

**GEORGIA BOARD OF FUNERAL SERVICE**  
**Board Meeting Minutes – October 10, 2017**  
Professional Licensing Boards Division of the Secretary of State  
237 Coliseum Drive, Macon, Georgia 31217

**Members Present:**

- Bryant Hightower, Chair
- Michael Fowler
- Nancy Kennedy
- W. T. Edmondson
- Joe Westbury
- William Bowen

**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

**Members Absent:**

- Tom Lord, Vice-Chair

*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 10:02 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:**

Nancy Kennedy moved, Joe Westbury seconded, and the Board voted to approve the October 10, 2017 agenda.

**Minutes:**

Michael Fowler moved, Joe Westbury seconded, and the Board voted to approve the September 19, 2017 Open Meeting minutes and Executive Session minutes as amended by Reagan Dean.

**Ratification List:**

Licenses Issued 09-15-2017 through 10-04-2017 (Total – 22): Michael Fowler 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
CREM000146	Central Cremation Services
EMB005132	William Steven Sirmons
EMB005133	Cynthia Lynette Wilkins
EMB005134	Jessica Monique Eppinger
EMB005135	Lisa Michelle Norwood
FD005533	William Steven Sirmons
FD005534	Cynthia Lynette Wilkins
FD005535	Jessica Monique Eppinger
FD005536	Lisa Michelle Norwood
FEST001990	Memorial Park East
FSA006184	Raquel Teresa Riffas

License #	Licensee
FSA006185	Julie Hinton King
FSA006186	Nicole Alison Suarez
FSA006187	James Terry Dunn
FSA006188	Kelli Guyton McKelvey
FSA006189	Tosha M Morell
FSA006190	Kevin Donald Lunsford
FSA006191	Joseph Barry Watson
FSA006192	Tommy Lynn Carder
FSA006193	Maci Jewel Kiker
FSA006194	Sharonda Murphy-Henton
FSA006195	Willie Frank Spires, II

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**EXECUTIVE SESSION:**

Joe Westbury moved, Michael Fowler seconded, and the motion carried to enter into Executive Session at 10:05 a.m. in accordance with O.C.G.A. §§ 43-1-19(h) and 43-18, on Tuesday, October 10, 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 complaints, 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 12:50 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 # 2694191 – M.P.N.R.C. – did not appear - reschedule.

Appearance # 2695469 – Stiffler-Hamby Mortuary Inc. – change of FDFCC to Benjamin T. Price - approved.

Appearance # 2695206 – J L Litman Memorial Funeral Service - change of FDFCC to Warren C. Cauthen – approved.

Appearance # 2694475 – Batts & Bridges Funeral Home LLC - change of FDFCC to Arnold L. Brown – approved.

**Applications:**

Application # 2692510 – C.M. Brown-Barnes Funeral Home LLC – Funeral Establishment – approved.

Application # 2693556 – Johnson & Son Funeral Home – Funeral Establishment – approved.

Application #s 2691793 & 2691797 – Eugene Adolphus Roberts – Funeral Director/Embalmer – approved.

Application #s 2687142 & 2689381 – Andrew Robert Byrd – Funeral Director/Embalmer – approved by reciprocity.

Application # 2694193 – Banister Funeral Home – Funeral Establishment – approved.

Application #s 2692020 & 2692023 – Heath Barnette Lawhorn – Funeral Director/Embalmer – approved by endorsement.

Application # 2696855 – Williams-Westbury Funeral Home – Funeral Establishment – approved.

**Complaints:**

FUN160010 – Closed – no jurisdiction – refer to the Secretary of State – pre-need funds.

FUN170113 – Tabled – bring before the Board for an interview.

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FUN170126 – Closed – send letter of concern regarding right of disposition.

FUN180018 – Tabled – refer to Investigations to obtain a copy of the death certificate, cremation authorization and a statement from the FDFCC.

FUN180021 – Tabled – refer to Inspections to obtain a statement from the FDFCC.

FUN180022 – Tabled – refer to Investigations to obtain a statement from the FDFCC.

FUN180025 – Tabled – Investigations to contact the FDFCC to confirm if still employed by the Funeral Home and to obtain a statement regarding the complaint.

FUN180013 – Tabled – Reagan Dean will draft order to accept fine monies.

FUN180011 – Tabled – Reagan Dean will draft order to accept fine monies.

**Attorney General's Report:**

FUN170029 & FUN170073 – matter discussed.

**OTHER BUSINESS:**

**Continuing Education:**

Nancy Kennedy 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>
The Dodge Company	America's Mission - To Identify and Return All Human Remains To Their Families	1.0
GFDA	2017 District Meetings	2.0
ICCFA	2017 Crematory Arranger & Operator Certification Class	1.5
NFDA	50 Shades of Green	1.0
NFDA	Cremation Certification	7.0
NFDA	Preparing For a Successful Family Succession: Transfer	1.0

Reagan Dean will draft Orders to Accept Fine Monies form.

The Board reviewed updated contact information provided by The Conference.

**Rules Work Session:**

W.T. Edmondson moved, Joe Westbury seconded, and the Board voted to schedule a Rules Work Session on November 13, 2017 at 1:00 p.m.

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The next meeting of the Georgia Board of Funeral Service will be held Tuesday, November 13, 2017 at 1:00 p.m. followed by the regularly scheduled Board meeting November 14, 2017 at 10:00 a.m. at 237 Coliseum Drive, Macon, Georgia.

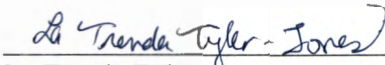
There being no further business, Chair Hightower declared the meeting adjourned at 1:00 p.m.

Minutes recorded by: Sandy Barboza, Board Support Specialist

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

Minutes approved on 11/14/17

  
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Bryant Hightower, Chair

  
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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.

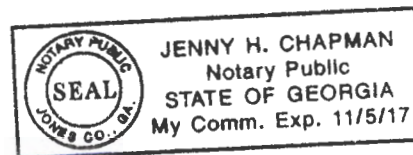
Comes Bryant Hightower, the Chairman identified below and, before an official duly authorized to administer oaths, makes this affidavit in satisfaction of the statutory requirements outlined above.

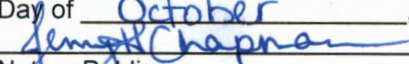
1. I am the presiding officer of the Georgia State Board of Funeral Service
2. I am over the age of 18 and in other aspects competent to make this sworn statement. I acknowledge that I am giving this statement under oath and subject to penalty of perjury and that I have read the contents of this affidavit prior to signing it.
3. On **October 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 October, 2017.  
  
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Notary Public  
My Commission Expires: 11/5/17