

**GEORGIA BOARD OF FUNERAL SERVICE**

**Board Meeting Minutes – April 5, 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 (via teleconference)
- Nancy Kennedy

**Others Present:**

- La Trenda Tyler-Jones, Executive Director
- Sandy Barboza, Board Support Specialist
- Carla Murray, Licensing Analyst
- Amantha Lovett, Complaints
- 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 10:04 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:**

Tom Lord moved, Nancy Kennedy seconded, and the Board voted to approve the April 5, 2017 agenda amended to add election of Chair and Vice-Chair.

**Minutes:**

Tom Lord moved, Nancy Kennedy seconded, and the Board voted to approve the March 13, 2017 Open Meeting minutes and Executive Session minutes.

**Ratification List:**

Licenses Issued 03-11-2017 through 03-30-2017 (Total – 19):

License #	Licensee
EMB005109	Johnnie Edward McDowell, Jr.
EMB005110	Trina Heyward-McNeal
EMB005111	Brandon Keith Green
EMB005112	Janice Peterson Towns
EMB005113	Felicia Taylor Wimberly
FD005509	Olin Lynn Gammage, IV
FD005510	Trina Heyward-McNeal
FD005511	Brandon Keith Green
FD005512	George Michael Mallory
FD005513	Janice Peterson Towns

License #	Licensee
FD005514	Felicia Taylor Wimberly
FEST001975	R.L. Jones & Son's Funeral Home Camden
FSA006115	Jessica Pearl Turner-Miles
FSA006116	Andrew Kendrick Johnson, Daryle
FSA006117	Anais Solance Pierre
FSA006118	Latisha Tamika Brooks
FSA006119	Samantha Leigh Barnwell
FSA006120	Zandria Akilah Williams
FSA006121	Annessia Anthonia Richardson

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

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**EXECUTIVE SESSION:**

Joe Westbury moved, Nancy Kennedy seconded, and the motion carried to enter into Executive Session at 10:08 a.m. in accordance with O.C.G.A. §§ 43-1-19(h) and 43-18, on Tuesday, April 5, 2017 at the Professional Licensing Boards Division, 237 Coliseum Drive, Macon, Georgia 31217, for the purpose of conducting applicant appointments, to discuss and review applications, and complaint cases.

The Executive Session of the Georgia State Board of Funeral Service was closed by Bryant Hightower, Chair, at 1:45 p.m., who then declared the meeting back in public session. No votes were taken in Executive session.

**Appointments:**

Appearance # 2662830 – Bentley Carson Memorial Funeral Home – change FDFCC to Martha E. Bentley – approved.

Appearance #s 2663076, 2665808 & 2665598 – rescheduled due to inclement weather.

Board requested interview – C.M. – failed to appear – referred to Investigations.

**Applications:**

Application # 2691748 – R.H.B.M.M. – Funeral Establishment – tabled – allow 30 days to install additional sink and re-inspect.

Application # 2661204 – King Brother’s Funeral Home and Cremation Services - Funeral Establishment – approved.

Application #2663079 – Nobles Funeral Home - Funeral Establishment – approved.

Application # 2692755 – Slater’s Funeral Home Inc.– Funeral Establishment – approved.

Application # 2663448 – Georgia Funeral Home and Cremation Service - Crematory – approved.

Application # 2663914 – King and Sons Funeral Home and Cremation Services – Funeral Establishment - approved.

Application # 2658875 – R. Keith Godfrey Mortuary & Cremation Service – Funeral Establishment - approved.

Application # 2664478 – Jason Frederick Austin – Funeral Service Apprentice – Approved.

Application # 2665724 – Peachtree Cremation Society – Crematory - approved.

Application # 2666341 – Worthy Mortuary – Funeral Establishment – approved.

**Complaints:**

FUN170096 – Closed - Issue resolved.

FUN170103 – Tabled – Follow up to verify with complainant that refund was offered.

FUN170084 – Tabled – Contact complainant for detailed information.

FUN170127 – Tabled – Refer to Inspections to obtain statement from FDFCC.

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FUN170128 – Tabled – Refer to Inspections to obtain statement from FDFCC. Request receipt from complainant.

FUN170121 - Closed – Refer to Investigations – license pending – advertising services prior to licensure.

FUN170126 – Tabled – Refer to Inspections to obtain statement from FDFCC.

FUN170080 – Tabled – Refer to Investigations. Obtain a statement from owner regarding the FDFCC’s employment history.

**Attorney General’s Report:**

Provided information regarding civil action 2017CV287346.

FUN170112 – Refer to Investigations for additional information.

Draft of rule for O.C.G.A. 43-1-34 presented to be reviewed by rules committee.

