

GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – January 8, 2019
Professional Licensing Boards Division of the Secretary of State
237 Coliseum Drive, Macon, Georgia 31217

Members Present:

- Thomas Lord, Chair
- W.T. Edmondson, Vice Chair
- Nancy Kennedy
- Joe Westbury
- William Bowen
- Bryant Hightower
- Darryl Bentley*

Others Present:

- Brad Coman, Executive Director
- Carla Murray, Licensing Supervisor
- Penny Noland, Licensing Analyst
- Melanie Foster, Board Support Specialist
- Reagan Dean, Senior Assistant Attorney General
- Kirsten Daughdril, Senior Assistant Attorney General – Section Chief

*via teleconference

Note: Visitors are excused during Executive Session unless scheduled for a personal appearance.

Thomas Lord, Chair, noted that 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.

OPEN SESSION

Agenda

Joe Westbury moved, W.T. Edmondson seconded, and the Board voted to approve the January 8, 2019 agenda.

Minutes

W.T. Edmondson moved, Joe Westbury seconded, and the Board voted to approve the December 11, 2018 Open Meeting minutes and Executive Session minutes as amended.

Ratification List

Licenses Issued 12-7-2018 through 1-3-2019 (Total – 11): Joe Westbury moved, Bryant Hightower seconded, and the Board voted to ratify the licenses issued between meetings by application and reinstatement in accordance with Board Rules and Policies.

License #	Licensee
EMB005219	Steven LeBron Logan
EMB005220	Joseph Allen Marler
FD005618	Steven LeBron Logan
FD005619	Larry Gene Moore, II
FD005620	Joseph Allen Marler
FEST002025	Wrightsville Memorial Funeral Home

License #	Licensee
FSA006398	Crystal Nicole Hatten
FSA006399	Jennifer Waters Torney
FSA006400	Anna B Frost
FSA006401	Felicia Bedell Warren
FSA006402	David Scott Dixon

EXECUTIVE SESSION

Joe Westbury moved, W.T. Edmondson seconded, and the board voted to enter into Executive Session at 10:07 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 complaints, and to hear the Attorney General’s report.

At the conclusion of Executive Session, Thomas Lord, Chair declared the meeting to be “open” pursuant to the Open and Public Meeting Act, O.C.G.A. §§ 50-14-1 et seq., at 1:41 p.m. No votes were taken during Executive Session.

OPEN SESSION

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

Appointments

Appearance # FUN190045 – tabled – refer to Investigations to obtain statement from Embalmer and Funeral Service Apprentice.

Appearance # FUN190047 – tabled – for appearance at February meeting.

Appearance # 2717443 – James A. Sircy – endorsement of Funeral Director and Embalmer licenses – approved pending passing Laws & Rules exam.

Appearance # 2774543 – Fischer Funeral Home - change of FDFCC from Terisha Casasanta to David Boring - approved.

Appearance # FEST001878 – Legacy Funeral Home & Life Center - closed - fine paid, not required to appear.

Applications

Application # 2774553 / 2774554 – D.H.– Endorsement of Funeral Director and Embalmer licenses – denied - failure to meet qualifications.

Application # 2776077 / 2776079 – Bernard Cleven Buggs, Jr – reciprocity of Funeral Director and Embalmer licenses – approved pending passing Law & Rules exam.

Application # 2774292 / 2774297 – Heritage Funeral Home – request for new license number due to new ownership - approved.

Application # 2777832 – Campbell & Sons Funeral Home Inc. – change of facility name – approved.

Recessed for Lunch 12:00 p.m. – Executive Session Resumed 1:13 p.m.

Complaints

FUN190063 – Tabled – refer to Investigations to obtain statement from respondent, complainant and Funeral Service Apprentice.

FUN190059 – Tabled – refer to Investigations to obtain all documents related to complaint, and statement from the FDFCC.

FUN190064 – Tabled – refer to Inspections to obtain statement from FDFCC.

FUN190065 – Tabled – refer to Inspections to obtain statement from FDFCC.

FUN190066 – Tabled – refer to Inspections to obtain statements from FDFCC and complainant.

FUN190067 – Tabled – refer to Investigations to obtain statement from FDFCC.

FUN190005 – Closed – no violation found regarding complaint. Board staff to send letter of concern regarding price list.

FUN190038 – Closed – no violation found.

FUN190068 – Tabled – Refer to Investigations to obtain GBI report.

Attorney General's Report

The Board reviewed and accepted the Attorney General's recommendations.

