

GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – February 13, 2018
Professional Licensing Boards Division of the Secretary of State
237 Coliseum Drive, Macon, Georgia 31217

Members Present:

- Bryant Hightower, Chair
- Michael Fowler
- W. T. Edmondson
- Joe Westbury
- William Bowen
- Tom Lord, Vice-Chair

Others Present:

- La Trenda Tyler-Jones, Executive Director
- Carla Murray, Licensing Analyst
- Laurie Elander, Licensing Supervisor
- Reagan Dean, Assistant Attorney General

Members Absent:

- Nancy Kennedy

Note: Visitors are excused during Executive Session unless scheduled for a personal appearance.

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. Edmondson moved, Joe Westbury seconded, and the Board voted to approve the February 13, 2018 agenda.

Minutes

W.T. Edmondson moved, Joe Westbury seconded, and the Board voted to approve the January 9, 2018 Open Meeting minutes and Executive Session minutes.

Ratification List

Licenses Issued 1-2-2018 through 2/12/2018 (Total – 39): Tom Lord moved, Joe Westbury 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
EMB005153	Whitney Grey Burkhalter
EMB005154	Tony James Entrekin
EMB005155	Sara Lynn Lee
EMB005156	Morgan Taylor Gentry-Smith
EMB005157	Deborah Sue Greene
EMB005158	Dewayne Thomas Gravley
EMB005159	Valerie Peterson Glover
EMB005160	Tamika Anderson Patterson
EMB005161	Daniel LeWillis Tinson
EMB005162	Regina Alicye Tyson
EMB005163	Tracy Randall Jenkins
EMB005164	Riki-Anne Wojciechowski
EMB005165	David Paul Higgins
EMB005166	Taylor Clark Litesey
FD005554	Whitney Grey Burkhalter

License #	Licensee
FD005555	Tony James Entrekin
FD005556	Sara Lynn Lee
FD005557	Morgan Taylor Gentry-Smith
FD005558	Deborah Sue Greene
FD005559	Valerie Peterson Glover
FD005560	Tamika Anderson Patterson
FD005561	Regina Alicye Tyson
FD005562	Tracy Randall Jenkins
FD005563	Riki-Anne Wojciechowski
FSA006229	Patricia Carina Torres
FSA006230	Bobby W Williford
FSA006231	Aaliyah Jade Miller
FSA006232	Chelsea Nichole Dawkins
FSA006233	Thomas Lamar King
FSA006234	Autumn Sky Roberts

GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – February 13, 2018
Professional Licensing Boards Division of the Secretary of State
237 Coliseum Drive, Macon, Georgia 31217

License #	Licensee
FSA006235	Nichole Latrice Graves
FSA006236	Matthew Richard Williams
FSA006237	Leon Harris
FSA006238	Cameron Patrick Fields
FSA006239	Sabrina Denise Parker

License #	Licensee
FSA006240	Hunter Bradley Nelson
FSA006241	Hydeia Ja'Mae Hendricks
FSA006242	Gwana Yolanda Jones
FSA006243	Quintravious Rashad Wheeler

PUBLIC HEARING

Public hearings were held by the Georgia Board of Funeral Service on February 13, 2018, to allow licensees the opportunity to address fines and/or complaints with the Board. The hearings were held at the office of the Professional Licensing Boards Division, 237 Coliseum Drive, Macon, Georgia. Bryant Hightower, Chair, called the hearings to order at 10:28 a.m.

Licensee	License #	Docket #	Decision
Community Mortuary	FEST001841	2017-1832	Respondents were not in attendance
Charles Dewayne Rox	EMB004687 & FD005098		

Bryant Hightower closed the Public Hearing at 11:29 a.m.

EXECUTIVE SESSION

W.T. Edmondson moved, Michael Fowler seconded, and the motion carried to enter into Executive Session at 11:30 a.m. in accordance with O.C.G.A. §§ 43-1-19(h), 43-25-5(c) and 43-26-11 to discuss evidence presented during the hearing.

At the conclusion of Executive Session, Bryant Hightower declared the meeting to be “open” at 11:36 a.m. pursuant to the Open and Public Meeting Act O.C.G.A. § 50-14-1 et seq. No votes were taken during Executive Session.

