

**Georgia Board of Funeral Service**  
**Work Session - April 6, 2016**  
Professional Licensing Boards Division of the Secretary of State  
237 Coliseum Drive, Macon, Georgia 31217

**Members Present:**

- Bryant Hightower, Chair
- Tom Lord, Vice-Chair
- 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

**Visitor:**

- Thelon Hamby, Former Board Member

**OPEN SESSION:**

Bryant Hightower, Chair, called the work session to order at 9:04 a.m. and declared the work session to be “open” pursuant to the Open and Public Meeting Act, O.C.G.A. §§50-14-1 et seq.

The Board discussed the following matters:

Inspector Training

- Inspector training will be held May 4th or 5th. Joe Westbury, WT Edmondson, and Michael Fowler volunteered to present at PLB, with Atlanta inspectors participating via video conference. Bryant Hightower volunteered to be present in Atlanta. Training duration – approximately 1 – 1 ½ hours.

Revised Inspection Report

- Rules numbers on inspection report have been corrected and the form has been updated.
- Rule 250-6-.06 (l) - Add question to ask if there is a resident FDFCC; if yes, then ask if living quarters are in compliance with rules.
- Consideration of including language to offer Cease & Desist Order for unsafe, unsanitary facility – (250-6-.06 (o). La Trenda and Reagan will discuss further. For now, if inspector sees an issue, notate is and bring to board for consideration.
- Correct verbiage for 250-6.06(b), 250-6.06(5d), Rule 250-6.06(g).
- Include establishment license expiration date on inspection form.
- Confirmed: FDFCC license must be displayed in any room where arrangements are being made.

Casket Rule

- Rule does not perception of requirement of 8 “adult” caskets - 43-18-70 (b)3; simply stated “funeral” caskets.

Board policy / rule on FDFCC

- FDFCC required for each facility (Funeral Home and Crematory) if licensed and advertised as a separate entity. If crematory is not open to the public it does not need a separate FDFCC.

FDFCC charge – update language as indicated on form provided.

Minimum Requirements for a Funeral Director when dealing with families.

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- Refer to OCGA Section 43-18-1 (11) (12) (19).

#### Apprentice Rules

- How many times can an apprentice renew or reapply?
  - Apprentice registration may be renewed 2 times. May renew 2 times under one license number. After that, must reapply for new license number.
  - Max number of years' apprentice hours stay on the books is 6 years.
  - 250-4-.03 Apprentice hours must be submitted every 6 months. FDFCC is responsible to make sure Apprentice hours are turned in.
  - Need to create a tracking system to confirm hours are being submitted.
- Define – what does “direct supervision” mean? Reviewed 43-18-1 (7) (11) (19) Direct supervision, responsibilities of funeral director. Consensus is “direct supervision” = “in the room with”.

#### Applications

- Revise layout to have one section for ownership signature and notarization / review “other employment” section for possible revision.
- Reinstatement application - when applying for reinstatement, add to application – “Have you continued practicing?”
- Note: need to create a place for cell phone number on form.
- Discussed the need for gender or sex required on applications. The Board is considering removing the question from application, but must remain on consent forms. La Trendera will ask for opinion from legal dept.

#### Crematory Repair List

- FDFCC of crematory must be certified. NFDA & CANA offer certification programs. Who is technically authorized to repair equipment? 250-6-.07 (3) (4) - owner / FDFCC should be responsible for using an authorized repair person. Do not continue “approved crematory repair company” list; implies endorsement.
- Annual crematory inspection usually done by manufacturer or other certified contractor. Mandatory board notification of less than satisfactory inspection within 5 days.

#### Criminal History Guidelines

- Board prefers to look at applications on a case by case basis related to disclosure of criminal history.
- Board members will review and decide what can be on grid list for licensure approval guidance. Discuss at May 3, 2016 meeting.
- Can attempt a color coded list to see if administrative authority to approve licensure is warranted. Set up Green / Yellow / Red folders in Epiware.

