

GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – August 8, 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
- Joe Westbury

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

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 10:01 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 August 8, 2017 agenda.

Minutes:

W.T. Edmonson moved, Michael Fowler seconded, and the Board voted to approve the July 10, 2017 Open Meeting minutes and Executive Session minutes with a correction changing “legal advice” to “written legal advice”.

Ratification List:

Licenses Issued 07-06-2017 through 08-04-2017 (Total – 23): 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.

License #	Licensee
CREM000143	Georgia Cremation Care
EMB005123	Jordan Donald Scott
EMB005124	Lashawn Nijean Landy
EMB005125	Orlando C Farrington
EMB005127	Phillip Dwayne Pridgen, II
FD005525	Lashawn Nijean Landy
FD005526	Orlando C Farrington
FD005528	Jordan Donald Scott
FSA006158	Donna Summerour Mcrae
FSA006159	David Wayne Curby, Jr
FSA006160	David Alan Bell
FSA006161	Alisa Emily Freeman

License #	Licensee
FSA006162	Chelise Rene Farmer
FSA006163	Deborah King Waldrep
FSA006164	Preston Ryals Clenney
FSA006165	Jacquelyn Harris Parham
FSA006166	Lonnie Ray Denny
FSA006167	Cody Jefferson Crowell
FSA006168	Angel Chantel Higgins
FSA006170	Lorena Grant
FSA006171	She'Nita Brandy Williams
FSA006172	Regjuanta Eppinger
FSA006173	Keaton Duran Wells

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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 Tuesday, August 8, 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 Executive Session of the Georgia State Board of Funeral Service was closed by Bryant Hightower, Chair, at 12:46 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 # 2686988 – Collins Family Mortuary – change of FDFCC to Carey Marquis Shiloh – approved.

Appearance # 2686420 – Peachtree Cremation Society LLC – change of FDFCC to Edna Rhena Carter - approved.

Applications:

Application # 2680860 – Hutcheson-Croft Funeral Home and Cremation Service – Funeral Establishment – approved.

Application #2685972 – Cremation Services of Atlanta - Crematory – approved.

Complaints:

FUN160158 – Closed – strong letter of concern regarding solicitation.

FUN170152 – Closed – no violations.

FUN170165 – Closed – no violations.

FUN170166 – Closed – no jurisdiction – refer to the Coroner's Association.

FUN180004 – Tabled – refer to Inspections to obtain a statement from the FDFCC.

FUN180005 – Closed – no jurisdiction – refer to the Cemeterian's Board.

Attorney General's Report:

Provided written legal advice regarding 250-6-.06(2)(c). Rule will be clarified. Staff will identify entities fined for discussion at next meeting.

Presented written legal advice regarding signature on cremation authorization.

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Reviewed FUN170143.

FUN170029 and FUN170073 schedule for a hearing before OSAH – Board agreed.

Discussed distribution of meeting Summary.

Reagan recommended offering a Cease and Desist order to a funeral establishment that has not responded to notifications regarding expired grace periods. The Board agreed.

OTHER BUSINESS:

Continuing Education:

Joe Westbury 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
NFDA	Using Social Media to Grow Your Funeral Home and Generate Leads	1.0
NFDA	It's Easy Being Green	1.0
NFDA	Certified Preplanning Consultant	8.0
NFDA	The Future of Formaldehyde Use in Embalming	1.0
ICCFA	2017 Fall Management Conference	7.0

Docketed Orders:

Docketed Orders - August 2017				
Type	Name	License #	Docket #	Amount
OAFM	James R Barnes Mortuary	FEST000986	2017-0997	\$200
OAFM	Kimbroughs Funeral Home	FEST001198	2017-0996	\$50
Orders to Accept Fine Monies - Total				\$250
Consent Order	Chapman Funeral Home	FEST001770	2017-0968	
Consent Order	East Georgia Crematory	CREM000098	2017-0967	

The Board requested the inspection violation number be added to future reports.

Request to Lift Probation:

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

Carolyn Kelson – FD003061

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Dwayne Green – FD004201 & EMB003793

Inquiry:

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

Rule Waiver Request:

Tabled – has not been posted for the required 15 days.

Inquiry:

Neptune Management - inquiry regarding pre-arranging cremation online – referred 43-18-9. La Trenda Tyler-Jones will draft letter; Reagan Dean will review.

2018 Meeting Dates:

Joe Westbury moved, Nancy Kennedy seconded, and the Board voted to approve the following schedule:

2018 Meeting Dates	2018 Meeting Dates	2018 Meeting Dates
January 9, 2018	May 8, 2018	September 11, 2018
February 13, 2018	June 12, 2018	October 9, 2018
March 13, 2018	July 10, 2018	November 13, 2018
April 10, 2018	August 7, 2018	December 11, 2018

The Board reviewed information provided by The Conference regarding regulations.

250-6-.06(2)(c). Rule will be clarified and addressed at the next scheduled meeting. Staff will identify entities that have been fined. Inspectors will not issue fines until further notice.

La Trenda Tyler-Jones will forward rules information to Bryant Hightower. Schedule a Rules Committee meeting; dates will be forwarded to Board members for consideration.

Follow up on complaint # FUN170080 and review in September meeting.

The next meeting of the Georgia Board of Funeral Service will be held Tuesday, September 13, 2017 at 10:00 a.m. at 237 Coliseum Drive, Macon, Georgia.

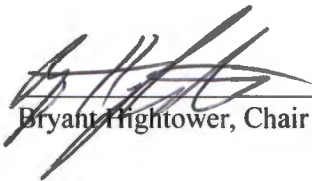
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There being no further business, Chair Hightower declared the meeting adjourned at 1:14 p.m.

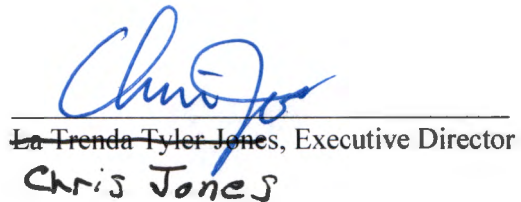
Minutes recorded by: Sandy Barboza, Board Support Specialist

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

Minutes approved on 9/19/17



Bryant Hightower, Chair



La Trena Tyler Jones, Executive Director

Chris Jones

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 August 8, 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 8th
 Day of August
Deborah A. Horton
 Notary Public
 My Commission Expires: JAN. 18, 2021

