

GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – January 10, 2017
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

Others Present:

- La Trenda Tyler-Jones, Executive Director
- Sandy Barboza, Board Support Specialist
- Carla Murray, Licensing Analyst
- Amantha Lovett, Complaints & Compliance
- Reagan Dean, Senior Assistant Attorney General

Members Absent:

- Nancy Kennedy

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

Call to Order: Bryant Hightower, Chair, noted that a quorum was present, called the meeting to order at 10:04 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:

W.T. Edmondson moved, Joe Westbury seconded, and the Board voted unanimously to approve the January 10, 2016 agenda.

Minutes:

Michael Fowler moved, W.T. Edmondson seconded, and the Board voted unanimously to approve the November 29, 2016 Open Meeting minutes and Executive Session minutes.

Ratification List:

Licenses Issued 11-22-2016 through 01-06-2017 (Total – 30):

License No	Licensee	License No	Licensee
CREM000140	Low Country Cremation & Burial	FSA006070	Rhonda Denise Wheeler
CREM000141	Middle Georgia Crematory	FSA006071	Jeb Stuart Turner
EMB005095	Fabio Coicou	FSA006072	Trevor William Tudor
EMB005096	Rochelle Smith Brighthop	FSA006073	Kirk Neal Burrell
EMB005097	Janice Elizabeth Fortner	FSA006074	Mary McMullen Allen
EMB005098	Lauren Ashley Zimmerman	FSA006075	Amber Dee Campton
EMB005099	Eric Quinn Gonzales	FSA006076	Freddie Lee Evans
FD005496	Fabio Coicou	FSA006077	Corey James Jackson, Jr
FD005497	Janice Elizabeth Fortner	FSA006078	Julian R Rucker-Torres
FD005498	Lauren Ashley Zimmerman	FSA006079	Reginald Gregory Martin
FEST001967	Smith & Miller Funeral Home	FSA006080	Joey Richard Taylor
FEST001968	Burke Memorial Funeral Home	FSA006081	Jonathan Bobby Strickland
FEST001969	Salmon Funeral Home LLC	FSA006082	Jeffrey Mark Dodd
FEST001970	Low Country Cremation & Burial	FSA006083	Polly R Davis
FEST001971	Worthy Mortuary	FSA006084	Shanethia Taylor-Jackson

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W.T. Edmondson moved, Joe Westbury seconded, and the Board voted unanimously to ratify the licenses issued between meetings by application and reinstatement in accordance with Board Rules and Policies.

EXECUTIVE SESSION:

Michael Fowler moved, W.T. Edmondson seconded, and the motion carried to enter into Executive Session 10:05 a.m. in accordance with O.C.G.A. §§ 43-1-19(h) and 43-18, on Tuesday, January 10, 2017 at the Professional Licensing Boards Division, 237 Coliseum Drive, Macon, Georgia 31217, for the purpose of conducting applicant appointments, discussing and reviewing applications, and complaint cases, and to hear the Attorney General's report.

The Executive Session of the Georgia State Board of Funeral Service was closed by Bryant Hightower, Chair, at 4:28 p.m., who then declared the meeting back in public session. No votes were taken in 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 # 2630079 – Charles Alvin McCloud – Funeral Service Apprentice – approved by consent order – probation through apprenticeship.

Appearance # 2648233 - C.L.F.H. – did not appear.

Appearance # 2637372 – Melden Owens – Funeral Director & Embalmer – approved.

Appearance #s 2645126 & 2645127 - Walter Alexander Hamilton – Funeral Director & Embalmer – approved by consent order; \$3,000 fine to be paid within 90 days, split between applicant and Funeral Establishment, and 2 years' probation.

Appearance # 2646200 – H.M.H. – Funeral Director & Embalmer - denied. May reapply upon completion of probation.

Appearance #s 2648891 & 2648892 – Chapman Funeral Home / East Georgia Cremation – Funeral Establishment & Crematory – Ralph Crosby – FDFCC – approved.

Appearance # 2649564 – M.P.F.H. – tabled until February.

Appearance # 2651993 – Trice Funeral Home - change FDFCC to Rose Marie McGhee – approved.

