

GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – June 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
- Michael Fowler
- Nancy Kennedy
- W. T. Edmondson

Others Present:

- La Trena Tyler-Jones, Executive Director
- Sandy Barboza, Board Support Specialist
- Carla Murray, Licensing Analyst
- Amantha Lovett, Complaints
- D. Williams-McNeeley, Assistant Attorney
- General on behalf of Reagan Dean

Members Absent:

- Joe Westbury

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 10:07 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, William Bowen seconded, and the Board voted to approve the June 13, 2017.

Minutes:

W.T. Edmondson moved, Michael Fowler seconded, and the Board voted to approve the May 9, 2017 Open Meeting minutes and Executive Session minutes.

Ratification List:

Licenses Issued 05-06-2017 through 06-08-2017 (Total – 27):

License #	Licensee
EMB005115	Tamekia Mary Ann Williams
EMB005116	Leigh Collins Watson
EMB005117	Heidi Lynn Reece
EMB005118	Xavier Davis Dunlap
EMB005119	Carlton G Maye, Jr
EMB005120	Kecia Lenore Davis
FD005517	Tamekia Mary Ann Williams
FD005518	Leigh Collins Watson
FD005519	Heidi Lynn Reece
FD005520	Xavier Davis Dunlap
FD005521	Carlton G Maye, Jr
FD005522	Kecia Lenore Davis
FEST001981	Howard Mortuary
FEST001982	Glennville Funeral Home

License #	Licensee
FEST001983	Purvis Funeral Home
FEST001984	Dortch-Williamson Funeral & Cremation
FEST001985	Rucker, Rucker, and Shelton Funeral Directors LLC
FSA006141	Katy Wilkinson
FSA006142	Abbigale Sara White
FSA006143	Joshua Thomas Gibbons
FSA006144	Mark Daniel McCay
FSA006145	Jacqueline Burnell Brown
FSA006146	Kimberly E Little
FSA006147	WESLEY DEAN LEWIS
FSA006148	Matthew Jamal Swanson
FSA006149	Bradley Kyle Standridge
FSA006150	Billy Vann Chapman, Jr

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

Representatives Rick Williams and Patty Bentley

The Representatives addressed the Board regarding Rule 250-6-.06 (2)(b)5 and (c), which states the following:

- (2)(b)5 - a sink with drain opening and non porous sanitary cover into a sewerage or septic tank; the fine for a violation under this subsection shall be \$200.00.
- (2)(c) - In addition each embalming room shall be equipped with a separate sink for disinfecting of hands and instruments. The fine for a violation under this subsection shall be \$50.00.

A request was made to administratively suspend the enforcement of rule (2)(c) at this time, stating it does not clearly mandate that there must be 2 separate sinks to comply with the rule. Further, it is the Representatives opinion that the Inspectors need additional training on the matter. Additionally, Representative Williams expressed concern regarding the use of email as he does not accept it as legal notification.

Representative Williams and Bentley expressed their willingness to participate in a work session with the Board for further review and discussion of the rules.

Public Hearing:

A public hearing was held at 10:39 a.m. for the purpose of allowing public comment on proposed Rule 250-5-.13. No written comments were received by the Board. Representatives Williams and Bentley, along with Former Board Chair, Thelon Hamby, verbally commended the Board on their support of our military. No other comments were received. Chairman Hightower declared the hearing closed.

Adoption of Proposed Rule:

The Chair entertained a motion to accept the amendment to Rules 250-5-.13. W.T. Edmonson moved, Michael Fowler seconded, and was affirmatively voted by the Board that the formulation and adoption of the proposed rule amendments does not impose excessive regulatory costs on any licensee or entity, and any cost to comply with the proposed rule amendments could not be reduced by a less expensive alternative that fully accomplishes the objectives of O.C.G.A. §§ 43-1-19; 43-1-25; 43-1-34; 43-18-23; and 43-18-46.

Chapter 250-5 PERSONAL LICENSURE

NEW RULE 250-5-.13 Military Spouses and Transitioning Service Members

- (1) As used in this rule, the following terms shall mean:
- a) "Board" means the State Board of Funeral Service.
 - b) "License" means any license issued by the State Board of Funeral Service.
 - c) "Military" means the United States armed forces, including the National Guard.
 - d) "Military spouse" means a spouse of a service member or transitioning service member.

