

**Georgia Board of Funeral Service
Board Meeting April 5, 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 Trena 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 10:08 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.

After a nomination, a motion and a second, the Board voted unanimously to elect Tom Lord as Vice-Chair.

Agenda:

The Board reviewed the Agenda for the April 5, 2016 meeting. Michael Fowler motioned, W T Edmondson seconded, and the Board voted unanimously to approve the agenda.

Minutes:

The Board reviewed the minutes from the March 15, 2016 meeting. Nancy Kennedy motioned, William Bowen 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: 03-12-2016 thru 04-01-16 (Total – 27)

License No	Licensee
EMB005050	Andrea Janine Murray
EMB005051	Tabitha Marie Grimes
EMB005052	Lisa Bell Hays
EMB005053	Tom Maynard Wages, Jr
FD005448	Stuart Elliott Ford
FD005449	Andrea Janine Murray
FD005450	Ronnie V Stokley
FD005451	Tabitha Marie Grimes
FD005452	Lisa Bell Hays
FD005453	Chavous Bernard Johnson
FD005454	Tom Maynard Wages, Jr
FD005455	Lisa Cooper Flowers

License No	Licensee
FEST001951	Baker McCullough Funeral Home Garden City Chapel
FSA005946	Stacia Alayne Sirull
FSA005947	Mary Beth Peters Boulware
FSA005948	Trey Matthew Brown
FSA005949	Neil Allen Sanders
FSA005950	Joshua Glen Agan
FSA005951	Charles Russell Walton
FSA005952	Contressa Lavette Banks
FSA005953	Calvin Jerome Taylor
FSA005954	Gerald Fortson Scott
FSA005955	Jerry Eugene Scarborough

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License No	Licensee
FSA005956	Kai Ycedrienne Horn
FSA005957	James Anthony Jenkins, Jr

License No	Licensee
FSA005958	Terry Wayne Baker
FSA005959	Eric Quinn Gonzales

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

EXECUTIVE SESSION:

W T Edmondson motioned, Joe Westbury seconded, and the Board voted to enter in Executive Session at 10:14 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: 2:01 p.m.

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

Appointments:

Appearance # 2611367 Burden & Worthy Funeral Home, change FDFCC to Keith G. Stone, approved.

Appearance # 2611506 K K Sewell Funeral Home, change FDFCC to Russell D. Williamson, approved.

Appearance # 2609474 Watkins Funeral Home – McDonough Chapel, change FDFCC to Ebony Britt, approved contingent on receiving proof of residency and a written notice of withdrawal from R. Clayton.

Appearance # 2612237 Bridges Funeral Home Inc., change FDFCC to Arnold L. Brown, approved. Tom Lord recused.

Appearance # 261305 Ingram Brothers Funeral Home, change FDFCC to Cedric B. Davis, approved.

Applications:

Application # 2606500 Cochran Funeral Home Crematory, Crematory, change of location, approved.

Application # 2610970 / 2610974 Talbert L. Sizemore, Embalmer / Funeral Director, approved.

Application # 2609686 / 2609687 Randall S. Jefferies, Embalmer / Funeral Director, approved.

Application # 2608364 / 2609687 Mohammed A. Hussain, Embalmer / Funeral Director, approved.

Application # 2563230 / 2563231 Eldrick T. Jacobs, Embalmer / Funeral Director, approved contingent upon receipt of proof of Continuing Education.

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Application # 2608971 Michael S. Danis, Funeral Service Apprentice, approved.

Application # 2612762 Barrett Funeral Home – Oglethorpe Chapel, Funeral Establishment, approved.
Tom Lord recused.

Application # 2613419 / 2613421 Harold G. Fowler, Embalmer / Funeral Director, reinstatement approved.

Application # 2613284 / 2613286 Robert D. Barton, Embalmer / Funeral Director, reinstatement approved.

Application # 2513565 / 2613566 Curtis T. Deal, Jr., Embalmer / Funeral Director, reinstatement approved.

Complaints:

FUN150111 Close – no violations found.

FUN160123 Table – Refer to Cemetery Board to investigate pre-needs fund.

FUN160084 Close - Unsubstantiated.

FUN160094 Close – Passed inspection.

FUN160082 Close with a voluntary consent order and letter of concern regarding advertising.

FUN150082 Closed – refer to March 2016 decision.

Attorney General’s Report:

Reviewed consent orders for reinstatements pending and a complaint.