OPEN SESSION

A public hearing was held by the Georgia Board of Funeral Service on February 13, 2018, with Community Mortuary and Charles Dewayne Rox. The hearing was held at the office of the Professional Licensing Boards Division, 237 Coliseum Drive, Macon, Georgia. Bryant Hightower, Chair, called the hearing to order at 10:28 a.m. W.T. Edmondson moved, Michael Fowler seconded, and the motion carried to revoke the funeral director and embalmer’s licenses of Charles Dewayne Rox and the funeral establishment license of Community Mortuary with a written Final Decision to be issued by the Board.

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, February 13, 2018 at 11:36 a.m. at the 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.

GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – February 13, 2018
Professional Licensing Boards Division of the Secretary of State
237 Coliseum Drive, Macon, Georgia 31217

The Executive Session of the Georgia State Board of Funeral Service was closed by Bryant Hightower, Chair, at 2:59 p.m., who then declared the meeting back in public session. No votes were taken in Executive session.

OPEN SESSION

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

Appointments:

Appearance # FEST – A.L.S.B.F.H. - licensee meet with the Cognizant Board Member, W. T. Edmondson and Attorney General, Reagan Dean – Closed.

Appearance # 2710045 – N. C. S. C. – change of FDFCC – Tabled pending receipt of an updated application.

Appearance # 2710033 - Advantage Funeral & Cremation Services - change of FDFCC to Tyice Deshan Leola Mills – approved.

Appearance # 2713133– Dexter T. Sims Mortuary, LLC – change of FDFCC to Roy Clemons, Jr. – approved.

Appearance # 2715838– Simpson And Daughters Mortuary Inc., FEST000577 - change of FDFCC to Luticia Juliet Simpson – approved and lift the summary suspension on funeral establishment. Requested FDFCC report back in ninety (90) days with the status of ownership of the funeral establishment.

Appearance # 2713989 – Baxley Funeral Home – change of FDFCC to LaVerne V. Young Nelson – approved.

Appearance # 2714436 – C. F. H. – Table, applicant for FDFCC and owner or a person who has been given authority to represent the owner must both be present for the appearance.

Appearance # 2714833 - Adams Funeral Home - change of FDFCC to Senetra Rhodes Knight – approved.

Appearance # 2715439 - Collins Family Mortuary - change of FDFCC to La-Mont Smalls – approved.

Appearance # 2713979 - Peoples Community Funeral Home LLC – New facility, FDFCC Marion Stevens – approved.

Recessed for Lunch 11:42 A.M. – Executive Session Resumed 12:33 P.M.

Applications

Application #s 2705961 & 2716583 – Haisten McCullough Funeral Home Mortuary Inc. – change of ownership - approved.

Application # 2708085 – Maxwell-Purvis Funeral Home – name change approved.

Application # 2711718 – Sidney Bedell – Funeral Director/Embalmer – approved for exam.

Application # 2713369 – Dexter T Sims Mortuary LLC – Funeral Establishment – approved.

Application # 2715838 – Simpson and Daughters Mortuary Inc. – Funeral Establishment – change of FDFCC-owner – approved.

GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – February 13, 2018
Professional Licensing Boards Division of the Secretary of State
237 Coliseum Drive, Macon, Georgia 31217

Application # 2714324 – Serenity Funeral Home & Cremation Services of Dublin – Funeral Establishment – approved.

Complaints

FUN180053 – Tabled – refer to Inspections to verify license.

FUN180019 – Close with a letter of concern regarding acting as coroner and FDFCC at the same time - 43-18-46(28).

FUN180046 – Close – not enough evidence to uphold complaint.

FUN180055 – Tabled – flag and monitor license for renewal.

FUN180057 – Close – no jurisdiction – family matter.

FUN180062 – Tabled – refer to Inspections to obtain a copy of the contract.

Attorney General's Report

FUN180020 – Consent Order accepted.

Discussed license renewal dates as established in Joint Secretary of State Rules.

