

**Georgia Board of Funeral Service
Board Meeting June 14, 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
- William Bowen
- Nancy Kennedy

Others Present:

- La Trenda Tyler-Jones, Executive Director
- Reagan Dean, Assistant Attorney General
- Sandy Barboza, Board Support Specialist
- Carla Murray, Licensing Analyst
- Nichole Hill, Inspection Supervisor
- Yvette Wimberley, Inspector

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 June 14, 2016 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 May 3, 2016 meeting. Joe Westbury motioned, W T Edmondson 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: 05-01-2016 thru 06-10-16 (Total – 43)

| License # | Licensee |
|------------|-----------------------------------------|
| CREM000134 | Just Cremations-Cremation Society LLC |
| CREM000135 | Mack's Funeral Home & Cremation Service |
| CREM000136 | Flint River Cremation Services LLC |
| EMB005060 | Benjamin Mical Smith |
| EMB005061 | Matthew Curtis Turner |
| EMB005062 | Brent Mason Sewell |
| EMB005063 | Sharon Pearson Godwin |
| EMB005064 | Toney Eugene Loftin |
| EMB005065 | Gregory Allen Ellis |
| EMB005066 | Robert Craig Westbrook |
| EMB005067 | Grace Ursula Bono |
| FD005462 | Benjamin Mical Smith |

| License # | Licensee |
|------------|-----------------------------------------|
| FD005463 | Matthew Curtis Turner |
| FD005464 | Brent Mason Sewell |
| FD005465 | Toney Eugene Loftin |
| FD005466 | Robert Craig Westbrook |
| FD005467 | Sharon Pearson Godwin |
| FD005468 | Gregory Allen Ellis |
| FD005469 | Grace Ursula Bono |
| FEST001953 | Mack's Funeral Home & Cremation Service |
| FEST001954 | Mack's Funeral Home & Cremation Service |
| FSA005976 | Vashti Lenique Ayers |
| FSA005977 | Andrew Brian Pickens |
| FSA005978 | Antonio Mark Anthony Marshall |

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| License # | Licensee |
|-----------|-------------------------|
| FSA005979 | Anthony Dale McCoy |
| FSA005980 | Keith Maurice Lamb |
| FSA005981 | Heather Ann England |
| FSA005982 | Joshua Lee Kinsaul |
| FSA005983 | Justin LeRoyal McGriff |
| FSA005984 | Ashley Nicole Mcray |
| FSA005985 | Vanessa Bailey |
| FSA005986 | Andrew William Lamb |
| FSA005987 | Riki-Anne Wojciechowski |

| License # | Licensee |
|-----------|-----------------------------|
| FSA005988 | Sara Lynn Lee |
| FSA005989 | Henry Preston Shaw |
| FSA005990 | Darlene M Robinson |
| FSA005991 | Tammy Sue-Muse Miller |
| FSA005992 | Eric Eugene Raines |
| FSA005993 | Kashia Monet Webster |
| FSA005994 | Willie Frank Coney, Jr |
| FSA005995 | Hunter Dennis Jerome Maddox |
| FSA005996 | Freddie Pollard, II |
| FSA005997 | Laronica Sheree Jackson |

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

EXECUTIVE SESSION:

Joe Westbury motioned, W T Edmundson 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.

The Board declined the request of an applicant to appear due to the current Summary Suspension status of the Funeral Establishment (S.S.M.F.H.). A request to transfer the FDFCC application to an alternate Funeral Home was also declined as the license for that funeral home has not been reinstated. The issues noted must be resolved prior to consideration of a FDFCC application.

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.

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

Appointments:

Appearance # 2616397 Knox Funeral Home, change FDFCC to Gwendolyn W. Moore, approved.

Appearance # 2618650 Hamilton-Burch Funeral Home, change FDFCC to Carl D. Pearson, approved.

Appearance # 2613536, Jacobs Mortuary, new facility – approved, FDFCC - Iris V. Melton, approved.