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- e) "Service member" means an active or reserve member of the armed forces, including the National Guard.
 - f) "Transitioning service member" means a member of the military on active duty status or on separation leave who is within twenty-four (24) months of retirement or twelve (12) months of separation.
- (2) Effective July 1, 2017, military spouses and transitioning service members may qualify for expedited processing of the license application by showing that the applicant is a military spouse or transitioning service member and that the applicant has paid the fee and meets the requirements for a license under the law and rules for the type of license for which the applicant has applied.

Authority: O.C.G.A. § 43-1-19; 43-1-25; 43-1-34; 43-18-23; and 43-18-46.

EXECUTIVE SESSION:

W. T. Edmondson moved, William Bowen seconded, and the motion carried to enter into Executive Session at 10:42 a.m. in accordance with O.C.G.A. §§ 43-1-19(h) and 43-18, on Tuesday, June 13, 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, and to hear the Attorney General's report.

The Board recessed briefly for lunch at 12:36 p.m. Executive Session resumed at 1:10 p.m.

The Executive Session of the Georgia State Board of Funeral Service was closed by Bryant Hightower, Chair, at 3:12 p.m., who then declared the meeting back in public session. No votes were taken in Executive session.

OPEN SESSION:

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

Appointments:

Appearance # 2657520 & 2657522 – N.N.J. – license denied for lack of qualifications.

Appearance # 2669782 – Hunter-Allen-Myhand Funeral Home Inc. – change of FDFCC to Edward Parker Lucas - approved.

Appearance # 2670093 – Towns Funeral Home, Inc. – change of FDFCC to Janice Peterson Towns – approved.

Appearance # 2665808 – The Crematorium @ PCS – change of FDFCC to Debra Lynn Griffin – approved.

Appearance # 2672781 – Nelsons Memorial Mortuary – change of FDFCC to Etheridge E. Williams – approved.

Appearance # 2673634 – Parker Bramlett Funeral Home Inc. – change of FDFCC to Randy Lamar Bentley – approved.

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Appearance # 2674012 – Poteat Funeral Home – change of FDFCC to Frank Edward Wilder Jr. – approved subject to letter of resignation.

Appearance # 2674749 – Hart’s Mortuary, Jones County Chapel – change of FDFCC to Harry Grimshaw Moody – approved subject to letter of resignation.

Appearance #s 2676610 & 2676606 – Wheeler Funeral Home and Crematory – change of FDFCC to Bradford Joe Bailey – approved.

Appearance # 2677083 – Southern Cremation and Funerals at Cheatham Hill – change of FDFCC to Thomas Charles Burnham - approved.

Appearance # 2674066 – Paschal Memorial Funeral Home – new facility – Alonzo Latron McMillan appointed FDFCC – approved.

Applications:

Application #s 2633625 & 2674762 – Tina Liphelia Hadley – Funeral Director & Embalmer – approved by endorsement.

Application #s 2675615 – Richard R. Robinson Funeral Home & Cremation Services - Funeral Establishment – approved.

Application #s 2676581 & 2676583 – Corey Drew Cochran - Funeral Director & Embalmer – approved.

Application #s 2664215 & 2664217 – Benjamin Eugene Lawson - Funeral Director & Embalmer – approved.

Application # 2674927 – Nichole Alison Suarez – Funeral Service Apprentice – license by consent order – 2 years’ probation.

Complaints:

FUN170029 & FUN170073 – Tabled - refer to Investigations for a full investigation, refer to the Attorney General office to contact the respondent’s attorney.

FUN170101 – Tabled – refer to the Attorney General’s office for unlicensed practice and summary suspension – 43-18-46(27).

FUN170111 – Closed – resolved.

FUN170103 – Closed – resolved.

FUN170135 – Tabled – referred to Investigations – interview FDFCC – need copy of death certificate.

FUN170137 – Tabled – inspector to obtain a statement from establishment why there isn’t a disk and provide them a copy of 43-18-8.

FUN170139 – Closed – resolved.

FUN170142 – Tabled – refer to Inspection to obtain a statement from the FDFCC.

FUN170143 – Tabled – refer to the Attorney General for a legal advice.

