

GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – March 12, 2019
Professional Licensing Boards Division of the Secretary of State
237 Coliseum Drive, Macon, Georgia 31217

Members Present:

- Thomas Lord, Chair
- W.T. Edmondson, Vice Chair
- Joe Westbury
- Darryl Bentley
- Bryant Hightower
- William Bowen
- Nancy Kennedy

Others Present:

- Brad Coman, Executive Director
- Carla Murray, Licensing Supervisor
- Melanie Foster, Board Support Specialist
- Kirsten Daughdril, Senior Assistant Attorney General – Section Chief

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

Thomas Lord, Chair, noted that a quorum was present, called the meeting to order at 10:05 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, Nancy Kennedy seconded, and the Board voted to approve the March 12, 2019 agenda as amended.

Minutes

Joe Westbury moved, Bryant Hightower seconded, and the Board voted to approve the February 12, 2019 Open Meeting minutes and Executive Session minutes as amended.

Ratification List

Licenses Issued 2-7-2019 through 3-7-2019 (Total – 31): Joe Westbury moved, Bryant Hightower 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 |
|------------|---|
| CREM000158 | Peachtree Cremation Services |
| CREM000159 | Alvis Miller & Son Funeral Home & Crematory |
| EMB005225 | Aaliyah Diane Sharpe |
| EMB005226 | Deloris Chappell |
| EMB005227 | Conner Marie Everidge |
| EMB005228 | Wesley Macon Henderson |
| EMB005229 | Eli Joe Fields |
| FD005624 | Aaliyah Diane Sharpe |
| FD005625 | William Scott Steiger |
| FD005626 | Deloris Chappell |
| FD005627 | Conner Marie Everidge |
| FD005628 | Wesley Macon Henderson |
| FD005629 | Eli Joe Fields |
| FEST002028 | Alvis Miller & Son Funeral Home & Crematory |

| License # | Licensee |
|------------|--------------------------------------|
| FEST002029 | Wheeler Funeral & Cremation Services |
| FSA006420 | Jason Walter Cawthon |
| FSA006421 | Lance Carl Scriber |
| FSA006422 | Christopher Mason House |
| FSA006423 | Harvelle Reeves Smith, Jr |
| FSA006424 | James Kenneth Kicklighter |
| FSA006425 | Shawn Cameron Davis |
| FSA006426 | Katherine Elizabeth Sherry |
| FSA006427 | Melda Michelle Gilliam |
| FSA006428 | Joseph Andrew Bush |
| FSA006429 | Lisa Michelds Jordan-Fields |
| FSA006430 | Darrick Trekel Brown |
| FSA006431 | Karmethia Lashae' Jones |
| FSA006432 | Savannah Kay Crowe |
| FSA006433 | Latonya Lannette Wakefield |

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| License # | Licensee |
|-----------|-------------------|
| FSA006434 | Michael A Hatcher |

| License # | Licensee |
|-----------|------------------------|
| FSA006435 | Benjamin Bruce Drennan |

EXECUTIVE SESSION

Joe Westbury moved, Bryant Hightower seconded, and the board voted to enter into Executive Session at 10:06 a.m. in accordance with O.C.G.A. §§ 43-1-19(h) and 43-18, for the purpose of conducting applicant appointments, discussing and reviewing applications and complaints, and to hear the Attorney General’s report.

At the conclusion of Executive Session, Thomas Lord, Chair declared the meeting to be “open” pursuant to the Open and Public Meeting Act, O.C.G.A. §§ 50-14-1 et seq., at 2:36 p.m. No votes were taken during Executive Session.

OPEN SESSION

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

Appointments

Appearance # 2786067 – E.P.M. – change of FDFCC refer to Ag’s office for Public Consent Order, to include a \$4,000 fine (\$500 per month for eight months), and 24 months probation. Half of fine to be paid immediately, with the other half to be paid within 90 days of the date of docket.

Appearance # FUN190080 – table – did not appear - refer to Investigations to obtain statement regarding which facility respondent is working with, and to obtain price list, copy of standard contract, and a list of services provided within the last year.

Appearance # FUN190096 – did not appear. Rescheduled to April meeting.

Appearance # 2787822 – G.M.A. – change of FDFCC - did not appear. Facility has submitted a statement that they would like to rescind the application for change of FDFCC.