OTHER BUSINESS

Continuing Education - Joe Westbury moved, Nancy Kennedy seconded, and the motion carried by the Board to accept the Continuing Education Committee's recommendations to approve the following continuing education courses as presented:

Provider	Course	Points
SC Funeral Directors Association	OSHA & The Workplace	1.0
SC Funeral Directors Association	Finding Resilience: Preventing Burnout in Funeral Professionals	1.5
SC Funeral Directors Association	SCFDA Update	1.0
SC Funeral Directors Association	Serving the Family of a Perpetrator	1.5
SC Funeral Directors Association	I'm Not Convinced	1.5
National Funeral Directors Association (NFDA)	2019 NFDA Cremation Conference	8.0
NFDA	NFDA Business Conference	9.3
NFDA	Cremation Arranging Solutions - Beyond the Basics	4.0
NFDA	2018 FTC Funeral Rule Training	3.0
NFDA	Approaching Trauma Cases with Confidence	3.0
NFDA	Conflict Management for Funeral Directors: Successful Interpersonal Communication Practices	4.0
NFDA	Deathcare Marketing: 25 FAQs	6.0
NFDA	Demonstration of Soft Tissue Repair	4.0
NFDA	Do-It-Yourself Memorials (with a Little help from the Funeral Director)	2.0
NFDA	Embalming Perspectives and Paradigms Challenged	6.0
NFDA	Embalming Risk Management 4.0	3.0
NFDA	Embalming the Obese Case	3.0
NFDA	Everyday Embalming : Tips and Tricks	4.0
NFDA	Funeral Service Ethics	2.0
NFDA	Jewish Funeral Traditions and Rituals	4.0
NFDA	Marketing a Funeral Home for Long-term Profitability	3.0
NFDA	Mastering the Art of Funeral Home Etiquette	1.0
NFDA	Offering Funeral Packages in Compliance with the FTC Funeral Rule	2.0
NFDA	Professional Ethics in Funeral Service: NFDA's Code of Professional Conduct	1.0
NFDA	Relevance of Restorative Art	3.0
NFDA	RSVP: I'll See you at My Living Funeral	2.0
NFDA	Supporting Pregnancy Loss Families	3.0
NFDA	Ten Tools for Stress Relief	3.0
NFDA	The Funeral: A Chance to Touch, A Chance to Serve, A Chance to Heal	4.0
NFDA	Understanding a Child's Grief: Insights for Funeral Home Owners, Directors, Staff	3.0
NFDA	Understanding and Managing Grief	6.0
NFDA	Understanding the Practice of the FTC Funeral Rule	3.0
NFDA	NFDA Meet the Mentors Program 2019	10.5
NFDA	Lingering Liability: Inside the Cemetery	1.5

Provider	Course	Points
Kates-Boylston Publications	Cremation Innovations Summit (September 2019)	5.5
ICCFA	2019 ICCFFA Annual Convention and Exposition	18.0
Matthews International	Be Audacious in Business	1.0
Matthews International	The Art of Cremation Phone Inquiries	1.0

Docketed Orders – Joe Westbury moved, Nancy Kennedy seconded, and the Board voted to accept the docketed orders as presented:

Type	Licensee	License #	Docket #	City
OAFM	National Cremation Service	FEST001904	2018-1949	Plantation, FL
OAFM	SouthCare Cremation & Funeral Society	FEST001820/FEST002002	2018-1984	Marietta

Request for Administrative Authority

William Bowen moved, Joe Westbury seconded, and the Board voted unanimously to grant staff administrative authority to close complaints that are in pending status after 30 days with no response from the complainant.

Preneed Questions

The Board received a request for advice regarding preneed arrangements. The Board is unable to give legal counsel. The Attorney General's office advised that the questioner may seek legal counsel if they are so inclined.

Correspondence

The Board reviewed questions and a notice of retort usage discontinuation from CREM000053.

PSI Request

PSI is requesting subject matter experts for upcoming updates to board exams. The Board will bring recommendations to the February meeting.

The next meeting of the Georgia Board of Funeral Service will be held Tuesday, February 12, 2019, at 10:00 a.m. at 237 Coliseum Drive, Macon, Georgia.

There being no further business, Thomas Lord, Chair, declared the meeting adjourned at 2:16 p.m.

Minutes recorded by: Melanie Foster, Board Support Specialist

Minutes reviewed and edited by: Brad Coman, Executive Director

Minutes approved on _____



Thomas Lord, Chair



Brad Coman, Executive Director

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 Thomas Lord, 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 January 8, 2019 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 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 8th

Day of JANUARY, 2019


Notary Public

Commission Expires:

JAN. 18, 2021