Appearance # 2625014 Gaines Funeral Home, change FDFCC to Eddie T. Hosley, approved.

Appearance # 2619415 Williamson Mortuary, LLC, change FDFCC to Stuart E. Ford, approved.

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Appearance # 2621228 Community Chapel Funeral Home Inc., change FDFCC to David C. Hurt, approved.

Appearance # 2623159 White Columns Funeral Chapels Inc., change FDFCC to Craig R. Yarroll, approved. Nancy Kennedy recused.

Appearance # 2624329 Horis A. Ward Inc. Fairview Chapel, change FDFCC to Mary C. Humphries, approved.

Appearance # 2625011 H M Patterson & Son Inc., change FDFCC to David Y. Owens, approved.

Appearance # 2623153 Acree Mortuary and Funeral Service, change FDFCC to Eric Glover, approved.

Appearance # 2625672 Peoples Funeral Home, reinstatement approved subject to stipulations and re-inspection, change FDFCC to James D. Harris, approved.

OPEN SESSION:

Public Hearing:

A public hearing was held by the Georgia Board of Funeral Service on June 14, 2016, to allow a licensee the opportunity to address a fine 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 hearings to order at 1:01 p.m. At the conclusion of the hearing, the Board rendered the following decision on the case presented:

Reece Funeral Home - FUN160164: The Board heard testimony from Inspector Yvette Wimberley and reviewed documentation presented by the respondent. After careful consideration the Board voted to uphold the fine.

EXECUTIVE SESSION:

Michael Fowler motioned, Nancy Kennedy seconded, and the Board voted to enter in Executive Session at 1:30 p.m. in accordance with O.C.G.A. §§ 43-1-19(h) and 43-18, for the purpose of 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.

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

Applications:

Application #'s 261800 & 261803 M.D.J. Funeral Director & Embalmer – tabled for an appearance.

Application # 2618813 V.E. Glover Funeral Services LLC – New facility – FDFCC Vincent E. Glover, owner, approved.

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Application #'s 2620886 & 2620903, Samuel W. Markham, Funeral Director & Embalmer, approved - reciprocity.

Application #'s 2622142 & 2622146, Dennis D. Fulford, Funeral Director & Embalmer, reinstatement approved with letter of concern regarding FDFCC responsibilities.

Application #'s 262270 & 2622674, Gregory G. Vincent, Funeral Director & Embalmer, reinstatement approved.

Application # 2607737 Poole Funeral Home & Cremation Services, New facility – FDFCC Brian Poole, owner, approved.

Complaints:

- FUN160142 Close – No violations found.
- FUN160143 Tabled for further information – refer to Inspections.
- FUN160144 Tabled for further information – refer to Inspections.
- FUN160145 Close – No violations found.
- FUN160148 Tabled for further information – refer to Inspections.
- FUN160150 Tabled for further information from complainant.
- FUN160151 Tabled for further information – refer to Investigations.
- FUN160152 Tabled for further information – refer to Investigations, copy to Cemetery Board.
- FUN160153 Tabled for further information – refer to Investigations.
- FUN160154 Tabled for further information – refer to Inspections.
- FUN160155 Tabled for further information – refer to Investigations.
- FUN160156 Tabled for further information – civil suit involved.
- FUN160157 Close – send letter to correct business cards.
- FUN160158 Tabled for further information – refer to Inspections.
- FUN160159 Tabled for further information – refer to Inspections.

Attorney General's Report:

Tom Lord motioned, Joe Westbury seconded, and the Board voted to accept the Attorney General's report as presented in Executive Session, Michael Fowler recused.

