuart Elliott Ford
EMB005048	Eric Lynn Houston
EMB005049	Angela C Wynn
FD005446	Eric Lynn Houston
FD005447	Angela C Wynn
FEST000986	James R Barnes Mortuary
FEST001947	Canton Funeral Home and Cemetery at Macedonia Memorial Park
FEST001948	F.L. Sims Funeral Home-Decatur
FEST001949	Hill-Watson Memorial Chapel Inc
FEST001950	Baker McCullough Funeral Home Hodgson Memorial Chapel

License No	Licensee
FSA005934	Carey Lee Wallace
FSA005935	Michael Wade Williams
FSA005936	Derrick Alan McLeod
FSA005937	Richard Brandon Burdett
FSA005938	James Glenn Tanner
FSA005939	Justin Marshall McCalla
FSA005940	Alan Harris Tanner
FSA005942	Mathew Aaron Ratliff
FSA005943	Terry Lee Calhoun
FSA005944	Roy Clayton Burch
FSA005945	Blake Christopher Scott

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

EXECUTIVE SESSION:

Michael Fowler motioned, Joe Westbury seconded, and the Board voted to enter in Executive Session at 10:37 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, and complaint cases. 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: 11:57 a.m.

Public Hearing:

A public hearing was held by the Georgia Board of Funeral Service on March 16, 2016, to allow a licensee the opportunity to address a fine and/or a complaint with the Board. The hearing was held at the office of the Professional Licensing Boards Division, 237 Coliseum Drive, Macon, GA. The Presiding Officer, Bryant Hightower, called the hearing to order at 11:57 a.m. At the conclusion of the hearing, the Board rendered the following decision on the case presented:

Watkins Funeral Home – McDonough Chapel: The Board heard testimony from Inspector M. Owens. Joe Westbury motioned, W.T. Edmondson seconded, and the motion was carried by the Board to uphold the fine.

Break for Lunch 12:33 p.m.

A brief luncheon was held to thank David Roach for his years of service with the Board.

EXECUTIVE SESSION:

Joe Westbury motioned, W. T. Edmondson seconded, and the Board voted to enter in Executive Session at 1:23 p.m. in accordance with O.C.G.A. §§ 43-1-19(h) and 43-18, for the purpose of hearing 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: 2:47 p.m.

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

Appointments:

Appearance # 2607508 / 2607592 Elliot Sons Crematory / Elliot Sons Funeral Home, change FDFCC to Terrica Andria Shields, approved.

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Appearance # 2605519 Golden Isles Cremation Center LLC, request license reinstatement, approved. It was noted the establishment is advertising with two different establishment names (Brunswick Funeral Home) and therefore must have two different FDFCCs. Forgo disciplinary action due to errors with inspectors.

Appearance # 2609474 Heritage Funeral Home of Griffin LLC, change FDFCC to Justin Mays Grubb, approved.

Appearance # 2609914 Peachtree Cremation Society, change FDFCC to David A. Alexander, approved.

Applications:

Application # 2602998 Baker McCullough Funeral Home Garden City Chapel, Funeral Establishment change of name, approved.

Application # 2607729 Eddie Thomas Hosley, Embalmer reinstatement, approved.

Application # 2607062 Rainge Memorial Chapel, Funeral Establishment reinstatement approved with consent order, fine \$1,000, 2 years' probation (\$500 Establishment, \$500 FDFCC).

Application # 2607683 Neil Allen Sanders, Funeral Service Apprentice, approved.

Application # 2609926 Patty S. Decker-Hasty, Embalmer reinstatement, approved.

Complaints:

FUN130117 Close with a letter of concern, do not solicit when wearing Medical Examiner attire.

FUN160082 Table – C & D to discontinue use of Albany address in advertising letterhead, etc.; F.H. located in Dawson. Also an illegal burial society is apparently being advertised. Include in voluntary C&D, to allow time to correct - follow up in 30 days.

FUN160088 The Board feels there is not enough evidence to pursue. Close with a letter of concern advising FDFCC not to intercede when families are disputing.

Attorney General's Report:

Report reviewed – several consent orders for reinstatement in process.

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:

Provider/Sponsor	Course Title - (Event Dates - Location)	Points
Georgia Funeral Directors Association	2016 Summer Convention June 5-8, 2016 St. Simon's Island	8
National Funeral Directors Association - Brookfield, WI	2015 Annual All-Staff Training w/FTC Funeral Rule	2
National Funeral Directors Association - Brookfield, WI	NFDA Certified Crematory Operator 07/21/16	7

