

GEORGIA BOARD OF FUNERAL SERVICE

Board Meeting Minutes – March 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
- Nancy Kennedy

Others Present:

- La Trena Tyler-Jones, Executive Director
- Carla Murray, Licensing Analyst
- Sandy Barboza, Board Support Specialist
- Reagan Dean, Assistant Attorney General (via teleconference)

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 10:04 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 March 13, 2018 agenda, with an amendment to add officer elections.

Officer Elections

Michael Fowler moved, W.T. Edmondson seconded, and the Board voted to elect Tom Lord as Chair and W.T. Edmondson as Vice-Chair, effective April 1, 2018.

Minutes

William Bowen moved, Michael Fowler seconded, and the Board voted to approve the February 13, 2018 Open Meeting minutes and Executive Session minutes.

Ratification List

Licenses Issued 2-13-2018 through 3/8/2018 (Total – 24): Nancy Kennedy moved, Michael Fowler seconded, and the Board voted to ratify the licenses issued between meetings by application and reinstatement in accordance with Board Rules and Policies with the exception of CREM000148. W.T. Edmondson moved, William Bowen seconded, and the Board voted to rescind CREM000148.

License #	Licensee
CREM000148	Haisten-McCullough-Funeral Home & Crematory
EMB005167	LaMonde R Nixon
EMB005168	Joel Simone Anthony
FD005564	Dewayne Thomas Gravley
FD005565	Taylor Clark Litesey
FD005566	Joel Simone Anthony
FD005567	Justin Lewis Davis
FEST001997	Peoples Community Funeral Home LLC
FEST001999	Maxwell -Purvis Funeral Home
FEST002000	Dexter T Sims Mortuary LLC
FSA006255	Brandon De'vae Sapp

License #	Licensee
FSA006254	Kelly Lloyd Foust
FEST002001	Serenity Funeral Home & Cremation Services of Dublin
FSA006244	Michael Wayne Hammons
FSA006245	Mikka Coelese Wilson
FSA006246	Charles Harvey Schofield
FSA006247	Kendrick Lorenzo Meredith
FSA006248	Tandria Cox Phillips
FSA006249	Crystal Tolbert Gilbert
FSA006250	Sophia Mae Knight
FSA006251	Brenda LaShea Robinson
FSA006252	Kelli Edwards Parker

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License #	Licensee
FSA006253	Patrick Sterling Avery

License #	Licensee
FEST001998	Haisten McCullogh Funeral Home

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, March 13, 2018 at 10:14 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.

Recessed for Lunch 12:53 P.M. – Executive Session Resumed 1:25 P.M.

The Executive Session of the Georgia State Board of Funeral Service was closed by Bryant Hightower, Chair, at 2:15 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 # 2716606 – Royal Funeral Home – Reinstatement application approved by consent order, 2 years’ probation, \$1,750 FDFCC, and \$1,750 funeral home.

Appearance # 2710045 – National Cremation Society Crematory - change of FDFCC to Audrey D. White – approved.

Appearance # 2717820– Cremation Services of Atlanta – change of FDFCC to Cynthia Lynette Wilkins – approved upon receipt of certified crematory operator certificate. 90 day grace period approved.

Appearance # 2718585– Owen Funeral Home - change of FDFCC to Corinne F. Brown – approved.

Appearance # 2718816 – Norman Medford Peden Funeral Home – change of FDFCC to Paul J. Marks – approved.

Appearance # 2722042 – Dahlonga Funeral Home – change of FDFCC to John C. Phillips – approved upon receipt of Claire McDonald’s resignation.

Appearance # 2719210 – Crematory of Forsyth - change of FDFCC to Brian S. Todack – approved upon receipt of certified crematory operator certificate. 90 day grace period approved.

Appearance # 2719754 – Anderson Marshall Funeral Home - change of FDFCC to Willie H. Lee – approved.

Appearance # 2714857 – SouthCare Cremation and Funeral Society – change of location – approved.

Appearance # 2720862 – Bonaventure Funeral Home – change of FDFCC to James Jenkins– approved upon receipt of John T. Spain’s resignation.

Appearance # 2714436 – Cagle Funeral Home Inc. – change of FDFCC to James L. Wigington – approved.

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Appearance # 2719206 – Alexander Funeral Home – change of FDFCC to Claire McDonald – approved.

Applications

Application # 2716266 – Vincent R. Drummer Funeral Home – change of location - approved.

Application # 2717443 – J.S. – Funeral Director/Embalmer – denied for failure to meet qualifications.

Application # 2791262 – Carla Rena Hicks – reinstatement of Funeral Director/Embalmer application - approved.

Complaints

FUN180063 – Tabled – refer to Inspections to obtain a statement from the FDFCC.

FUN180064 – Close with a letter of concern regarding timely return of cremains to the family.

FUN180067 – Tabled – refer to Inspections to obtain a statement from the FDFCC.

FUN180053 – Close – no jurisdiction – civil matter.

FUN180022 – Close – no violations found.

FUN180038 – Close – matter resolved.