Attorney General’s Report: None

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OTHER BUSINESS:

Continuing Education:

Nancy Kennedy moved, Michael Fowler 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
CANA	CANA's 99th Annual Cremation Innovation Convention August 16-18, 2017	11 - Total
CANA	Back to Business: Redefining Cremation in the Consumers Mind	1.0
CANA	Transition Planning: The Good, the Bad, and the Ugly	1.0
CANA	Pre-Need Sales Tactics	1.0
CANA	Survey of Website and Software Tools That Increase Relevance	1.0
CANA	The Development and Structure of American Cremation Law	1.0
CANA	International Trends in Cremation	1.5
CANA	Using Statistics to Enhance Business Success for Funeral Homes and Cemeteries	1.0
CANA	Cremation Fundamentals	1.5
CANA	The Woodlawn Cemetery Tour	2.0
ICCFA	ICCFA University, College of Leadership Administration & Management	25.0
ICCFA	ICCFA University, College of Cremation Services	25.0
ICCFA	ICCFA University, College of Sales & Marketing	24.5
ICCFA	ICCFA University, College of Funeral Home Management	24.5
ICCFA	ICCFA University, College of Land Management & Grounds Operations	24.5
NFDA - 2017 NFDA Annual Convention - Boston 10/29 – 11/02	Embalming and Reconstructive Techniques for Minor to Severe Trauma	4.0
NFDA - 2017 NFDA Annual Convention - Boston 10/29 – 11/02	A Father's Reflections on the Value of Open Casket Viewing	1.0
NFDA - 2017 NFDA Annual Convention - Boston 10/29 – 11/02	Aftercare: Strengthen Your Families and Business	1.0
NFDA - 2017 NFDA Annual Convention - Boston 10/29 – 11/02	Create Experiences: Gain Market Share	1.0

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Provider	Course	Points
NFDA - 2017 NFDA Annual Convention - Boston 10/29 – 11/02	Smart Hiring, Smart Firing	1.0
NFDA - 2017 NFDA Annual Convention - Boston 10/29 – 11/02	Providing Care Through the Grief Journey	1.0
NFDA - 2017 NFDA Annual Convention - Boston 10/29 – 11/02	How the Future of EDRS Affects You	1.0
NFDA - 2017 NFDA Annual Convention - Boston 10/29 – 11/02	Recreating Physical Features for Identification	2.0
NFDA - 2017 NFDA Annual Convention - Boston 10/29 – 11/02	Best Practices for Burial at Sea	2.0
NFDA - 2017 NFDA Annual Convention - Boston 10/29 – 11/02	Creating a Life of Legacy	1.0
NFDA - 2017 NFDA Annual Convention - Boston 10/29 – 11/02	Understanding Suicide and Its Effects on Grief	1.0
NFDA - 2017 NFDA Annual Convention - Boston 10/29 – 11/02	Engage Consumers with Have the Talk of a Lifetime	1.0
NFDA - 2017 NFDA Annual Convention - Boston 10/29 – 11/02	Is a Ban on Formaldehyde Coming?	1.0
NFDA - 2017 NFDA Annual Convention - Boston 10/29 – 11/02	Tales from the Courthouse: Scary (and a few funny) Lessons	1.0
NFDA - 2017 NFDA Annual Convention - Boston 10/29 – 11/02	Understanding Legal Issues in the Arrangement Conference	1.0
NFDA - 2017 NFDA Annual Convention - Boston 10/29 – 11/02	Partnering with Your Local Donor Organization	1.0
NFDA - 2017 NFDA Annual Convention - Boston 10/29 – 11/02	Decomp Doubters: Turning Nays to Yays	1.0
NFDA - 2017 NFDA Annual Convention - Boston 10/29 – 11/02	How "Zoomers", Millennials and Generation Z Buy and How They Are Challenging Your Sacred Cows	2.0
NFDA - 2017 NFDA Annual Convention - Boston 10/29 – 11/02	Transforming Compassion Fatigue and Vicarious Trauma	2.0
NFDA - 2017 NFDA Annual Convention - Boston 10/29 – 11/02	Everyone Communicates, Few Connect	1.0
NFDA - 2017 NFDA Annual Convention - Boston 10/29 – 11/02	10 Technologies That Will Transform Your Business	1.0
NFDA - 2017 NFDA Annual Convention - Boston 10/29 – 11/02	FTC Funeral Rule: Reducing Your Risk	1.5
NFDA - 2017 NFDA Annual Convention - Boston 10/29 – 11/02	Bringing Ritual to Cremation Arranging	1.5
NFDA - 2017 NFDA Annual Convention - Boston 10/29 – 11/02	Your Firm's Culture: People, Performance, and Profit	2.0

