

GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – July 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
- 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
- Reagan Dean, Assistant Attorney General

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 10:09 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. Edmonson moved, Michael Fowler seconded, and the Board voted to approve the July 10, 2017 agenda.

Minutes:

Michael Fowler moved, W.T. Edmonson seconded, and the Board voted to approve the June 13, 2017 Open Meeting minutes and Executive Session minutes.

Ratification List:

Licenses Issued 06-09-2017 through 07-05-2017 (Total – 13):

License #	Licensee
EMB005121	Alonzo Lenor Howell
EMB005122	Tina Liphelia Hadley
FD005523	Alonzo Lenor Howell
FD005524	Tina Liphelia Hadley
FEST001986	Paschal Memorial Funeral Home
FEST001987	Richard R Robinson Funeral Home & Cremation Services

License #	Licensee
FSA006151	Harold Steve Harmon
FSA006152	Tracy Barnard Wheeler, Sr
FSA006153	Marcus Emanuel Dent
FSA006154	Belinda J Braden
FSA006155	Deloris Chappell
FSA006156	Stephen Anthony Dowd, II
FSA006157	Tia Yozandra Fletcher

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

EXECUTIVE SESSION:

W. T. Edmondson moved, Michael Fowler seconded, and the motion carried to enter into Executive Session at 10:10 a.m. in accordance with O.C.G.A. §§ 43-1-19(h) and 43-18, on Monday, July 10, 2017 at the Professional Licensing Boards Division, 237 Coliseum Drive, Macon, Georgia 31217, for the purpose

GEORGIA BOARD OF FUNERAL SERVICE
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of conducting applicant appointments, to discuss and review 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 1:57 p.m., who then declared the meeting back in public session. No votes were taken in Executive session.

OPEN SESSION:

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

Appointments:

Appearance # 2677289 – Henry Funeral Home Inc. – change of FDFCC to Kyle Douglas Henry – approved.

Appearance # 2677206 – Bernstein Funeral Home and Cremation Service – change of FDFCC to Jerry Lynn Smith - approved.

Appearance # 2677727 – Williams & Williams Funeral Home – change of FDFCC to Sidney Lanord Habersham – approved.

Appearance # 2680106 – Airport Mortuary Shipping Service – change of FDFCC to Chad Denton Rike – approved.

Appearance # 2679603 – Angel Heights Funeral Service – change of FDFCC to Nellie Jo Ward – approved.

Applications:

Application # 2677291 – Henry Funeral Home – Funeral Establishment – approved.

Application # 2618103 – M.D.J. – Embalmer – Tabled – must submit new application and appear before the Board.

Application #2676870 – Georgia Cremation Care - Crematory – approved.

Complaints:

FUN160010 – Tabled - refer to Investigations to obtain copy of contract and refer to the Secretary of State regarding pre-needs funds.

FUN170056 – Closed – civil matter – no jurisdiction.

FUN180001 – Tabled – refer to Inspections to obtain a statement from complainant, FDFCC, deputy.

FUN170146 – Closed – civil matter – no jurisdiction.

FUN170147 – Tabled – refer to Investigations to obtain copies of documents from complainant and copies of contract and death certificate from funeral home (W.T. Edmondson recused).

FUN170148 – Closed – civil matter – no jurisdiction.

GEORGIA BOARD OF FUNERAL SERVICE
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FUN170152 – Tabled – refer to Investigations to obtain a statement from complainant regarding which establishment handled the funeral.

FUN170163 – Close with a letter of concern regarding unprofessional conduct.

FUN170164 – Tabled – refer to Inspections to conduct closing inspection. Contact landlord if necessary.

FUN170165 – Tabled – refer to Inspections to speak to FDFCC regarding death certificate.

FUN170166 – Tabled – refer to Inspections to obtain a statement regarding the series of events.

FUN170167 – Tabled – refer to Inspections to obtain a written statement from funeral home.

Attorney General’s Report:

Presented consent orders with payments for FUN170140 and FUN170025.

FUN170143 – Tabled - Repeating behavior for which FDFCC was previously disciplined. Hearing may be required.

FUN170029 and FUN170073 – Issue cease and desist order to funeral home.

Provided written legal advice regarding “soliciting”.

Provided written legal advice regarding reinstating lapsed grandfathered Funeral Director licenses.

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
Funeral Service Academy	Communicable Disease and Funeral Professionals	1.0
Funeral Service Academy	OSHA Compliance Guidance for Funeral Homes - Part 1	3.0
Funeral Service Academy	OSHA Compliance Guidance for Funeral Homes - Part 2	3.0
NFDA - 2017 NFDA Annual Convention - Boston October 29 - November 2	Using Social Media to Grow Your Funeral Home and Generate Leads	1.0
NFDA - 2017 NFDA Annual Convention - Boston October 29 - November 2	The New American Way of Death Starts with Promoting Resilient Kids	1.0
NFDA - 2017 NFDA Annual Convention - Boston October 29 - November 2	Developing Your Inner Champion	1.0
NFDA	Certified Preplanning Consultant 9/21/17	8.0
NFDA	2017 All Staff Annual FTC Funeral Rule Review	4.0
NFDA	What Happens to Your Families Following the Funeral	1.0

GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – July 10, 2017
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Provider	Course	Points
NFDA	Cremation Certification Program - Cleveland, OH 09/14/17	7.0
The Independent Funeral Group	2017 Fall Festival	10.0

2nd - 90 Day Grace Period Request:

Tom Lord moved, W.T. Edmondson seconded, and the Board voted unanimously to approve the following 2nd 90-day grace period request:

Name	License #	Location	Expires
J. L. Litman Memorial Funeral Home	FEST001501	Albany	10/22/17

Request to Lift Probation:

Tom Lord moved, W.T. Edmondson seconded, and the Board voted to lift probation from the following licenses:

- Simone Lee Ward – FD002436
- Ward’s Funeral Home – FEST000595
- Audrey Felicia Brown – FD004106

Inquiry:

Michal Smith – Logan Funeral Home – problem obtaining death certificates – no action/no jurisdiction.

Extend Hardship Request:

W.T. Edmondson moved, Michael Fowler seconded, and the motion was carried by the Board to extend the hardship request of Metro Crematory for 90 days.

Inquiry:

Hart’s Mortuary inquiry regarding signing cremation authorization – referred to Reagan Dean for Legal advice.

Information Reviewed:

Federal Trade Commission – Economic Liberty Task Force.

The next meeting of the Georgia Board of Funeral Service will be held Tuesday, August 8, 2017 at 10:00 a.m. at 237 Coliseum Drive, Macon, Georgia.

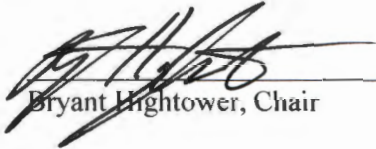
GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – July 10, 2017
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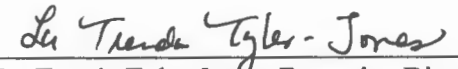
There being no further business, Chair Hightower declared the meeting adjourned at 2:14 p.m.

Minutes recorded by: Sandy Barboza, Board Support Specialist

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

Minutes approved on 8/7/2017


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 July 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 July, 2017
 Notary Public
 My Commission Expires: Jan. 18, 2021