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Provider/Sponsor	Course Title - (Event Dates - Location)	Points
National Funeral Directors Association - Brookfield, WI	Communication Skills for Connecting with Cremation Families 07/21/16	1
National Funeral Directors Association - Brookfield, WI	NFDA Arranger Training Albany, NY 04/19/16	7
Sci-Mgt. Dignity University	Performance Management	1
Sci-Mgt. Dignity University	Back Safety	1.5
Sci-Mgt. Dignity University	Bloodborne Pathogens	1
Sci-Mgt. Dignity University	The Cremation Consumer	1
Sci-Mgt. Dignity University	Complaint Resolution	1
Sci-Mgt. Dignity University	Cremation Theory	2
Sci-Mgt. Dignity University	Trenching & Shoring	1
Sci-Mgt. Dignity University	Defensive Driving	1.5
Sci-Mgt. Dignity University	Effective Communication Skills	2
Sci-Mgt. Dignity University	Effective Employee Counseling	1
Sci-Mgt. Dignity University	Effective Supervision	1
Sci-Mgt. Dignity University	Fire Safety	1
Sci-Mgt. Dignity University	Formaldehyde Awareness Training	1
Sci-Mgt. Dignity University	FTC - Funeral Rule Course	2
Sci-Mgt. Dignity University	Funeral at-need Contracts	1
Sci-Mgt. Dignity University	Hazard Communications	1.5
Sci-Mgt. Dignity University	Hearing Protection	1.25
Sci-Mgt. Dignity University	Hiring, Training, & Retaining	1
Sci-Mgt. Dignity University	Hospice Explained	1
Sci-Mgt. Dignity University	Jewish Funeral Traditions	1
Sci-Mgt. Dignity University	Lockout/Tag out	1.25
Sci-Mgt. Dignity University	Managing for Excellence	12
Sci-Mgt. Dignity University	Managing Change	1
Sci-Mgt. Dignity University	Office Safety	1.5
Sci-Mgt. Dignity University	Respiratory Protection	1
Sci-Mgt. Dignity University	Supervision in Action	21
Sci-Mgt. Dignity University	Workplace Discrimination	1
Sci-Mgt. Dignity University	Workplace Diversity	1.5
Sci-Mgt. Dignity University	Workplace Harassment	2
The Dodge Company	The Dodge Co.'s 2016 Technical Seminar Atlantic City, NJ May 12-13, 2016	9
The Dodge Company	The Dodge Co.'s 2016 Technical Seminar Las Vegas, NV November 10-11, 2016	9

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Reports:

Fine Monies Received Report:

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

Name	Complaint #	Amount	Location
Davis Funeral Home	FUN160114	\$ 200	Wrightsville
Blankumsee, Thomas & Wright Funeral Services (BTW)	FUN160053	200	Quitman
Total		\$ 400	

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
Acree Mortuary and Funeral Service	FEST001892	Fitzgerald	Approved
Advantage Funeral & Cremation Services	FEST001819	Lilburn	Approved
Bridges Funeral Home, Inc.	FEST000058	Athens	Approved*
Heritage Funeral Home	FEST001812	Griffin	Approved
Miller's Family Mortuary	FEST001758	Griffin	Approved
Sunset Funeral Home	FEST001926	Madison	Approved
Watkins Funeral Home – McDonough Chapel	FEST001888	McDonough	Declined**

* Tom Lord recused; Grace periods are statutorily exhausted. However, due to special circumstances (death of previous FDFCC) the Board will forgo a cease and desist order but a proposed FDFCC must be brought to the next meeting.

** Does not qualify; Grace periods are statutorily exhausted and funeral home currently does not have a FDFCC. Therefore, issue a cease and desist order.

The Board noted a written letter or email is not acceptable for a grace period request. Applicant must submit the appropriate form as provided by the Board.

Other Business:

Batesville Caskets – question regarding continuing education clock hours – The Board confirmed instruction must be held for a full 60 minutes. A combination of 40 and 50 minute classes to meet this requirement is acceptable. Breaks are at the discretion of the instructor, but instruction time must be equal to the certificate of Continuing Education being awarded.

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Cremation Authorization – question for the Board. “Can someone legally sign their own cremation authorization?” Yes - provided resources or prepayment for arrangements have been made. Refer to Georgia Code 31-21-7. (New rules regarding right of disposition).

Scott Huskins – request to address the Board regarding Unlicensed Practice. Board response: The Board takes Unlicensed Practice very seriously. If hard evidence (specific information) is available, file a formal complaint to allow the Board to address the matter.

W. D. Lemon & Sons Funeral Home FEST000223 – request to rescind fine denied. Must have eight full size caskets. Joe Westbury recused.

Work Session Agenda Draft – provided to Board members to review and make any corrections, changes, or additions.

EXECUTIVE SESSION:

Joe Westbury motioned, Michael seconded, and the Board voted to enter in Executive Session at 3:16 p.m. in accordance with O.C.G.A. §§ 43-1-19(h) and 43-18, for the purpose of discussing a complaint. 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: 3:28 p.m.

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

Complaint:

FUN160077 & FUN160123 - Escalation of investigations needed. Review file and present annual reports at next meeting.

The next meeting of the Georgia Board of Funeral Service will be held Tuesday, April 5, 2016 at 10:00 a.m. at 237 Coliseum Drive, Macon, Georgia.

A work session of the Georgia Board of Funeral Service will be conducted Wednesday, April 6, 2016 at 9:00 a.m. at 237 Coliseum Drive, Macon, Georgia.

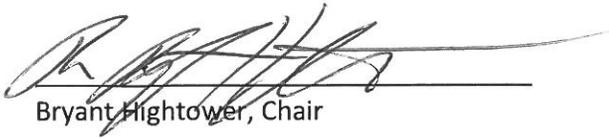
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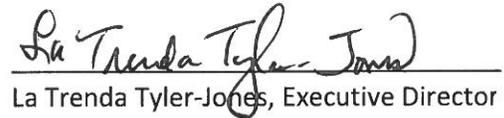
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There being no further business, Chair Hightower declared the meeting adjourned at 3:29 p.m.

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: 4-5-2016

STATE OF GEORGIA

COUNTY OF BIBB

AFFIDAVIT SUPPORTING CLOSING OF PUBLIC MEETING

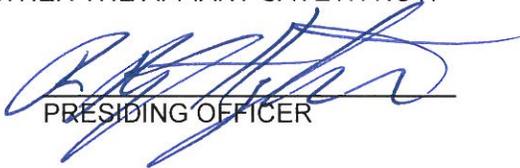
The Georgia Open Meetings Act, O.C.G.A 50-14-1 et seq., requires that all meetings of an entity covered by the statute must be open to the public unless there is some specific statutory exception which permits the closing of the meeting. If such a meeting is to be closed, the law requires that the presiding 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 **March 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 16th
 Day of March 16, 2016, 2016.
Bryant Hightower
 Notary Public
 My Commission Expires: 11/19/2019