FUN180072 – Close – no jurisdiction, refer to Insurance Commissioner.

FUN180059 – Close – no violations found.

FUN170057 – Close with a strong letter of concern regarding biomedical waste.

Attorney General’s Report

FD005098 and EMB004687 and FEST001841 – Final Decision to revoke licenses accepted. William Bowen recused.

OPEN SESSION

W. T. Edmondson moved, Michael Fowler seconded, and the motion was carried by the Board to ratify the recommendations for appointments, applications, complaints and from the Attorney General’s Report that were made during the Executive Session.

Other Business

Continuing Education

Joe Westbury moved, Nancy Kennedy 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
GFDA	2018 Georgia Funeral Service Expo	12.0
Memoriams by Ancestry	Obituary Best Practices & Newspaper Placement	1.0
NFDA	Green Perspectives from Two Generations	1.0
NFDA	Funerals Build Resilient Kids	1.0

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Provider	Course	Points
NFDA	Providing Concierge Services	1.5
NFDA	RSVP: I'll See You at My Living Funeral	3.0
NFDA	The pH Shift	1.5
NFDA	Digital Marketing Done Right: The Secret to Getting 5 to 50 New Calls	1.5
NFDA	Passion! 8 Steps to Reignite Yours	1.5
NFDA	2018 All-Staff Annual FTC Funeral Rule Review	2.0
Selected Independent Funeral Home	2018 Spring Management Summit	7.0
NFD&MA	Diversity & Inclusion	1.0
NFD&MA	Funeral Home & The Tax Law	2.0
NFD&MA	ADA Compliance	1.0
NFD&MA	Strengthening Your Front Line	1.0
NFD&MA	Embalming: Tales of the Preparation Room	1.0
NFD&MA	Social Media: A Help or Hindrance	1.0
NFD&MA	Properly Positioning Yourself for Future Opportunities	1.0
NFD&MA	The Young Funeral Director "A New Generation with New Challenges"	1.0

Docketed Orders:

W.T. Edmondson moved, Michael Fowler seconded, and the Board voted to accept the docketed orders as presented:

Type	Licensee	License #	Docket #	City
Summary Suspension	Simpson & Daughters	FEST000577	2018-1833	Douglasville
Public Consent Order	Justin Blake Stubbs	FD005300 & EMB004897	2018-0234	McDonough

90 day Grace Period Requests – Nancy Kenney moved, William Bowen seconded, and the Board voted to approve the following 1st 90-day grace period requests:

Name	License #	City	Expiration
Guyton Brothers Funeral Home	FEST000153	Bainbridge	05/16/2018
Mosby-Litman	FEST000708	Douglas	05/16/2018
Elliott Sons Funeral Home	FEST000735	Augusta	05/09/2018
Haisten Funerals & Cremations	FEST0001363	McDonough	06/04/2018
Vining Ivy Hill Chapel	FEST001499	Eatonton	05/15/2018
Airport Mortuary Shipping Service	FEST001509	Atlanta	05/23/2018

2nd 90 day Grace Period Request – Nancy Kenney moved, William Bowen seconded, and the Board voted to approve the following 1st 90-day grace period requests:

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Name	License #	City	Expiration
Lakeside Funeral Home	FEST001795	Woodstock	05/30/2018

Lift Probation Requests - Tom Lord moved, Joe Westbury seconded, and the Board voted unanimously to lift probation from the following licenses:

Name	License #
Platinum Cremation Center	CREM000071
JD Rainey Jr.	FD002214
David Wilson	FD003871
Lauren McDonald	FD004209
Daniel Akin	FD004238
Darrell Owenby	FD004242
Timothy Drexel Daniel	FD004568
Max Brannon	FEST000567
Richardson and Son	FEST001178
Harrell's Funeral Home	FEST001187
Carmichael Funeral Home	FEST001304
Norrington Funeral Home	FEST001683
McDonald and Son Funeral Home	FEST001785

Hardship Request - Tom Lord moved, Joe Westbury seconded, and the Board voted to approve hardship request regarding temporary location:

Name	License #
Taylor Funeral Home	FEST001879

Payment Plan Request - Joe Westbury moved, Michael Fowler seconded, and the Board voted that the payment plan request is denied and licensee has 90 days from docket date to make payment:

Name	License #
Justin Blake Stubbs	FD005300 and EMB004897

Inquiries

From Inspector Nichole Hill – Board response: If a funeral home and crematory are at the same physical/adjacent/contiguous location and does not offer cremation to the public, the FDFCC can be the same person.

From the Cremation Association of North America – Board response: Tabled - added to upcoming rules work session.

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

There being no further business, Chair Hightower declared the meeting adjourned at 2:50 p.m.

Minutes recorded by: Sandy Barboza, Board Support Specialist

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

Minutes approved on April 10, 2018

Tom Lord

Tom Lord, Chair

with express permission by
LaTrena Tyler-Jones, Executive Director

La Trena Tyler-Jones

La Trena 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 **March 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 March, 2018.
Jenny H Chapman
Notary Public
My Commission Expires: 11/5/21

