

GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – March 13, 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
- William Bowen
- Joe Westbury
- Michael Fowler
- Nancy Kennedy

Others Present:

- La Trena Tyler-Jones, Executive Director
- Sandy Barboza, Board Support Specialist
- Carla Murray, Licensing Analyst
- Laurie Elander, Licensing Supervisor
- Reagan Dean, Senior Assistant Attorney General

Members Absent:

- W. T. Edmondson

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 10:05 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:

Michael Fowler moved, Nancy Kennedy seconded, and the Board voted unanimously to approve the March 13, 2017 agenda.

Minutes:

Joe Westbury moved, Michael Fowler seconded, and the Board voted unanimously to approve the February 14, 2017 Open Meeting minutes and Executive Session minutes.

Ratification List:

Licenses Issued 02-11-2017 through 03-10-2017 (Total – 21):

| License # | Licensee |
|------------|---|
| EMB005105 | Jonathan David Turner |
| EMB005106 | Betsey Christine Cooley Michalak |
| EMB005107 | Barbara Ann Butts |
| EMB005108 | Olin Lynn Gammage, IV |
| FD005506 | Jonathan David Turner |
| FD005507 | Betsey Christine Cooley Michalak |
| FD005508 | Barbara Ann Butts |
| FEST001973 | Hill-Watson Memorial Chapel at Rosehill LLC |
| FEST001974 | Chavous B Johnson and Reid Funeral Service |
| FSA006103 | Herman Lane Stamey |

| License # | Licensee |
|-----------|---------------------------|
| FSA006104 | Michael Varnell Huckaby |
| FSA006105 | Jacquelyn Cason Hightower |
| FSA006106 | Heather Denise Young |
| FSA006107 | Laura Elizabeth Scott |
| FSA006108 | Mark Anthony Godwin |
| FSA006109 | Antonio Douglas Wise |
| FSA006110 | Chris Wayne Holliday |
| FSA006111 | Stephanie Nicole Brice |
| FSA006112 | Atraui Akai Bell |
| FSA006113 | Jacob Lee Clontz |
| FSA006114 | Jose D Delgado |

Michael Fowler moved, Nancy Kennedy seconded, and the Board voted unanimously to ratify the licenses issued between meetings by application and reinstatement in accordance with Board Rules and Policies.

GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – March 13, 2017
Professional Licensing Boards Division of the Secretary of State
237 Coliseum Drive, Macon, Georgia 31217

EXECUTIVE SESSION:

William Bowen moved, Michael Fowler seconded, and the motion carried to enter into Executive Session at 10:03 a.m. in accordance with O.C.G.A. §§ 43-1-19(h) and 43-18, on Monday, March 13, 2017 at the Professional Licensing Boards Division, 237 Coliseum Drive, Macon, Georgia 31217, for the purpose of conducting applicant appointments.

The Executive Session of the Georgia State Board of Funeral Service was closed by Bryant Hightower, Chair, at 10:58 p.m., who then declared the meeting back in public session. No votes were taken in Executive session.

OPEN SESSION:

The Board welcomed guests from the Georgia Funeral Directors Association: President, David McLeighton; Past President, Ernie Mosier; and President Elect, Greg Cannon. The Board functions and meeting format were discussed. Suggestions were made regarding dissemination of information to the Funeral Associations. Information regarding changes to the Funeral Establishment renewal of licenses were reviewed.

Meeting Date Change:

By unanimous consent, the Board agreed to change the meeting scheduled for April 11, 2017 to April 5, 2017.

EXECUTIVE SESSION:

Joe Westbury moved, William Bowen seconded, and the motion carried to enter into Executive Session at 11:22 a.m. in accordance with O.C.G.A. §§ 43-1-19(h) and 43-18, on Monday, March 13, 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.

The Executive Session of the Georgia State Board of Funeral Service was closed by Bryant Hightower, Chair, at 1:56 p.m., who then declared the meeting back in public session. No votes were taken in Executive session.

Appointments:

Appearance # 2655755 – Banks Funeral Home – change FDFCC to Billy Joe Anglon – approved.

Appearance # 2654239 & 2654240 – Dennis Hughes Reeves - Funeral Director & Embalmer – approved.

Appearance # 2658923 & 2658926 – Dominique Courtney Rankine – reinstatement - Funeral Director & Embalmer – approved with 2 years' probation.

Appearance # 2659353 – Kennedy-Brannen Funeral Home Inc. – change FDFCC to Casey Nichole Brannen - approved.

Appearance # 2658669 – R.L. Jones & Son's Funeral Home – Funeral Establishment – approved.

Appearance # 2650011 – Fischer Funeral Care LLC – change FDFCC to Teisha Chen Casasanta – approve upon receipt of withdrawal letter from previous FDFCC.

Appearance # 2660416 – Martin Luther King Memorial Chapel – change FDFCC to Tammy Yamada Shaw – approved.

GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – March 13, 2017
Professional Licensing Boards Division of the Secretary of State
237 Coliseum Drive, Macon, Georgia 31217

Appearance # 2660783 – Guyton Brothers Funeral Home - change FDFCC to Natalie Rene Molden – approved.

Applications:

Application #s 2658932 & 2658935 – John Henry Alexander Jr. – reinstatement of Funeral Director & Embalmer license – approved.

Application # 2658875 – R.K.G.M.C.S. - Funeral Establishment – tabled - reinspect.

Application #s 2657862 & 2658764 – C.K.M. - Funeral Director & Embalmer – denied – insufficient apprenticeship hours.