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Continuing Education:

Joe Westbury motioned, Michael Fowler 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) | Points |
|---------------------------------------------------------|---------------------------------------------------------------------------------------------------|---------------|
| Cremation Association of North America | CANA's 98th Annual Cremation Convention Aug 10-12, 2016 | 10.5 |
| Cremation Association of North America | Shift Happens | 1.5 |
| Cremation Association of North America | Death Care Regulators Association Panel Presentation | 1.5 |
| Cremation Association of North America | The FTC's Funeral Role | 1 |
| Cremation Association of North America | Vital Signs: The Impact of Cremation on Your Business's Financial Health | 1 |
| Cremation Association of North America | Cremation Fundamentals | 1.5 |
| Cremation Association of North America | The Answer is in the Numbers | 1 |
| Cremation Association of North America | The Second Life of Historic Cemeteries | 1.5 |
| Cremation Association of North America | Tour of Historic Graceland Cemetery & Arboretum | 2 |
| MKJ Marketing | Growing Your Online Influence | 6 |
| MKJ Marketing | Receptions & Event Planning | 6 |
| National Funeral Directors Association - Brookfield, WI | Embalming & Reconstructive Surgery for Trauma Cases Philadelphia PA 10/23/16 | 4 |
| National Funeral Directors Association - Brookfield, WI | Twiterrific: Making Twitter Work For You - Philadelphia PA 10/23/16 | 1 |
| National Funeral Directors Association - Brookfield, WI | Managing Conflict in a Family Business - Philadelphia PA 10/23/16 | 1 |
| National Funeral Directors Association - Brookfield, WI | Transformational Funeral Service: Gaining a Competitive Edge - Philadelphia PA 10/23/16 | 1 |
| National Funeral Directors Association - Brookfield, WI | OSHA Overview - Philadelphia PA 10/23/16 | 1 |
| National Funeral Directors Association - Brookfield, WI | An Inconvenient Death: The Funeral from Ritual to Disposal - Philadelphia PA 10/23/16 | 1 |
| National Funeral Directors Association - Brookfield, WI | How Green Burials Help Families Rediscover Meaning in Funeral Services - Philadelphia PA 10/23/16 | 1 |
| National Funeral Directors Association - Brookfield, WI | How To Establish Credibility as a Young Funeral Director - Philadelphia PA 10/23/16 | 1 |

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| Program Provider/Sponsor | Course Title (Event) | Points |
|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|---------------|
| National Funeral Directors Association - Brookfield, WI | Improving Outcomes for Families Following Donation or Autopsy - Philadelphia PA 10/23/16 | 2 |
| National Funeral Directors Association - Brookfield, WI | Be the Best Crematory Operator in Your Community - Philadelphia PA 10/23/16 | 2 |
| National Funeral Directors Association - Brookfield, WI | One Size Doesn't Fit All - Philadelphia PA 10/23/16 | 2 |
| National Funeral Directors Association - Brookfield, WI | Are Your Secure? (No, You're Not!) Digital Security and You - Philadelphia PA 10/23/16 | 2 |
| National Funeral Directors Association - Brookfield, WI | Filling the Void: Why Funeral Directors Must Become Ritual Specialists - Philadelphia PA 10/23/16 | 1 |
| National Funeral Directors Association - Brookfield, WI | All Stressed Out and Ready to Blow - Philadelphia PA 10/23/16 | 1 |
| National Funeral Directors Association - Brookfield, WI | What I Wish My Funeral Director Knew: Supporting Pregnancy Loss in Families - Philadelphia PA 10/23/16 | 1 |
| National Funeral Directors Association - Brookfield, WI | Discovering What Consumers Want: The Value of Providing a Meaningful Funeral Experience - Philadelphia PA 10/23/16 | 1 |
| National Funeral Directors Association - Brookfield, WI | Defend Your Business: A Guide to Modern Funeral, Crematory, and Cemetery Litigation - Philadelphia PA 10/24/16 | 1 |
| National Funeral Directors Association - Brookfield, WI | The Continuum of Care: Is Your Funeral Home Inside the Circle of Trust - Philadelphia PA 10/24/16 | 1 |
| National Funeral Directors Association - Brookfield, WI | Reinventing Your Funeral Home: Five Keys to Sustained Profitability - Philadelphia PA 10/24/16 | 2 |
| National Funeral Directors Association - Brookfield, WI | Guaranteeing Profit in the World of Cremation - Philadelphia PA 10/24/16 | 2 |
| National Funeral Directors Association - Brookfield, WI | Embalming Tips You Never Learned in School - Philadelphia PA 10/24/16 | 2 |
| National Funeral Directors Association - Brookfield, WI | Open Session: The Go-Giver Way: Influence, Success & Profit - Philadelphia PA 10/24/16 | 1 |
| National Funeral Directors Association - Brookfield, WI | FTC Undercover Shopping: Are You Ready? - Philadelphia PA 10/25/16 | 1 |
| National Funeral Directors Association - Brookfield, WI | Innovative Cosmetic and Restoration Techniques - Philadelphia PA 10/25/16 | 1 |
| National Funeral Directors Association - Brookfield, WI | Leadership from the Inside Out - Philadelphia PA 10/25/16 | 1.5 |
| National Funeral Directors Association - Brookfield, WI | The Science of Shopping: Make Your Product Sell Itself - Philadelphia PA 10/25/16 | 2 |
| National Funeral Directors Association - Brookfield, WI | Embalming and body Preparation: Stop Dropping the Ball! - Philadelphia PA 10/25/16 | 2 |