Appearance # 2649643 – Bynes-Royall Funeral Home – change FDFCC to Alfred Mullice – approved.

Appearance # 2650494 – Anderson & Marshall Funeral Home - change FDFCC to Theron Wilson – approved.

Appearance # 2651552 – C M Brown Funeral Home - change FDFCC to Atoia Netate Fluker – approved upon receipt of resignation of previous FDFCC.

Appearance # 2652201 – Golden Isles Cremation Center - change FDFCC to Felicia Lee Staat – approved upon receipt of resignation of previous FDFCC.

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Appearance # 2651986 – Georgia Cremation – Columbus – Funeral Establishment – approved upon receipt of corrected application. Name must include the word “Columbus” for distinction.

Appearance # 2652468 – Durden-Hudson Funeral Home – Funeral Establishment – approved.

Appearance # FEST000757 – King and Sons Funeral Home – Extend Hardship Grace Period – approved upon receipt of written agreement.

Appearance # 2652466 – Miles Funeral Home - change FDFCC to Christopher Lee Johnson – approved. Joe Westbury recused.

Appearance # 2652765 – Williamson Mortuary, LLC - change FDFCC to Erma Jeannette Heyliger – approved.

Applications:

Application #s 2648422 & 2648908 – Northside Chapel Funeral Directors & Crematory - Funeral Establishment / Crematory – approved.

Application #s 2648975 & 2648977 – Rex Truman Grizzie - Funeral Director & Embalmer – approved by consent order - \$3,500 fine split between applicant and Funeral Establishment, and 2 years’ probation.

Application # 2650011 – F.F.C. – change of FDFCC – tabled for clarification regarding 2nd Funeral Home.

Application # 2650022 – Dahlongega Funeral Home – Funeral Establishment – approved.

Application #s 2650348 & 2650869 – D.A.C. - Funeral Director & Embalmer – denied – insufficient experience.

Application 2651777 – Hanley Shelton Funeral Home - Funeral Establishment – approved upon receipt of request to lift probation.

Application # 2651988 – Trice Funeral Home – change of FDFCC- Owner – approved.

Application #s 2647129 & 2647132 – Vincent Todd Ferreira – Funeral Director & Embalmer – approved by endorsement.

Application #s 2653290 & 2653296 – James Edward Smith – Funeral Director & Embalmer – approved.

Complaints:

FUN170036 – Closed – Referred to Secretary of State’s Office – pre-need funds.

FUN160152 – Closed – Referred to Secretary of State’s Office – pre-need funds.

FUN170038 – Closed – Strong letter of concern; refer to the Coroner’s Counsel.

FUN170039 – Closed – Strong letter of concern.

FUN170040 – Closed – No violations found.

FUN170049 - Tabled – Pending Investigator’s report.

FUN170054 – Closed – Strong letter of concern.

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FUN170070 – Tabled – Refer to Inspections for statement from FDFCC.

FUN170072 – Tabled – Refer to Inspections for statement from FDFCC.

FUN170073 – Tabled – Refer to Investigations for further information.

FUN170074 – Tabled – Refer to Investigations for further information.

FUN170075 – Tabled – Refer to Investigations for further information.

FUN170076 – Tabled - Refer to Inspections for statement from FDFCC.

FUN170080 – Tabled – Refer to Investigations for statement – must have death certificate by February.

New Complaint – Referred to Coroner’s Counsel.

Attorney General’s Report:

Proposed rule amendments posted for Public Hearing scheduled for February 14, 2017 (file attached).

FUN170030 – Summary Suspension prepared – notify vital records and coroner of suspension.

FUN170041 – Confirmed case closed.

FUN170071 – Voluntary Surrender signed.

