

**GEORGIA BOARD OF FUNERAL SERVICE**  
**Board Meeting Minutes – February 12, 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
- Joe Westbury
- Darryl Bentley
- Bryant Hightower
- William Bowen

**Others Present:**

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

**Members Absent:**

- Nancy Kennedy

*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 10:03 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, Bryant Hightower seconded, and the Board voted to approve the February 12, 2019 agenda as amended.

**Minutes**

Bryant Hightower moved, W.T. Edmondson seconded, and the Board voted to approve the January 8, 2019 Open Meeting minutes and Executive Session minutes as amended.

**Ratification List**

Licenses Issued 1-4-2019 through 2-6-2019 (Total – 27): 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
CREM000157	Heritage Memorial Funeral Home & Crematory
EMB005221	James Allen Sweatman
EMB005222	Belinda J Braden
EMB005223	Carey Lee Wallace
EMB005224	William Scott Steiger
FD005621	James Allen Sweatman
FD005622	Belinda J Braden
FD005623	Carey Lee Wallace
FEST002026	Heritage Memorial Funeral Home & Crematory
FEST002027	Campbell & Sons Funeral Home, Inc
FSA006403	Lee Jackson Sweat, Jr
FSA006404	Rachel Eliana Loux

License #	Licensee
FSA006405	Dylan Joseph DeStefano
FSA006406	Alecia Rene' Derloshon
FSA006407	Antoine Chirez Hunt
FSA006408	Caleigh Elizabeth Holland
FSA006409	Stacy Tiara King
FSA006410	Candise Joelle Mathis
FSA006411	Shante Denise Thomas Jackson
FSA006412	Suzanne Turkiewicz Elkins
FSA006413	David O'Bannon, Sr
FSA006414	Christina Louise Pinson
FSA006415	Garrett Martel Hiers
FSA006416	Jaquan LaRon Lewis
FSA006417	Teena Williams Fowler

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License #	Licensee
FSA006418	Kimberly LaToya Griggs

License #	Licensee
FSA006419	Jennifer Marie Grant

**EXECUTIVE SESSION**

W.T. Edmondson moved, Joe Westbury seconded, and the board voted to enter into 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 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 3:41 p.m. No votes were taken during Executive Session.

**OPEN SESSION**

Bryant Hightower moved, Joe Westbury seconded, and the motion was carried unanimously by the Board to ratify the following recommendations made during Executive Session:

**Appointments**

Appearance # FUN190047 – close – licensee is required to change letterhead to reflect name on license. Tom Lord recused.

Appearance # 2781028 – Starling Evans Funeral Home – change of FDFCC from Bryan Evans to Spencer Wood – approved.

Appearance # 2782288 – The Paulk Funeral Home – change of FDFCC from Jason Holt to Jacob R. Jenkins - approved.

Appearance # FUN190073 – tabled – cognizant interview conducted – pending receipt of completed application – Bryant Hightower recused.

Appearance # 2785159 – The Crematory at Baldwin Mountain - change of FDFCC from John Whitfield to Everett J. Huffman – approved pending receipt of resignation letter from former FDFCC.

Appearance # 2785167 – Gwinnett Crematory Inc - change of FDFCC from Frankie L. Stewart to Roger T. Queen – approved pending updated retort certification.

Appearance # 2785155 – Whitfield Funeral Home South Chapel Inc - change of FDFCC from John Whitfield to Everett J. Huffman - approved pending receipt of resignation letter from former FDFCC.

Appearance # 2785139 – Peachtree Cremation Services – change of name from Peachtree Cremation Society - approved.

Appearance # 2785170 – Legacy Funeral Home & Life Center - change of FDFCC from Anthony McGuire to James J. Evans - approved.

**Applications**

Application # 2779758 – Pearson Treadwell Funeral Home – change of FDFCC from Dennis Fulford to Sharon E. Godwin - approved.

Application # 2782291 – The Paulk Funeral Home – change of FDFCC from Frederick Bostleman to Jason L. Holt - approved.

Application # 2783672 – R.H.F.H. – reinstatement of Funeral Establishment license – table - refer to Attorney General’s office for Public Consent Order to include 2 years probation, \$4,000 fine to be split evenly between the FDFCC and the facility. Approval of reinstatement pending receipt of signed Consent Order.

Application # 2783022 / 2783036 – Alvis Miller and Son Funeral Home and Crematory – change of funeral establishment name from Alvis Miller and Son Inc. – approved; Alvis Miller and Son Funeral Home and Crematory – new Crematory – approved.

Application # 2785163 – Georgia Cremation – change of FDFCC from Randall Watkins to Frankie L. Stewart - approved.

### **Complaints**

FUN190071 – Tabled – refer to Inspections to obtain statement from FDFCC.

FUN190051 – Closed – no violation found.

FUN190058 – Closed – no violation found.

FUN190069 – Tabled – refer to the Secretary of State to determine location of preneed funds.