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
International Order of the Golden Rule	2018 Annual Conference & Solution Center	9.0
The Dodge Institute of Advanced Mortuary Studies	2018 Dodge Technical Series	9.0
ICCFA	2018 ICCFA Annual Convention and Exposition	13.0
Apex Continuing Education Solutions	A Brief History of Preservation & Burial Practices	1.0
Apex Continuing Education Solutions	After Suicide: How to Support Survivors of Loss	2.0
Apex Continuing Education Solutions	Are You Stressed? Signs and Solutions	4.0
Apex Continuing Education Solutions	Funeral Rituals and Mental Health	4.0
Apex Continuing Education Solutions	Funeral Service Ethics	2.0
Apex Continuing Education Solutions	Green Burial 101	2.0
Apex Continuing Education Solutions	Infant Embalming Techniques	3.0
Apex Continuing Education Solutions	OSHA Essentials	4.0
Apex Continuing Education Solutions	Preneed Planning: What Every Funeral Director Should Know	4.0
Apex Continuing Education Solutions	Restoration of a Tissue Donor	3.0
Apex Continuing Education Solutions	Sexual Harassment in the Workplace	4.0
Apex Continuing Education Solutions	Telephone Inquiry Manual	2.0
Apex Continuing Education Solutions	The FTC Funeral Rule	4.0

GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – February 13, 2018
Professional Licensing Boards Division of the Secretary of State
237 Coliseum Drive, Macon, Georgia 31217

Provider	Course	Points
Apex Continuing Education Solutions	The Funeral Director and Organ and Tissue Donation	2.0
Apex Continuing Education Solutions	Understanding Grief	4.0
Apex Continuing Education Solutions	Working with Difficult People	3.0
Funeral Service Academy	Complying with the Federal Trade Commission Rule	3.0
Funeral Service Academy	OSHA Compliance Guidance for Funeral Homes	6.0
Funeral Service Academy	Funeral Home Safety Overview	1.0
Funeral Service Academy	Safety within Funeral Homes	2.0
Funeral Service Academy	Grief and Culture Competence: The African American Diaspora	1.0
Funeral Service Academy	Grief and Culture Competence: Hispanic Traditions	1.0
Funeral Service Academy	Grief and Culture Competence: Jewish Traditions	1.0
Funeral Service Academy	Embalming: Diseases & Conditions	3.0
Funeral Service Academy	Embalming: Autopsies and Organ/Tissue Donors	1.0
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
Insight Institute	Certified Funeral Celebrants	17.0
Practicum Strategies	A Review of Basic Embalming Procedures	4.0
Practicum Strategies	Business Morals & Ethics	4.0
Practicum Strategies	Complying with the Funeral Rule	10.0
Practicum Strategies	Coping With Stress as a Funeral Director	4.0
Practicum Strategies	Cremation The Client The Caring	4.0
Practicum Strategies	Cremation The Process	4.0
Practicum Strategies	Cremation Yesterday, Today & Tomorrow	4.0
Practicum Strategies	Dealing With Communicable Disease / AIDS	4.0
Practicum Strategies	Embalming Chemistry	2.0
Practicum Strategies	Employee Recruitment & Retention in Funeral Service	4.0
Practicum Strategies	Ethics for Funeral Directors	4.0
Practicum Strategies	Everyday Ethics for Funeral Service	4.0
Practicum Strategies	Funeral Profession & Consumer Behavior	4.0
Practicum Strategies	Funeral Values	6.0
Practicum Strategies	Grief 101 for Funeral Directors	4.0
Practicum Strategies	Hazardous Chemicals / Toxic Substances	4.0
Practicum Strategies	How to Tell the Children	4.0
Practicum Strategies	Intermediate Marketing for Funeral Directors	10.0
Practicum Strategies	Introduction to Accounting	4.0
Practicum Strategies	Investment Management	4.0
Practicum Strategies	Job Burnout in Funeral Service	4.0
Practicum Strategies	Managing Stress for Funeral Professionals	4.0
Practicum Strategies	Managing Stress for Funeral Professionals	4.0
Practicum Strategies	Marketing 101 for Funeral Directors	4.0

GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – February 13, 2018
Professional Licensing Boards Division of the Secretary of State
237 Coliseum Drive, Macon, Georgia 31217