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|---------------------------------------------------------|-------------------------------------------------------------------------------------------------|---------------|
| National Funeral Directors Association - Brookfield, WI | Survey Says! Inside the Numbers - Philadelphia PA 10/25/16 | 1 |
| National Funeral Directors Association - Brookfield, WI | Helping Families After Suicide Loss - Philadelphia PA 10/25/16 | 1 |
| National Funeral Directors Association - Brookfield, WI | Are You in the 40 Percent? Planning for Succession - Philadelphia PA 10/25/16 | 1 |
| National Funeral Directors Association - Brookfield, WI | Having It My Way - Serving Today's Customers - Philadelphia PA 10/25/16 | 1 |
| National Funeral Directors Association - Brookfield, WI | How Speaking Frankly to Families Saved My Business - Philadelphia PA 10/25/16 | 1 |
| National Funeral Directors Association - Brookfield, WI | How "Have the Talk" Can Bring Families to Your Funeral Home - Philadelphia PA 10/25/16 | 1.5 |
| National Funeral Directors Association - Brookfield, WI | Avoid Common Missteps and Resolve Consumer Complaints - Philadelphia PA 10/25/16 | 1.5 |
| National Funeral Directors Association - Brookfield, WI | The Grand Finale: Funeral Event Planning - Philadelphia PA 10/26/16 | 1 |
| National Funeral Directors Association - Brookfield, WI | Connecting with the World's Most Powerful Consumer - Philadelphia PA 10/26/16 | 1 |
| National Funeral Directors Association - Brookfield, WI | Our Past is Not a Prologue to Our Future - Philadelphia PA 10/26/16 | 1 |
| National Funeral Directors Association - Brookfield, WI | Caring for Fluffy & Fido: How Pet Services Can Benefit Your Business - Philadelphia PA 10/26/16 | 1 |
| National Funeral Directors Association - Brookfield, WI | Differentiating Your Business in the Experience Economy - Philadelphia PA 10/26/16 | 1 |
| National Funeral Directors Association - Brookfield, WI | Closing Session: You Are What You Need - Philadelphia PA 10/26/16 | 1 |
| National Funeral Directors Association - Brookfield, WI | 2016 NFDA International Convention EXPO - Philadelphia PA 10/24 - 10/26/16 | 1 |
| National Funeral Directors Association - Brookfield, WI | NFDA Certified Preplanning Consultant (CPC) Philadelphia PA 10/22/16 | 8 |
| National Funeral Directors Association - Brookfield, WI | NFDA Certified Crematory Operator (CCO) Philadelphia PA 10/22/16 | 7 |
| National Funeral Directors Association - Brookfield, WI | NFDA Arranger Training - Philadelphia PA 10/22/16 | 8 |
| National Funeral Directors Association - Brookfield, WI | NFDA Arranger Training - Richmond VA 08/16/16 | 8 |
| National Funeral Directors Association - Brookfield, WI | NFDA Arranger Training - Okemos MI 09/13/16 | 8 |