Application #s 2657512 & 2657517 – G.H.M. – Funeral Director & Embalmer –tabled – additional documentation showing work history hours required.

Application #s 2661531 & 2661534 – Kim Tollison Burrell - Funeral Director & Embalmer – approved.

Application #s 2657520 & 2657522 – N.N.J. - Funeral Director & Embalmer – denied – does not meet reciprocity or endorsement qualifications.

Application # 2661748 – R.H.B.M.M. – tabled – reinspect photos needed.

Application # 2661748 – B.G.T. – Funeral Director reinstatement – denied – must have Embalmers license; Georgia law 43-18-49.

Application #s 2662469 & 2662471 – Funeral Director & Embalmer – approved by reciprocity.

Complaints:

FUN170108 – Closed – No jurisdiction.

FUN170109 – Closed – No violations found.

FUN170110 – Closed – No violations found.

FUN170111 – Tabled – Referred to Inspection – inspect funeral home and obtain photos of gravesite.

FUN170112 – Tabled – Refer to Board attorney – define the role of a Funeral Director – appears to be brokering – possible unlicensed practice.

FUN170113 - Tabled – Refer to Investigations – license pending – advertising services prior to licensure.

FUN170114 – Tabled – Refer to Inspections – application pending.

FUN170117 – Tabled – Refer to Inspections for statement from FDFCC.

FUN170029 & FUN170073 – Tabled – refer to Investigations.

FUN170075 – Tabled – refer to Investigations – obtain statement from FDFCC.

FUN170097 – Closed – Send letter of concern regarding timely filing of death certificate.

FUN170104 – Tabled – hold for report from Inspections.

GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – March 13, 2017
Professional Licensing Boards Division of the Secretary of State
237 Coliseum Drive, Macon, Georgia 31217

Attorney General's Report:

FUN170094 – Consent Order presented to Board – file closed.

FUN170024 – Refund verified – file closed.

OTHER BUSINESS:

Continuing Education:

Michael Fowler 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 |
|--|--|---------------|
| International Order of the Golden Rule | 2017 Annual Conference & Supplier Showcase | 9 |
| Federated Funeral Directors of America | Taking Control of Your Accounts Receivable | 1 |
| Federated Funeral Directors of America | Transaction Structure & Tax Ramifications | 1 |
| Federated Funeral Directors of America | What's Your Business Worth in Today's Market | 1 |
| Federated Funeral Directors of America | Funeral Industry Access to Capital | 1 |
| Federated Funeral Directors of America | Simple Strategies to Increase Your Bottom Line | 2 |
| Batesville | Invest in the Relationship | 2 |
| Batesville | Living the Why Workshop | 2 |
| Batesville | Setting a Now Standard | 4 |
| NFDA | NFDA Arranger Training - Southington CT | 8 |
| NFDA | 2017 Annual All Staff Training | 2 |
| NFDA | Webinar - Are You Ready To Grow | 1 |
| NFDA | Cremation Certification Program - Birmingham, AL | 7 |
| NFDA | Cremation Certification Program - Greenwood, SC | 7 |

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 |
|-------------------|------------------|-----------------|------------------------|
| Rees Funeral Home | FEST000301 | 2017-0185 | \$50 |

GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – March 13, 2017
Professional Licensing Boards Division of the Secretary of State
237 Coliseum Drive, Macon, Georgia 31217

| Name | License # | Docket # | Amount Accepted |
|--|------------|-----------|-----------------|
| Taylor Family Funeral Service | FEST001248 | 2017-0184 | \$350 |
| Lofton Funeral Home & Cremation Services LLC | FEST001863 | 2017-0199 | \$150 |
| Moss-Stovall-Neal Funeral Home Inc | FEST001050 | 2017-0198 | \$50 |
| | | | |
| Orders to Accept Fine Monies - Total | | | \$600 |

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 |
|---|------------|--------------|----------|
| C M Brown Funeral Home | FEST001179 | Baxley | 06/06/17 |
| James R Barnes Mortuary | FEST000986 | Statesboro | 05/24/17 |
| Purvis Funeral Home | FEST001545 | Fort Benning | 05/03/17 |
| Hurley Funeral Home – 2 nd request | FEST000399 | Athens | 04/10/17 |

King and Sons Funeral Home – update – must submit signed property contract for new location by March 20, 2017; if not received, refer to Attorney General for further disciplinary action on license.

Metro Crematory – CREM000054 – extend hardship grace period to April 5, 2017.

News article – Heritage Cremation – La Trendera to contact Florida Board regarding cease and desist order they issued. Refer to Board attorney to review for possible unlicensed practice.

Nominations and Election of Board Chair, Vice-Chair and Cognizant will be conducted at the April 5, 2017 board meeting.

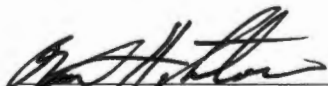
The next meeting of the Georgia Board of Funeral Service will be held Wednesday, April 5, 2017 at 10:00 a.m. at 237 Coliseum Drive, Macon, Georgia.

There being no further business, Chair Hightower declared the meeting adjourned at 2:15 p.m.

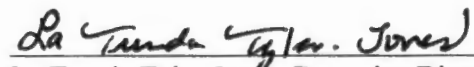
Minutes recorded by: Sandy Barboza, Board Support Specialist

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

Minutes approved on 4/5/2017



Bryant Hightower, Chair



La Trendera 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 **March 13, 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 13th
Day of March, 2017.
Deborah A. Horton
Notary Public
My Commission Expires: Jan. 18, 2021