#### Review / Revise Endorsement / Reciprocity List

- T. Scott Gilligan is compiling list and will share with the Board

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Revised 90-day Grace Period Request

- Board agreed to use revised form going forward. (One form for both Initial and 2<sup>nd</sup> 90-day grace period request), with specific dates approved and resubmitted for 2<sup>nd</sup> request. Form will be signed and returned to funeral establishment in place of authorization letter. Upload to website.

Continuing Education Provider – Define & Revamp

- Instructor & minimum of 1 course approved – clarification of rule needed.
- Rule change - Craft language for education provider rule to align with administrative needs/ requirements. La Trenda and Sandy will work on this and review with Reagan.
- Suggest licensure for Instructors.
- Leave instructor approval to discretion of continuing education provider.

Request to Lift Probation Form

- Board agreed to use the form presented. Upload to website.

Cemetery Rules

- Establish date for Work Session – include Vital Records.
- Arrange for Brooke Newby and Josh Waters to meet with a few Funeral Board members and Cemetery Board members to review the overlap. Legislatively separate and clean up rules. Need funeral directors that own cemeteries to review the data.
- Vital records will be a separate topic – transient death certificate / bodies released / etc. crossing state lines.

Legislative / Rules / Laws

- Amend law to read **minimum of** high school diploma or general equivalency diploma.
- Rule 250-4-02
- Change the question on the application to read “Do you have a HS diploma or GED?” Do not need to submit proof as long as they have certificate / diploma from mortuary school or college.

Amend laws for each license type renewal to fall due at the same time.

- The Board would be receptive to changing to June each year.

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Bill 889 Discussion

- Fines and fees (fine for lapsed license)
- Provide copies of all statutes and rules related to renewal fees, lapsed license, fee schedule, etc. to the Board.
- Unlicensed practice fine standard of practice
- Possible change for late renewal application - from July 1- to September 1?? Then reinstatement application. Possibly build a grace period into lapsed period allowing a certain amount of time to just pay reinstatement fee.

Complaint Process

- Discuss process / cognizant for complaints.
- W T Edmondson will serve as cognizant for complaints –The cognizant will review the complaint prior to sending to investigation or inspection.
- The Board is not aware when voluntary C & D's are issued. What do we need to do to correct this?

Courtesy License – crossing state lines – agreement with other states.

- Bryant mentioned issuance in other states of "courtesy license", (across state lines cooperation). May need legislative authority. What do other states have on their books? La Trendera to contact Executive Directors of Boards in neighboring states to see if they are interested in the idea of a courtesy license.

Procedure how to proceed through the Board Chain Chair / Vice Chair.

- Send Board appointment terms to Bryant with expiration dates to work rotation schedule for Chair, Vice Chair, etc.

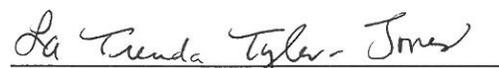
There being no further business, Chair Hightower declared the work session adjourned at 1:30 p.m.

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

Minutes recorded by: Sandy Barboza, Board Support Specialist

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

  
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Bryant Hightower, Chair

  
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La Trendera Tyler-Jones, Executive Director

These minutes were approved on: 5/3/2016

STATE OF GEORGIA

COUNTY OF BIBB

AFFIDAVIT SUPPORTING CLOSING OF PUBLIC MEETING

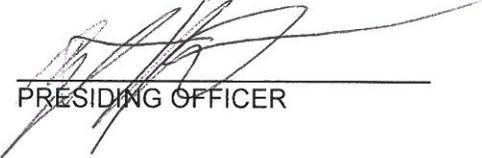
The Georgia Open Meetings Act, O.C.G.A 50-14-1 et seq., requires that all meetings of an entity covered by the statute must be open to the public unless there is some specific statutory exception which permits the closing of the meeting. If such a meeting is to be closed, the law requires that the presiding 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 6, 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.

  
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PRESIDING OFFICER

Sworn to and subscribed before me this 6<sup>th</sup>  
Day of April, 2016  
Edwardlynn M. Patmon  
Notary Public  
My Commission Expires: \_\_\_\_\_