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| Program Provider/Sponsor | Course Title (Event) | Points |
|---------------------------------------------------------|------------------------------------------------------------------------------------------|--------|
| National Funeral Directors Association - Brookfield, WI | NFDA Arranger Training - Dallas TX 04/26/16 | 7 |
| National Funeral Directors Association - Brookfield, WI | NFDA Home Study 2016 Annual All-Staff Training with the FTC Funeral Rule Coordinator | 4 |
| National Funeral Directors Association - Brookfield, WI | Hospice From the Inside Out | 1 |
| National Funeral Directors Association - Brookfield, WI | How Green Burials Help Families Rediscover Meaning in Funeral Services - | 1 |
| National Funeral Directors Association - Brookfield, WI | Leadership Today - Brookfield WI 07/11/16 | 1 |
| National Funeral Directors Association - Brookfield, WI | Breakout by Office - Brookfield WI 07/11/16 | 2 |
| National Funeral Directors Association - Brookfield, WI | Arranger Training...like you've never experienced before - - Brookfield WI 07/12/16 | 1 |
| National Funeral Directors Association - Brookfield, WI | Tough Talking: Initiating and Managing Difficult Discussions - Brookfield WI 07/12/16 | 2 |
| National Funeral Directors Association - Brookfield, WI | Road to Relevance: Five Strategies for Competitive Associations - Brookfield WI 07/13/16 | 1 |
| National Funeral Directors Association - Brookfield, WI | NFDA Leadership Conference Las Vegas, NV 07/13/16 | 1 |
| National Funeral Directors Association - Brookfield, WI | Proposed Revisions to Wage and Hour Regulations - Brookfield WI 07/14/16 | 1 |
| Selected Independent Funeral Homes | 2016 Women's Roundtable - 07/19/16 | 3 |

Reports:

Cease & Desist Orders:

Michael Fowler motioned, Tom Lord seconded, and the Board voted unanimously to approve the following orders:

| Name | Complaint # | Docket # | Location |
|------------------------------|-------------|-----------|---------------|
| Bryan E. Rickett | FUN160099 | 2016-0960 | Lawrenceville |
| Ingram Brothers Funeral Home | FUN160135 | 2016-0853 | Sparta |

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90 Day Grace Period Request:

Nancy Kennedy motioned, Michael Fowler seconded, and the Board voted as follows regarding 90-day grace period request:

| Name | License # | Location | Decision |
|----------------------|--------------|----------|----------|
| Platt's Funeral Home | FEST00001357 | Augusta | Approved |

Other Business:

Proposed Rule changes 250-5-.09, 250-6-.05, and 250-6-.08 – ongoing process, Tom Lord to be advised of any changes.

Grace Period Procedure – After confirming 1st request status, the initial 90-day grace period can be administratively approved and presented at next Board meeting to be ratified; a 2nd 90-day request must be presented to the Board for approval. Additional request – grace period exhausted – send letter to notify establishment and present to the Board at the next meeting.

The Board approved a date change for the meeting scheduled for July 12, 2016.

The next meeting of the Georgia Board of Funeral Service will be held Tuesday, July 19, 2016 at 10:00 a.m. at 237 Coliseum Drive, Macon, Georgia.

There being no further business, Chair Hightower declared the meeting adjourned at 3:45 p.m.

Minutes recorded by: Sandy Barboza, Board Support Specialist

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

Bryant Hightower
Bryant Hightower, Chair
with express permission by
La Trena Tyler-Jones, Executive Director

La Trena Tyler-Jones
La Trena Tyler-Jones, Executive Director

These minutes were approved on: 7/19/16

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 **June 14, 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 14th

Day of June, 2016

Gwendolyn Marie Patmon
 Notary Public

My Commission Expires Nov. 19, 2019