**OTHER BUSINESS:**

**Continuing Education:**

Nancy Kennedy moved, Joe Westbury 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:

<b>Provider</b>	<b>Course</b>	<b>Points</b>
Cremation Association of America (CANA)	CANA’s Online Crematory Operations Certification Program	8
Funeral CE	High Risk Direct Disposal: Lessons Learned from Ebola Outbreak	2
Funeral CE	Final Expense Insurance	2
Georgia Funeral Service Practitioners Association (GFSPA)	Ideal Exchange Power Hour: 60 Minutes	1
Georgia Funeral Service Practitioners Association (GFSPA)	Striving to Reach the 100 Year Mark and Beyond	1
Georgia Funeral Service Practitioners Association (GFSPA)	How to Handle the Media	1
Georgia Funeral Service Practitioners Association (GFSPA)	Embalming Techniques	2
Georgia Funeral Service Practitioners Association (GFSPA)	Who is GFSPA, Inc?	1
Georgia Funeral Service Practitioners Association (GFSPA)	Flip the Script: A Guide for Culture Change	1
Georgia Funeral Service Practitioners Association (GFSPA)	Financial Long-Term Care	1
Georgia Funeral Service Practitioners Association (GFSPA)	Workplace Harassment	2
National Funeral Directors Association (NFDA)	A Director’s Toolkit to Grieving Children During Arrangement Conferences – 5/18/17	1
National Funeral Directors Association (NFDA)	Arranger Training Program – Boston, MA – 10/28/17	8

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<b>Provider</b>	<b>Course</b>	<b>Points</b>
National Funeral Directors Association (NFDA)	Arranger Training Program – Brookfield, WI - 7/19/17	8
National Funeral Directors Association (NFDA)	Arranger Training Program – Edmond, OK - 9/12/17	8
National Funeral Directors Association (NFDA)	Arranger Training Program – Laramie, WY – 9/15/17	8
National Funeral Directors Association (NFDA)	Arranger Training Program – Bryan, TX – 8/2/17	8
National Funeral Directors Association (NFDA)	Arranger Training Program – Maryville, TN – 8/22/17	8
National Funeral Directors Association (NFDA)	NFDA Cremation Certification Program – Boston, MA 10/28/17	7
National Funeral Directors Association (NFDA)	NFDA Cremation Certification Program – Kirkland, WA 5/18/17	7
National Funeral Directors Association (NFDA)	NFDA Cremation Certification Program – Lemoyne, PA – 6/8/17	7
National Funeral Directors Association (NFDA)	NFDA Cremation Certification Program – Williamsburg, VA – 6/28/17	7
National Funeral Directors Association (NFDA)	NFDA Cremation Certification Program – Indianapolis, IN – 6/6/17	7
National Funeral Directors Association (NFDA)	NFDA Business Bullpen – May 10-11, 2017	9

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

**Docketed Orders:**

**Orders to Accept Fine Monies:**

<b>Name</b>	<b>License #</b>	<b>Docket #</b>	<b>Amount Accepted</b>
R. L. Jones & Son's	FEST001594	2017-0392	\$200
Bynes-Royall Funeral Home Inc	FEST000066	2017-0394	\$250
Taylor Family Funeral Service	FEST001248	2017-0395	\$200
Mack & Payne Funeral Home Inc	FEST001021	2017-0393	\$100
<b>Orders to Accept Fine Monies - Total</b>			<b>\$750</b>

**90 Day Grace Period Request:**

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

<b>Name</b>	<b>License #</b>	<b>Location</b>	<b>Expires</b>
Angel Heights Funeral Service	FEST001487	Hawkinsville	06/19/17
Jeff Eberhart Funeral Home	FEST001103	Dallas	06/14/17
Merritt Funeral Home	FEST001865	Blakely	06/09/17

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Name	License #	Location	Expires
Southern Cremations & Funeral Home at Cheatham Hill	FEST000399	Athens	07/02/17

The Board voted to deny the grace period request for Peachtree Cremation Society – grace periods have been exhausted and therefore, the establishment is not eligible for another grace period until 08/15/17.

**Nomination and Election of Board Chair and Vice-Chair:**

Nancy Kennedy moved, William Bowen seconded, and the Board voted to reelect as Bryant Hightower, Board Chair and Tom Lord as Vice Chair.

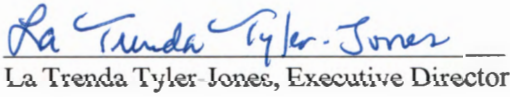
A letter explaining the alignment of the Funeral Establishments’ renewal period with the Funeral Directors’ and Embalmers’ renewal period was reviewed by the Board. The letters will be sent to all establishments and distributed to funeral and cemetery associations via first class mail and email.

The next meeting of the Georgia Board of Funeral Service will be held Wednesday, May 9, 2017 at 10:00 a.m. at 237 Coliseum Drive, Macon, Georgia.

There being no further business, Chair Hightower declared the meeting adjourned at 2:13 p.m.

Minutes recorded by: Sandy Barboza, Board Support Specialist  
Minutes reviewed and edited by: La Trena Tyler-Jones, Executive Director  
Minutes approved on 5/9/17

  
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 **April 5, 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.

  
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 PRESIDING OFFICER

Sworn to and subscribed before me this 5th  
 Day of April  
Deborah A. Horton  
 Notary Public  
 My Commission Expires: JAN. 18, 2021