OTHER BUSINESS:

Continuing Education:

Joe Westbury moved, William Bowen 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
Batesville	Casket Product Knowledge	1
Batesville	How to Handle Phone Information Seekers	1
Batesville	How to Handle Phone Information Seekers - Workshop	2
Batesville	How to Simplify the Casket Selection Experience	1
Batesville	Introduction to Setting a New Standard: The Cremation Arrangement	1
Batesville	Setting a New Standard: The Cremation Arrangement	2
Batesville	Working on Your Business: Managing Collections and Cash Flow	1
Batesville	T.E.A.C.H. - Putting It All Together	2
CANA	CANA's 2017 Cremation Symposium	10

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Memoriams by Ancestry	Obituary Best Practices and Newspaper Placement	1
National Funeral Directors Assoc.	Are You Secure? (No You're Not!) Digital Security and You	1
National Funeral Directors Assoc.	NFDA Arranger Program	8
National Funeral Directors Assoc.	NFDA Certified Crematory Operator Program	7
National Funeral Directors Assoc.	Defend Your Business: A Guide to Modern Funeral, Crematory and Cemetery Litigation	1
National Funeral Directors Assoc.	Establish Your Credibility as a New Funeral Director	1
National Funeral Directors Assoc.	Nine Powerful Practices of Really Great Bosses	8
National Funeral Directors Assoc.	Nine Powerful Practices of Really Great Teams	8
National Funeral Directors Assoc.	A Cemetery Should be Forever	8
National Funeral Directors Assoc.	Educating Families, You Serve about the Why of the Funeral: A Guide for Funeral Home Staff	6
National Funeral Directors Assoc.	Funeral Service Psychology and Counseling	6
National Funeral Directors Assoc.	The Good Funeral: Death, Grief and the Community of Cremation	8
National Funeral Directors Assoc.	Presence: Bring Your Boldest Self to Your Biggest Challenges	8
National Funeral Directors Assoc.	Scared Speechless	8
National Funeral Directors Assoc.	Swallowed by a Snake: The Gift of the Masculine Side of Healing	8
National Funeral Directors Assoc.	How to Change Things When Change is Hard	8
National Funeral Directors Assoc.	The Essential Executor's Handbook: Quick & Handy Resource for Dealing with Wills, Trusts, Benefits, Probate	8
National Funeral Directors Assoc.	Bridging the Gap Between the Funeral Home and the Hospice Caregiver	2
National Funeral Directors Assoc.	2016 Annual All-Staff Training with the FTC Funeral Rule Coordinator	4
National Funeral Directors Assoc.	The Art of Facial Reconstruction	4

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National Funeral Directors Assoc.	Beyond Price - Your Guide to Mastering Cremation Phone Inquiries	2
National Funeral Directors Assoc.	Creating Loyalty & Lifelong Memories through Creative Customer Engagement	4
National Funeral Directors Assoc.	Cremation Liability Issues for Crematories & Funeral Homes Using Third-party Crematories	2
National Funeral Directors Assoc.	Effective Social Media for your Funeral Home on a Shoestring Budget	2
National Funeral Directors Assoc.	Embalming Difficult Cases	10
National Funeral Directors Assoc.	Embalming Risk Management	2
National Funeral Directors Assoc.	Focus on Preeed: Spend Downs, Contracts & Consumer Protection	2
National Funeral Directors Assoc.	FTC Compliance: Handling the General Price List	4
National Funeral Directors Assoc.	How Green Practices Benefit Your Business	4
National Funeral Directors Assoc.	Inbound Marketing: The Future of Funeral Home Marketing	2
National Funeral Directors Assoc.	It's Only a Matter of Time: Are You Ready for Natural Burials and Green Burials?	2
National Funeral Directors Assoc.	Keys to Effectively Resolve Family Complaints and Avoid Costly Lawsuits	2
National Funeral Directors Assoc.	Making Cremation Profitable	2
National Funeral Directors Assoc.	Opening a Crematory: What You Need to Know to Do It Right	2
National Funeral Directors Assoc.	Are You in the 40%? Planning for Succession	2
National Funeral Directors Assoc.	Be the Best Crematory Operator in Your Community	4
National Funeral Directors Assoc.	Connecting with Women: The World's Most Powerful Consumer	2
National Funeral Directors Assoc.	The Continuum of Care: Is Your Funeral Home Inside the Circle of Trust?	2
National Funeral Directors Assoc.	Filling the Void: Why Funeral Directors Must Become Ritual Specialists	2
National Funeral Directors Assoc.	FTC Undercover Shopping: Are You Ready?	2
National Funeral Directors Assoc.	Helping Families after Suicide Loss	2