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NFDA - 2017 NFDA Annual Convention - Boston 10/29 – 11/02	Quality Presentation from Embalming to the Final Touch	2.0
NFDA - 2017 NFDA Annual Convention - Boston 10/29 – 11/02	Personality Types and Successful Communication	1.0
NFDA - 2017 NFDA Annual Convention - Boston 10/29 – 11/02	Apple 101: How to Make Your iPhone Work for You	1.0
NFDA - 2017 NFDA Annual Convention - Boston 10/29 – 11/02	Self-Care for the Funeral Professional	1.0
NFDA - 2017 NFDA Annual Convention - Boston 10/29 – 11/02	The New OSHA Penalties for Non-Compliance	1.0
NFDA - 2017 NFDA Annual Convention - Boston 10/29 – 11/02	Overcoming Objections During the Arrangement Conference	1.0
NFDA - 2017 NFDA Annual Convention - Boston 10/29 – 11/02	Getting Grace: Inside the Funeral Director's Studio	1.5
NFDA - 2017 NFDA Annual Convention - Boston 10/29 – 11/02	Ireland is Green and Growing	1.5
NFDA - 2017 NFDA Annual Convention - Boston 10/29 – 11/02	Distracted Driving: Increase Awareness In Your Community	1.0
NFDA - 2017 NFDA Annual Convention - Boston 10/29 – 11/02	A Vital Part of The Embalmer's Heart	1.0
NFDA - 2017 NFDA Annual Convention - Boston 10/29 – 11/02	Your Value Statement: The Key to Success in the Arrangement Conference	1.0
NFDA - 2017 NFDA Annual Convention - Boston 10/29 – 11/02	Beyond Price: Your Guide to Mastering Cremation Phone Inquiries	1.0
NFDA - 2017 NFDA Annual Convention - Boston 10/29 – 11/02	Embalming 2.0, The Art of Clinical Care	2.0
NFDA - 2017 NFDA Annual Convention - Boston 10/29 – 11/02	Build Connections Through Confident Networking	2.0
NFDA - 2017 NFDA Annual Convention - Boston 10/29 – 11/02	2017 NFDA International Convention Exposition	1.0
NFDA	Cremation Certification Program - Hackensack, NJ 09/08/2017	7.0
NFDA	Breakout By Office - Idaho July 17	2.0
NFDA	Facing Association Challenges Together - Idaho - July 18	4.0
NFDA	Critical Issue: A 50 State View of the Opioid Epidemic - Idaho - July 19	2.0
NFDA	Avoiding Hiring Risks and Pitfalls - Webinar	1.0
NFDMA - 2017 Annual National Convention & Exposition - Myrtle Beach – 07/29 – 08/03	Quality Control in the Preparation Room	1.5

