

**GEORGIA BOARD OF FUNERAL SERVICE**  
**Board Meeting Minutes – December 12, 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
- Tom Lord, Vice-Chair

**Others Present:**

- La Trena Tyler-Jones, Executive Director
- Sandy Barboza, Board Support Specialist
- Carla Murray, Licensing Analyst
- Laurie Elander, Licensing Supervisor
- 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 10:02 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:**

Joe Westbury moved, W.T. Edmondson seconded, and the Board voted to approve the December 12, 2017 agenda.

**Minutes:**

Joe Westbury moved, W.T. Edmondson seconded, and the Board voted to approve the November 13, 2017 Rules Work Session minutes and the November 14, 2017 Open Meeting minutes and Executive Session minutes.

**Ratification List:**

Licenses Issued 11-10-2017 through 12-08-2017 (Total – 21): William Bowen 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
CREM000147	Flanders Morrison Funeral Home Inc.
EMB005144	Justin Lewis Davis
EMB005145	Jacob Reed Jenkins
EMB005146	Cynthia Lanette Hull-Shelton
EMB005147	Shyra Teshun Anderson
EMB005148	Paul A Simmons
EMB005149	Shelby Nechelle Cummings
FD005546	Jacob Reed Jenkins
FD005547	Cynthia Lanette Hull-Shelton
FD005548	Shyra Teshun Anderson
FD005549	Paul A Simmons

License #	Licensee
FD005550	Shelby Nechelle Cummings
FEST001994	Nathaniel Thomas And Son Home For Funerals, Inc.
FSA006215	Stephen Lee Lunsford
FSA006216	Robin Lester Smith
FSA006217	Michael H Pilling
FSA006218	Semetress Lashae Simmons
FSA006219	Cassandra Michel Hanson
FSA006220	Steven Bennett Allen, II
FSA006221	Pedro Arredondo
FSA006222	Erika Evans Robinson

**EXECUTIVE SESSION:**

Joe Westbury moved, Michael Fowler seconded, and the motion carried to enter into Executive Session in accordance with O.C.G.A. §§ 43-1-19(h) and 43-18, on Tuesday, December 12, 2017 at 10:03 a.m. at the

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Professional Licensing Boards Division, 237 Coliseum Drive, Macon, Georgia 31217, for the purpose of conducting applicant appointments, discussing and reviewing 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 1:53 p.m., who then declared the meeting back in public session. No votes were taken in Executive session.

**OPEN SESSION:**

Michael Fowler moved, Joe Westbury seconded, and the motion was carried by the Board to ratify the following recommendations made during Executive Session:

**Appointments:**

Appearance # 2700752 – Horace A. Ward Inc. Fairview Chapel - change of FDFCC to Rebecca Erica Rose - approved.

Appearance # 2701235 – F L Sims Funeral Home LLC – change of FDFCC to Fabio Coicou - approved.

Appearance # 2698922 & 2698921 – David Valentine – Funeral Director and Embalmer – approved.

Appearance # 2703178 – National Cremation Service - change of FDFCC to Johnna Martinez – approved.

Appearance # - 2703809 – Mountain View Funeral Home – change of FDFCC to Heath Barnette Lawhon – approved.

Appearance # 2703688 – Vincent R. Drummer Funeral Home – New Establishment – approve upon receipt of corrected application with a letter of explanation.

**Recessed for Lunch 11:42 – Executive Session Resumed 12:33**

**Applications:**

Application # 2701767 – Reba Manderia Royer – Funeral Service Apprentice - approved.

Application #s 2701113 & 2701114 – Tyice Deshan Leola Mills – Funeral Director/Embalmer – reinstatement approved.

Application #s 2703974 & 2703975 – Shontae Latrease Philpot – Funeral Director/Embalmer – approved.

Application # 2703512 – Howard Mortuary – Funeral Establishment – approved.

**Complaints:**

FUN170134 – close – no jurisdiction.

FUN180025 – close – no violations found.

FUN180044 – close – no violations found.

FUN180045 – Tabled – refer to Inspections to obtain a statement from the FDFCC and wife of the deceased.

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FUN180046 – Tabled – refer to Investigations to obtain a statement regarding alleged incident from complainant.

FUN180030– Close – send a strong letter of concern.

FUN180047 – Tabled – refer to Inspections to obtain a statement regarding marital status.

**Attorney General’s Report:**

Reminder – Hearing scheduled for January 9, 2018.