FUN190066 – Closed – complaint resolved.

FUN190065 – Closed – complaint resolved.

FUN190054 – Closed – send letter of concern to FDFCC.

FUN190077 – Tabled – refer to Inspections to obtain statement from Funeral Establishment.

FUN190078 – Tabled – refer to Inspections to obtain statement from Funeral Establishment.

FUN190079 – Closed – no violation found.

FUN190080 – Tabled – scheduled for cognizant interview at March meeting.

FUN190064 – Closed – no violation found.

FUN190059 – Closed – send letter of concern regarding best cremation practices.

FUN190085 – Closed – no violation found.

FUN190046 – Closed – fine paid on February 12, 2019.

### **Attorney General’s Report**

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

## **OTHER BUSINESS**

**Continuing Education** - Joe Westbury moved, Bryant Hightower 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
Georgia Funeral Directors Association	Be Audacious: Adapting to Win	2.0
Georgia Funeral Directors Association	The Distinction Advantage: What You Need to Know to Not Only Survive But Thrive	2.0
National Funeral Directors Association	Kickstart Your Creativity: Fresh Approaches for Community Outreach	1.0
Cremation Association of North America	CANA's Crematory Operations Certification Program	8.0
Cremation Association of North America	CANA's Online Crematory Operations Certification Program	8.0
International Order of the Golden Rule	2019 Annual Conference & Solution Center	8.0
National Funeral Directors and Morticians Association	The Concept of Ethics	1.0
National Funeral Directors and Morticians Association	What Would You Do? An Embalming Symposium	2.0
National Funeral Directors and Morticians Association	Georgia Funeral Practitioners Day at Capitol	2.0
The Dodge Company / The Dodge Institute for Advance Mortuary Studies	2019 Dodge Technical Series - Savannah, GA	9.0

**Docketed Orders** – Joe Westbury moved, Bryant Hightower seconded, and the Board voted to accept the docketed orders as presented:

Type	Licensee	License #	Docket #	City
OAFM	Legacy Funeral Home & Life Center Inc	FEST001878	2019-0042	Jonesboro
OAFM	James R Barnes Mortuary	FEST000986	2019-0052	Statesboro
OAFM	Alvie Coes Funeral Home	FEST001070	2019-0097	Unadilla
OAFM	Gray Memorial Chapel & Crematory	FEST002017	2019-0216	Gray
OAFM	Vidalia Funeral Home	FEST000363	2019-0245	Vidalia
OAFM	Lester C Litesey Funeral Home Inc	FEST000225	2019-0217	Cedartown
Cease and Desist	Merritt Funeral Home	FEST001454	2019-0031	Colquitt
Voluntary Surrender	Brantley Funeral Home	FEST001944	2019-0030	Wrightsville

## **PSI Request**

Board members suggested several subject matter experts for upcoming updates to board exams, and will forward their contact information to the Executive Director within the week.

### **The Conference Model Internship Program**

The Board received an overview of The International Conference of Funeral Service Examining Boards' 2019 Model Internship for Funeral Service.

**1<sup>st</sup> 90 day Grace Period Requests** – Staff approved the following 1st 90-day grace period requests:

<b>Name</b>	<b>License #</b>	<b>City</b>	<b>Expiration</b>
Carter Funeral Home Bryan Chapel	FEST001508	Richmond Hill	4/28/2019
Miles Funeral Home, Inc	FEST001962	Hazelhurst	4/28/2019
Roswell Funeral Home	FEST001259	Roswell	4/25/2019
SouthCare Cremation & Funeral Society	FEST001822	Marietta	4/16/2019
American Crematory	CREM000029	Roswell	4/25/2019
Cremation Society of the South - Eagles Landing	CREM000061	Marietta	04/16/2019

**2<sup>nd</sup> 90 day Grace Period Request** – Bryant Hightower moved, Joe Westbury seconded, and the Board voted to approve the following 2nd 90-day grace period requests:

<b>Name</b>	<b>License #</b>	<b>City</b>	<b>Expiration</b>
Allison Memorial Chapel	FEST001520	St. Marys	05/13/2019
Central Savannah Mortuary	CREM000033	Augusta	05/13/2019

### **Correspondence**

The Board reviewed a notification from FEST001499 regarding a vehicle that struck the facility.

### **Executive Director's Report**

The Board reviewed the Executive Director's report, which provided the Board with statistical data relevant to the processing of applications and complaints/compliance matters.

The next meeting of the Georgia Board of Funeral Service will be held Tuesday, March 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 3:48 p.m.

Minutes recorded by: Melanie Foster, Board Support Specialist

Minutes reviewed and edited by: Brad Coman, Executive Director

Minutes approved on: March 12, 2019



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 **February 12, 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 12th  
Day of FEBRUARY, \_\_\_\_\_.

Notary Public

My Commission Expires: JAN. 18, 2021