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Provider	Course	Points
NFDMA - 2017 Annual National Convention & Exposition - Myrtle Beach – 07/29 – 08/03	Embalming Trauma & Difficult Cases	1.5
NFDMA - 2017 Annual National Convention & Exposition - Myrtle Beach – 07/29 – 08/03	NFDMA Public Day - 2017	1.0
NFDMA - 2017 Annual National Convention & Exposition - Myrtle Beach – 07/29 – 08/03	Who is NFDMA, Inc.?	1.0
NFDMA - 2017 Annual National Convention & Exposition - Myrtle Beach – 07/29 – 08/03	Commitment: A Diverse Community	2.0
NFDMA - 2017 Annual National Convention & Exposition - Myrtle Beach – 07/29 – 08/03	Diversity & Inclusion	1.5
NFDMA - 2017 Annual National Convention & Exposition - Myrtle Beach – 07/29 – 08/03	Think It Through	1.5
NFDMA - 2017 Annual National Convention & Exposition - Myrtle Beach – 07/29 – 08/03	Income Protection	1.0
NFDMA - 2017 Annual National Convention & Exposition - Myrtle Beach – 07/29 – 08/03	Candidate Chat - Round Table	1.0
NFDMA - 2017 Annual National Convention & Exposition - Myrtle Beach – 07/29 – 08/03	A Life In Balance: Nourishing The Four Roots of Happiness & Health	1.5
NFDMA - 2017 Annual National Convention & Exposition - Myrtle Beach – 07/29 – 08/03	2017 Exhibit Hall Education & International Funeral Service History Museum	2.0
NFDMA - 2017 Annual National Convention & Exposition - Myrtle Beach – 07/29 – 08/03	Because Quality Embalming Matters	1.5
NFDMA - 2017 Annual National Convention & Exposition - Myrtle Beach – 07/29 – 08/03	Mortuary Education Day 2017	1.0
NFDMA - 2017 Annual National Convention & Exposition - Myrtle Beach – 07/29 – 08/03	Funeral and Cemetery Insurance Assignments 101	1.0
NFDMA - 2017 Annual National Convention & Exposition - Myrtle Beach – 07/29 – 08/03	Millennials: How To Serve Today's Market - Part II	1.5
NFDMA - 2017 Annual National Convention & Exposition - Myrtle Beach – 07/29 – 08/03	Officers & Committee Chairs Orientation	3.0
Selected Independent Funeral Homes	2017 Annual Meeting - Chicago 09/10 - 09/13	10.0

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W.T. Edmondson moved, Michael Fowler seconded, and the motion was carried by the Board to accept the following orders:

Docketed Orders:

Orders to Accept Fine Monies:

Name	License #	Docket #	Amount Accepted
Thornton Funeral Home	FEST000541	2017-0333	\$200
Banks Funeral Home	FEST000040	2017-0553	\$ 50
Hodges Funeral Home	FEST000752	2017-0697	\$100
West Georgia Mortuary	FEST001147	2017-0696	\$ 50
Alvie Coes Funeral Home	FEST001070	2017-0689	\$500
OAFM – Total			\$900

Consent Order:

Name	License #	Docket #	City
Dominique Courtney Rankine	EMB004353 & FD004762	2017-0595	Decatur

90 Day Grace Period Request:

W.T. Edmondson moved, Michael Fowler seconded, and the Board voted unanimously to approve the following 90-day grace period requests:

Name	License #	Location	Expires
Bernstein Funeral Home	FEST000048	Athens	08/30/17
Williams & Williams Funeral Home	FEST000381	Savannah	08/23/17

2nd- 90 Day Grace Period Request:

W.T. Edmondson moved, Michael Fowler seconded, and the Board voted unanimously to approve the following 2nd 90-day grace period requests:

Name	License #	Location	Expires
James R. Barnes Mortuary	FEST000986	Statesboro	08/22/17
C.M. Brown Funeral Home	FEST001179	Baxley	09/04/17

Request to Lift Probation:

Murray Bros Funeral Home-Cascade Chapel – W.T. Edmondson moved, Michael Fowler seconded, and the Board voted approve to release license number FEST001324 and lift probation.

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Information:

Certificate of approval received from the Governor's Office – Rule Amendments.

Federal Trade Commission – Complying with the Funeral Rule, Funeral Rule Enforcement Letter – Referred to Attorney General for a Legal advice.

Funeralocity – refer to Attorney General's Office for a Legal advice.

Heritage Cremation – Order of Summary Suspension presented.

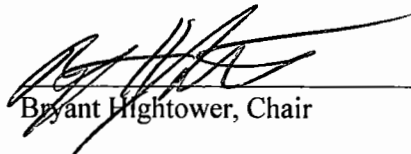
The next meeting of the Georgia Board of Funeral Service will be held Monday, July 10, 2017 at 10:00 a.m. at 237 Coliseum Drive, Macon, Georgia.

There being no further business, Chair Hightower declared the meeting adjourned at 3:48 p.m.

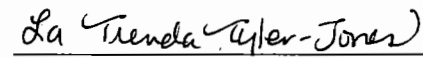
Minutes recorded by: Sandy Barboza, Board Support Specialist

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

Minutes approved on 7/10/17



Bryant Hightower, Chair



La Trenda 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 **June 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 JUNE
Deborah A. Horton
Notary Public
My Commission Expires: JAN. 18, 2021