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National Funeral Directors Assoc.	Defend Your Business: A Guide to Modern Funeral, Crematory and Cemetery Litigation	2
National Funeral Directors Assoc.	Our Past is not a Prologue to Our Future	2
National Funeral Directors Assoc.	The Grand Finale: Funeral Event Planning	2
National Funeral Directors Assoc.	Building Superior Customer Relationships through Online Marketing	2
National Funeral Directors Assoc.	Leading the Conversation: Connecting with Seniors in Arrangement Conferences	2
National Funeral Directors Assoc.	Do Funerals Matter: The Purposes and Practices of Death Rituals in Global Perspective	8
National Funeral Directors Assoc.	Embalming Standards of Care	6
National Funeral Directors Assoc.	Give and Take: Why Helping Others Drives our Success	8
National Funeral Directors Assoc.	Grit: The Power of Passion and Perseverance	8
National Funeral Directors Assoc.	The Speed of Trust: The One Thing that Changes Everything	8
National Funeral Directors Assoc.	Marketing Cremation for Profitability	2
National Funeral Directors Assoc.	Hospice from the Inside Out	2
National Funeral Directors Assoc.	NFDA Arranger Program	8
National Funeral Directors Assoc.	NFDA Arranger Program	8
National Funeral Directors Assoc.	NFDA Certified Crematory Operator Program	7
National Funeral Directors Assoc.	NFDA Certified Crematory Operator Program	7
National Funeral Directors Assoc.	NFDA Certified Crematory Operator Program Whittington IL	7
National Funeral Directors Assoc.	Communicable Disease: Safeguarding the Funeral Practitioner	2
National Funeral Directors Assoc.	Communicable Disease: What Every Funeral Home Must Know	3
National Funeral Directors Assoc.	Conflict Mgmt. for FDs: Successful Interpersonal Communication Practices	4
National Funeral Directors Assoc.	Deathcare Marketing: 25 FAQs	6
National Funeral Directors Assoc.	Embalming Perspectives & Paradigms Challenged	6

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Provider	Course	Points
National Funeral Directors Assoc.	Embalming Risk Management	2
National Funeral Directors Assoc.	Embalming the Obese Case	3
National Funeral Directors Assoc.	Five Ways to Improve Prep Room Ventilation and Protect Your Health	2
National Funeral Directors Assoc.	Funeral Service Ethics	2
National Funeral Directors Assoc.	Marketing a Funeral Home for Long-term Profitability	3
National Funeral Directors Assoc.	Offering Funeral Pkgs. in Compliance with the FTC Funeral Rule	2
National Funeral Directors Assoc.	Professional Ethics in Funeral Svc: NFDA's Code of Professional Conduct	1
National Funeral Directors Assoc.	Serving Hispanic Families	4
National Funeral Directors Assoc.	The Funeral: A Chance to Serve, A Chance to Heal	4
National Funeral Directors Assoc.	Understanding a Child's Grief: Insights for Funeral Home Owners, Directors and Staff	3
National Funeral Directors Assoc.	Understanding and Creating Exceptional Funeral Experiences	3
National Funeral Directors Assoc.	Understanding and Managing Grief	6
National Funeral Directors Assoc.	Understanding the Practice of the FTC Funeral Rule	3
National Funeral Directors Assoc.	Reinventing Your Funeral Home: Five Keys to Sustained Profitability	1.5
International Order of the Golden Rule	3 Simple Strategies to Make the Financial Process Smoother for Families & Increase your Bottom Line	1
International Order of the Golden Rule	Can the Best Embalmers Still Learn Something?	1
International Order of the Golden Rule	Opioid Epidemic: How Funeral Directors Can Respond	1
International Order of the Golden Rule	Children as Forgotten Mourners: How Funeral Svc Profs Can Incorporate them back into the Funeral	1
International Order of the Golden Rule	Shatter Expectations: Take-aways for the New Generation of Funeral Professionals	8
ICCFA	2017 ICCFA Annual Convention and Exposition	17

