

**GEORGIA BOARD OF FUNERAL SERVICE**  
**Board Meeting Minutes – September 19, 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
- Nancy Kennedy
- W. T. Edmondson
- Joe Westbury

**Others Present:**

- La Trenda 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 10:00 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:**

Joe Westbury moved, W.T. Edmondson seconded, and the Board voted to approve the September 19, 2017 agenda.

**Minutes:**

Joe Westbury moved, Tom Lord seconded, and the Board voted to approve the August 8, 2017 Open Meeting minutes and Executive Session minutes.

**Ratification List:**

Licenses Issued 08-05-2017 through 09-14-2017 (Total – 21): Joe Westbury moved, W.T. Edmonson 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
CREM000144	Peachtree Cremation Society LLC
CREM000145	Cremation Services of Atlanta
EMB005128	James Johnathan Evans
EMB005129	Dantevis Quintel Shaw
EMB005130	Ashleigh Meghan Messer
EMB005131	Michael David Bailey
FD005529	Phillip Dvwayne Pridgen, II
FD005530	James Johnathan Evans
FD005531	Dantevis Quintel Shaw
FD005532	Michael David Bailey
FEST001989	Hutcheson-Croft Funeral Home and Cremation Service

License #	Licensee
FSA006174	Corrina Marie Hills
FSA006175	Willie Hollie, III
FSA006176	Charles Harrison Byrd
FSA006177	Melissa Darlene Wooten
FSA006178	Terry Alan Moore
FSA006179	Blake Christopher Scott
FSA006180	Frederick M McLeod, II
FSA006181	Brian Christopher Croft
FSA006182	Reginald James Cannon
FSA006183	Eric Michael Smith

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**EXECUTIVE SESSION:**

Joe Westbury moved, W.T. Edmondson 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, September 19, 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 12:48 p.m., who then declared the meeting back in public session. No votes were taken in Executive session.

**OPEN SESSION:**

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

**Appointments:**

Appearance # 2688876 – James Barnes Mortuary – change of FDFCC to LaToya Murray – approved.

Appearance # 2688696 – Sherrell-Westbury Funeral Home – change of FDFCC to Rickey Blackburn - approved. Joe Westbury recused.

Appearance # 2689861 – Memorial Park East – New Facility – FDFCC – Jerry Lynn Smith – approved.

**Applications:**

Application # 2687514 – Central Cremation Services – Crematory – approved.

Application # 2644666 – E.B. – Funeral Service Apprentice – tabled for proof of passing GED.

Application #s 2687142 & 2689381 – A.R.B. – Funeral Director/Embalmer – tabled for explanation of 3 years work history.

Application #s 2690541 & 2690544 – Jerry Clifton Thomas III – approved pending passing exam.

Application #s 2690179 & 2690183 – Michelle Caroline Eaker – approved by reciprocity.

Application # 2691023 – Evans-Skipper Funeral Home – Funeral Establishment – approved.

Application # 2691025 – G.R. – Funeral Director – denied – no embalmer's license.

Application #s 2692291 & 2692292 – Deborah Sue Greene – Funeral Director/Embalmer – approved.

Application #s 2692800 & 2692804 – Lisa Michelle Norwood – Funeral Director/Embalmer – approved.

**Complaints:**

FUN170070 – Closed – no jurisdiction.

FUN170135 – refer to the Attorney General for consent orders - \$2500 fine FDFCC and \$2500 fine Funeral Establishment, both with 2 years' probation and a public reprimand.

FUN1780004 – Closed – civil matter.

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FUN180009 – Tabled – refer to Inspections to obtain a copy of the death certificate and determine who performed cremation.

FUN180015 – Closed – civil matter.

FUN180017 – Tabled – refer to Inspections to obtain a statement from the Funeral Director regarding processing fees.

FUN180019 – Tabled – refer to Inspections to obtain a statement from the FDFCC then refer to the Coroner’s Association.

FUN170080 – Tabled – refer to the Attorney General for summary suspension on Funeral Establishment – based on an emergency of public safety, health, and welfare.

FUN160089 – Closed – civil matter – suit filed against estate – court ruled in Funeral Home’s favor.

**Attorney General’s Report:**

FUN170141 – consent order issued.

Application #2674927 – consent order issued.

FUN170101 – written memorandum – legal advice.

FUN170029 & FUN170073 – matter discussed.

**OTHER BUSINESS:**

**Continuing Education:**

Joe Westbury moved, W.T. Edmondson 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>
NFDA	50 Cards, 50 Questions	1.0
NFDA	Critical Issue: A 50 State View of the Opioid Epidemic	1.0
NFDA	Funeral Financing and Payment Strategies for Your Family	8.0
NFDA	CRASE - Active Shooter Training	2.0
Int'l Order of the Golden Rule	How to Drive Leads on Social Media	1.0
	Exchanging Information Online	1.0

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**Docketed Orders:**

Joe Westbury moved, W.T. Edmondson seconded, and the Board voted unanimously to accept the following the orders to accept fine monies:

<b>Docketed Orders - September 2017</b>				
Type	Name	License #	Docket #	Amount
OAFM	Frank & Solomon Nixon F.H.	FEST000329	2017-1172	\$50
OAFM	Collins Family Mortuary	FEST001923	2017-1176	\$200
OAFM	William Gayleano Murray and Son F.H.	FEST001849	2017-1175	\$850
OAFM	Jacobs Funeral Home	FEST001404	2017-1174	\$550
OAFM	Barnum Funeral Home	FEST000042	2017-1173	\$50
OAFM	Charles E Huffs International Funeral	FEST001039	2017-1307	\$50
Orders to Accept Fine Monies - Total				\$1,750

**1<sup>st</sup> - 90 day grace period requests:**

Nancy Kennedy moved, Joe Westbury seconded, and the Board voted unanimously to approve the following 2<sup>nd</sup> 90-day grace period request:

Name	City	License #	License Type	Expires
Mountain View Cremation Services	Ball Ground	CREM000139	Crematory	10/30/17
Georgia Cremation Center LLC	Acworth	FEST001872	Funeral	11/30/17
F. L. Sims Funeral Home	Smyrna	FEST001884	Funeral	11/06/17

The Board reviewed information provided by The Conference.

Rule 250-6-.06 (2) (c) – need to be reworded – Board members to review and report back with recommendations.

Rule Waiver denied (not needed at this time) – statute – the applicant has until September 30, 2017 to submit the application with the hours accumulated.

The Board reviewed the Metro Crematory update on repairs to the retort.

The next meeting of the Georgia Board of Funeral Service will be held Tuesday, October 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 1:12 p.m.

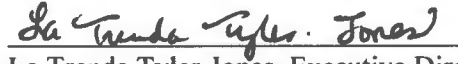
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Minutes recorded by: Sandy Barboza, Board Support Specialist

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

Minutes approved on 10/10/2017

  
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 September 19, 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 19th  
Day of September, \_\_\_\_\_  
Deborah A. Horton  
Notary Public  
My Commission Expires: JAN. 18, 2021