**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:

Provider	Course	Points
International Order of the Golden Rule	2018 Young Professionals Event	8.0
NFDA	Cremation Certification Program	7.0
NFDA	Post-It Pause Prevail	1.0
NFDA	DNA Preservation for Funerral Professionals	1.0
NFDA	Do It Yourself Memorials	1.0
CANA	2018 CANA Cremation Symposium	15.5
CANA	The Art of Selling Cremation	6.5
CANA	Connecting the Dots - Storytelling Part 1	1.0
CANA	Connecting the Dots - Brand Ambassadors	1.0
CANA	Connecting the Dots - Your Online Reputation	1.0
CANA	Connecting the Dots - Therapy Dogs	1.0
CANA	Connecting the Dots - Storytelling Part 2	1.0
CANA	Connecting the Dots - Touch Points	1.0
CANA	Connecting the Dots - Voice of the Customer	1.0
CANA	Connecting the Dots - Coffee Klatch	1.0
Elite CME	Aftercare - Extending a Helping Hand All Year Round	1.0
Elite CME	Modern Restorative Arts and Embalming Techniques	3.0
Elite CME	Cremation: The Facts	2.0
Elite CME	OSHA and CDC Compliance for the Funeral Professional	1.0
Elite CME	It's Not Your Father's Funeral Home	2.0
ICCFA	2018 Wide World of Sales Conference	10.0
ICCFA	Gary O'Sullivan's Fireside Chat	1.0
ICCFA	The Answer Lies Behind the Door Part II	1.0
ICCFA	Sales Boot Camp / Prospecting	2.0
ICCFA	People Are There, Why Aren't You	1.0
ICCFA	Don't Let Your Aftercare be an Afterthought	1.0
ICCFA	Conversational Presenting	1.0

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Provider	Course	Points
ICCFA	Capitalization on Pre-Cremation	1.0
ICCFA	Sales Boot Camp / Presenting	3.0
ICCFA	Cremation: Refocus is a Must	1.0
ICCFA	Heart & Sell	1.0
ICCFA	Sales Boot Camp / Referrals	2.0
ICCFA	Five Things a Lawyer Can Teach Me About Sales	1.0
ICCFA	Committee Blast	1.0
Matthews International	Thriving in Today's Changing Marketplace	4.0
SCFDA	What to Say & What to Do	1.0
SCFDA	Difficult Case Embalming \ Donor Cases	2.0
SCFDA	Embrace Challenge	2.0
SCFDA	Opioid Overdose	1.0

**Docketed Orders:**

Michael Fowler moved, Joe Westbury seconded, and the Board voted to accept the docketed orders as presented:

Type	Name	License #	Docket #	Amount Accepted
OAFM	Gardenview Funeral Chapel, LLC	FEST001531	2017-1781	\$200
OAFM	Willis Funeral Home	FEST000382	2017-1792	\$200
OAFM	Stocks Funeral Home Inc.	FEST001081	2017-1854	\$ 50
OAFM	Floral Hills Funeral Home and Cremation Services	FEST001745	2017-1855	\$200
<b>Orders to Accept Fine Monies - Total</b>				<b>\$650</b>

**90 day grace period requests:**

Joe Westbury moved, Michael Fowler seconded, and the Board voted unanimously to approve the following 1st 90-day grace period requests:

Name	License #	City	Expiration
Cremation Services of Atlanta	CREM000145	Conyers	02/28/2018
Lakeside Funeral Home	CREM000108.	Woodstock	03/01/2018
Lakeside Funeral Home	FEST001795	Woodstock	03/01/2018

Joe Westbury moved, Michael Fowler seconded, and the Board voted unanimously to approve the following 2nd 90-day grace period requests:

Name	License #	City	Expiration
Advantage Funeral Home	FEST001819	Lilburn	02/10/2018
National Cremation Society	CREM000043	Lilburn	02/10/2018
National Cremation Society	FEST001904	Lilburn	02/10/2018

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**Rule Waiver Request:**

Maxine Lowe – tabled until the January 2018 meeting. Reagan Dean confirmed fees cannot be waived per state law.

**Metro Crematory:**

The Board acknowledged the update noting retort has been repaired.

**Vital Records:**

The Board acknowledged the invitation to attend a meeting with the Georgia Funeral Directors Association and the Office of Vital Records, December 19, 2017. Tom Lord and Joe Westbury will attend.

The next meeting of the Georgia Board of Funeral Service will be held Tuesday, January 9, 2018 at 10:00 a.m. at 237 Coliseum Drive, Macon, Georgia.

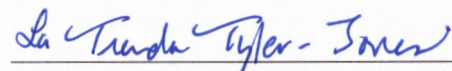
There being no further business, Chair Hightower declared the meeting adjourned at 3:23 p.m.

Minutes recorded by: Sandy Barboza, Board Support Specialist

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

Minutes approved on 1/9/2018

  
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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 **December 12, 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 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.

  
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 PRESIDING OFFICER

Sworn to and subscribed before me this 12<sup>th</sup>  
 Day of December, 2017.  
Jenny H Chapman  
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 Notary Public  
 My Commission Expires: 11/5/21