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:

Program Provider/Sponsor	Course Title - (Event Dates - Location)	Points
International Order of the Golden Rule	People Skills that Build Trust and Lead to Repeat & Referral Calls November 10, 2016	1
International Order of the Golden Rule	How to Write an Obituary Worth Reading June 16, 2016	1
International Order of the Golden Rule	Funeral Directors and Legal Advice: Don't Take the Risk July 14, 2016	1
International Order of the Golden Rule	Where Does My Business Stand? Benchmarks in Profitability August 25, 2016	1
International Order of the Golden Rule	7 Integrated Components of HR for Small Firms with Limited Resources September 22, 2016	1
Georgia Funeral Service Practitioners Association	Going the Extra Mile: Earning the Distinction	1

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Program Provider/Sponsor	Course Title - (Event Dates - Location)	Points
Georgia Funeral Service Practitioners Association	Ideal Exchange Power Hour	1
Georgia Funeral Service Practitioners Association	Prepare for the "What Ifs" Estate/Succession Planning	2
Georgia Funeral Service Practitioners Association	From Then Until	1
Georgia Funeral Service Practitioners Association	From the Eyes of the Newly Licensed	1
Georgia Funeral Service Practitioners Association	Strengthening Hospice Relationships	1
Georgia Funeral Service Practitioners Association	Increase Organ & Tissue Donation	1
Georgia Funeral Service Practitioners Association	Exhibit Hall	1
National Funeral Directors Association - Brookfield, WI	NFDA Arranger Program	8
National Funeral Directors Association - Brookfield, WI	NFDA Business Conference	9.25
National Funeral Directors Association - Brookfield, WI	NFDA Certified Preplanning Consultant	8
Academy of Graduate Embalmers of Georgia, Inc.	AGEG 2016 Annual Clinic, April 12, 2016 - Business Meeting and Memorial Service	1
Academy of Graduate Embalmers of Georgia, Inc.	AGEG 2016 Annual Clinic, April 12, 2016 - Funeral Directors Role in a Mass Fatality	1
Academy of Graduate Embalmers of Georgia, Inc.	AGEG 2016 Annual Clinic, April 12, 2016 - Dead Men Do Tell Tales: Finding the Real C.O.D.	1
Academy of Graduate Embalmers of Georgia, Inc.	AGEG 2016 Annual Clinic, April 12, 2016 - Why It Matters	1
Academy of Graduate Embalmers of Georgia, Inc.	AGEG 2016 Annual Clinic, April 12, 2016 - Embalming	2
Academy of Graduate Embalmers of Georgia, Inc.	AGEG 2016 Annual Clinic, April 12, 2016 - A Better Way	2
Academy of Graduate Embalmers of Georgia, Inc.	AGEG 2016 Annual Clinic, April 12, 2016 - A Closer Look at Prep Room Safety	1
Academy of Graduate Embalmers of Georgia, Inc.	AGEG 2016 Annual Clinic, April 12, 2016 - Response to the First Ebola Death in the US	2
Matthews International / Peter Buck	10 Arrangement Steps Essential for Families Selecting Cremation	1
Matthews International / Peter Buck	Moving from Grieving to Remembrance	1

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Program Provider/Sponsor	Course Title - (Event Dates - Location)	Points
Matthews International / Peter Buck	The Beauty, Characteristics & Value of Enduring Metals Used in the Art of Casket Assembly	1
Matthews International / Peter Buck	The Beauty, Characteristics & Value of American Woods Used in the Art of Casket Construction	1
Matthews International / Peter Buck	Funeral Home Professional Communication Skills	1

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
Ingram Brothers Funeral Home	FUN160135	\$ 450	Sparta
Alvie Coes Funeral Home	FUN160113	200	Unadilla
Smith-Steele-Meadows	FUN160067	50	Manchester
Taylor Family Funeral Service	FUN160112	50	Tifton
Walker Funeral Home	FUN160111	300	Carrollton
Collins Family Mortuary	FUN160104	250	Bainbridge
Samuels Memorial Funeral Home	FUN160106	100	Gray
Lewis Mortuary II	FUN160085	50	Georgetown
Total		\$ 1,450	

90 Day Grace Period Requests:

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

Name	License #	Location	Decision
F. L. Sims Funeral	FEST001948	Decatur	Approved
National Cremation Society	CREM000043	Lilburn	Approved
Advantage Funeral & Cremation Service	FEST001819	Lilburn	Approved
Southside Mortuary	FEST001803	Commerce	Approved

Other Business:

King & Sons (King Brothers) Funeral Home – request for extension on hardship approved for an additional 90 days under Georgia Law 43-18-78.

After a nomination, a motion and a second, the Board voted unanimously to re-elect Bryant Hightower as Chair.

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The next meeting of the Georgia Board of Funeral Service will be held Tuesday, May 3, 2016 at 10:00 a.m. at 237 Coliseum Drive, Macon, Georgia.

There being no further business, Chair Hightower declared the meeting adjourned at 1:30 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: 5/3/2016

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 **April 5, 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 5th
 Day of April 2016
Brendaly M. Patmon
 Notary Public
 My Commission Expires: 11/19/2019