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Joe Westbury moved, Michael Fowler seconded, and the motion carried by the Board to accept the following orders:

Docketed Orders:

Orders to Accept Fine Monies:

Name	License #	Docket #	Amount Accepted
Community Funeral Home	FEST000671	2016-2308	\$200
Stocks Funeral Home Inc	FEST001081	2016-2306	\$50
Stocks Funeral Home Inc	FEST001082	2016-2307	\$200
Sexton-Hall Funeral Home	FEST001727	2016-2309	\$200
Merritt Funeral Home	FEST001865	2016-2310	\$600
Wages & Son Funeral Home	FEST001123	2016-2377	\$50
Ponders Funeral Home, Fairmount Chapel	FEST001503	2016-2397	\$250
Orders to Accept Fine Monies - Total			\$1,550

Order of Summary Suspension	Victory Memorial Chapel	FEST001438	2016-2326
Voluntary Cease and Desist Order	C.A. Reid Sr. Memorial Chapel	Unlicensed	2016-2378

90 Day Grace Period Request:

Michael Fowler moved, Joe Westbury seconded, and the Board voted unanimously to approve the following 90-day grace period requests:

Name	License #	Location	Expires
Carter Funeral Home	FEST001508	Richmond Hill	03/11/17
Towns Funeral Home	FEST001591	Alamo	03/14/17
Angel Heights Funeral Service	FEST001487	Hawkinsville	03/21/17
Anderson & Marshall Funeral Home	FEST000495	Manchester	04/01/17
Mack & Payne Funeral Home	FEST001021	Fort Benning	02/08/17
Trice Funeral Home	FEST001185	Thomaston	03/12/17
Trice Funeral Home	FEST001687	Barnesville	03/12/17
Pollard Funeral Home	FEST000294	Atlanta	01/25/17
Bentley Carso Memorial Funeral Home	FEST001314	Cordele	03/31/17

Michael Fowler moved, Joe Westbury seconded, and the Board voted unanimously to deny the following 90-day grace period request:

Name	License #	Location	Expires
Hart's Mortuary – Jones County Chapel	FEST001912	Macon	N/A

Requests to Lift Probation:

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FEST001757 – Williams Funeral Home – approved.
FD004427 – Arnett H. Harrison – approved.
FEST001185 – Trice Funeral Home – approved.

Hardship – grace period:

CREM000054 – Metro Crematory; approved retro-active to December 7, 2016.

O.C.G.A. 43-1-34:

Reagan Dean addressed the requirement to comply with statute – tabled for further discussion.

The next meeting of the Georgia Board of Funeral Service will be held Tuesday, February 14, 2017 at 10:00 a.m. at 237 Coliseum Drive, Macon, Georgia.

There being no further business, Chair Hightower declared the meeting adjourned at 4:28 p.m.

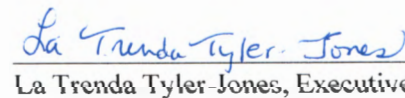
Minutes recorded by: Sandy Barboza, Board Support Specialist

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

Minutes approved on 2/14/2017



Bryant Hightower, Chair



La Trena Tyler-Jones, Executive Director

STATE OF GEORGIA

COUNTY OF BIBB

AFFIDAVIT SUPPORTING CLOSING OF PUBLIC MEETING

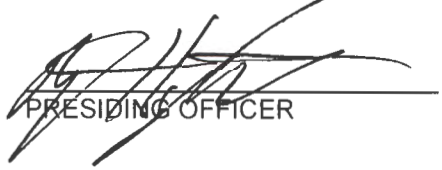
The Georgia Open Meetings Act, O.C.G.A 50-14-1 et seq., requires that all meetings of an entity covered by the statute must be open to the public unless there is some specific statutory exception which permits the closing of the meeting. If such a meeting is to be closed, the law requires that the presiding 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 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 January 10, 2017 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 10th
 Day of JANUARY, 2017
Deborah A Horton
 Notary Public
 My Commission Expires: FEB. 14, 2017