Provider	Course	Points
Practicum Strategies	Moral Dilemmas Facing the Funeral Professional	4.0
Practicum Strategies	Motivation & Coaching	4.0
Practicum Strategies	OSHA - A Practical Guide for Funeral Service	4.0
Practicum Strategies	OSHA for Small Business	10.0
Practicum Strategies	Power Communications	4.0
Practicum Strategies	Preneed Funeral Planning	4.0
Practicum Strategies	Pre-Planning for Business Interruption	10.0
Practicum Strategies	Sacred Sensitive and Sane	4.0
Practicum Strategies	The Vanguard of Competition	6.0
Practicum Strategies	Understanding and Completing the Certificate of Death	10.0
Practicum Strategies	Universal Precautions - HIV AIDS Blood borne Pathogens	4.0
NFDA	Awareness and Response for the Opioid Crisis	1.0
NFDA	Certified Preplanning Consultants	15.0
NFDA	Meet the Mentors	10.5
NFDA	Sexual Harassment in the Workplace	1.0
NFDA	Certified Preplanning Consultant 4-26-18	8.0
NFDA	Importance of Youth at Funerals	1.0
NFDA	Certified Preplanning Consultant 6-28-18	8.0
NFDA	Conflict Management for Funeral Directors	4.0
NFDA	Death care Marketing	6.0
NFDA	Embalming Perspectives and Paradigms Challenged	6.0
NFDA	Embalming the Obese Case	3.0
NFDA	Funeral Service Ethics	2.0
NFDA	Marketing a Funeral Home for Long-Term Profitability	3.0
NFDA	Offering Funeral Packages in Compliance with the FTC Funeral Rule	2.0
NFDA	Professional Ethics in Funeral Service: NFDA Code of Professional Conduct	1.0
NFDA	The Funeral: A chance to Touch, A Chance to Serve, A Chance to Heal	4.0
NFDA	Understanding a Child's Grief: Insights for Funeral Home Owners	3.0
NFDA	Understanding and Managing Grief	6.0
NFDA	Understanding the Practice of the FTC Funeral Rule	3.0

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
Alvie Coes Funeral Home	FEST001070	Unadilla	03/31/2018
William Gayleano Murray and Son Funeral Home	FEST001849	Fairburn	04/05/2018

GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – February 13, 2018
Professional Licensing Boards Division of the Secretary of State
237 Coliseum Drive, Macon, Georgia 31217

Lift probation requests- Joe Westbury moved, Michael Fowler seconded, and the Board voted unanimously to lift probation from the following licenses:

Name	License #
William Herbert Gilstrap III	FD005049
Terry Robert Clinton	FD004698
Evans Funeral Home	FEST001465
Wilson Funeral Home J. Avery Bryan Chapel	FEST001578
Wilson Funeral Home Lafayette Chapel	FEST001579
Wilson Funeral Home Wallis-Stewart Chapel	FEST001580

Inquiries

From Tracy Joiner – Board response: In order to offer cremation services you must have a retort on location or be a licensed funeral establishment at the location.

From New York Department of Health regarding reciprocity or endorsement licensing – La Trenda will draft a letter informing them that Georgia offers a pathway of licensure as referenced by rule.

Vital Records Correspondence

The Board reviewed and discussed correspondence to and from Georgia Vital Records regarding involvement of non-licensed third-party entities with issuing death certificates. The Board chair suggested the he, Ms. Moore with Vital Records, and La Trenda set up a conference call to discuss the concerns further.

Rep. Rick Williams Correspondence

The Board reviewed correspondence from Rep. Williams regarding the use of “probation” as a license status. Executive Director La Trenda Tyler-Jones will respond per Board’s directives.

The next meeting of the Georgia Board of Funeral Service will be held Tuesday, March 13, 2018, at 10:00 a.m. at 237 Coliseum Drive, Macon, Georgia.

There being no further business, Chair Hightower declared the meeting adjourned at 3:16 p.m.

Minutes recorded by: Sandy Barboza, Board Support Specialist

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

Minutes approved on 3/13/2018


Bryant Hightower, Chair


La Trenda Tyler-Jones, Executive Director

STATE OF GEORGIA

COUNTY OF BIBB

AFFIDAVIT SUPPORTING CLOSING OF PUBLIC MEETING

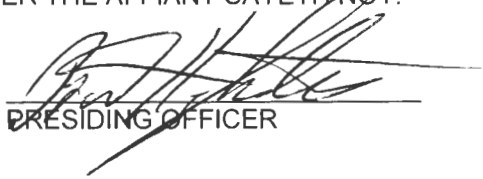
The Georgia Open Meetings Act, O.C.G.A 50-14-1 et seq., requires that all meetings of an entity covered by the statute must be open to the public unless there is some specific statutory exception which permits the closing of the meeting. If such a meeting is to be closed, the law requires that the presiding 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 02/13 2018 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.



 PRESIDING OFFICER

Sworn to and subscribed before me this 13th
 Day of FEBRUARY
Deborah A Horton
 Notary Public
 My Commission Expires: JAN. 18, 2021