Appearance # 2787003 – did not appear. Rescheduled to April meeting.

Appearance # 2789205 – Collins Family Mortuary - change of FDFCC from Lamont Smalls to Nathaniel Payne – approved.

Appearance # 2787151 – Canton Funeral Home at Macedonia Memorial Park - change of FDFCC from Amanda Lucas to Rogers Patton - approved pending receipt of resignation letter from former FDFCC.

Appearance # 2789567 – Baxley Funeral Home – requested to be rescheduled to April meeting.

Appearance # 2791743 – Central Savannah River Crematory - change of FDFCC from David McLeroy to William Sirmons - approved.

Appearance # 2791091 – Dahlonega Funeral Home - change of FDFCC from John Phillips to Paul Holbrook - approved.

Appearance # 2789759 – Howard Mortuary – Warner Robins – new facility and appointment of FDFCC Alonzo McMillian - approved.

Appearance # 2781407 – Batts and Bridges Funeral Home - change of FDFCC from Arnold Brown to Joe Anderson - approved.

Applications

Application # 2786316 / 2786318 – Sammy Kilpatrick – Funeral Director and Embalmer License – approved by reciprocity to take Laws and Rules exam.

Application # 2788526 / 2788530 – K.D. – endorsement of Funeral Director and Embalmer licenses – denied for failure to meet qualifications.

Application # 2790189 – Janine Chenault – Funeral Director and Embalmer licenses – approved by endorsement to take Laws and Rules exam.

Application # 2782049 / 2782054 – Julius Moore - Funeral Director and Embalmer licenses – approved by endorsement to take Laws and Rules exam.

Application # 2789987 – Thomas Poteet and Son Crematory – change of FDFCC from Thomas Poteet, Jr. to Thomas Poteet, Sr. - approved.

Complaints

FUN190073 – Tabled – refer to Attorney General’s office for Public Consent Order to include 24 months’ probation, \$4,000 fine (\$500 per month for eight months). First half of fine (\$2,000) to be paid immediately, second half of fine due within 90 days of docketing of Consent Order.

FUN190090 – Closed – no jurisdiction.

FUN190097 – Tabled – refer to Inspections to obtain statement from Funeral Director and to ascertain why death certificate was not filed.

FUN190083 – Tabled – refer to investigations to obtain statement regarding complaint allegations.

FUN190071 – Closed – no violation.

FUN190070 – Closed – no violation.

FUN190077 – Tabled – staff to contact complainant and verify if complaint has been resolved.

FUN190100 – Tabled – refer to Investigations to obtain statement from respondent, and obtain a copy of contract and any related documents from complainant.

FUN190036 – Closed – no violation.

FUN190087 – Tabled – refer to Inspections to obtain statement from FDFCC addressing complaint allegations.

FUN190045 – Tabled – refer to Inspections to obtain statement, verify if repairs have been made, and obtain proof of such repairs.

FUN190067 – Closed – complaint resolved.

FUN190104 – Closed – appeal for fine to be waived – granted based on documentation submitted.

FUN190105 – tabled – refer to Inspections to obtain statement from facility regarding complaint allegations.

Attorney General’s Report

The Board reviewed and accepted the Attorney General’s recommendations.

FUN170147 – close – no jurisdiction. Rescind previous motion.

FUN190060 – Consent Order has been sent.

FUN190092 – request to reduce fine received – fine upheld.

OTHER BUSINESS

Continuing Education - Joe Westbury moved, Bryant Hightower 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 |
|-------------------------------------|---|--------|
| NFDA | Death Café Culture and Before I Die Festivals | 1.0 |
| NFDA | Mortuary Mission: Dover's Silent History | 1.0 |
| NFDA | Is It Sexual Harassment? | 1.5 |
| NFDA | A Place to Go: Why Ceremonies Matter | 1.0 |
| NFDA | Alleviating Disenfranchised Grief | 1.5 |
| NFDA | Techniques for Edema and Long Bone Donation | 1.5 |
| NFDA | How End-of-Life Doulas Are Changing the Face of Dying | 1.5 |
| NFDA | Success Signals: Body Language in Business | 1.5 |
| NFDA | NFDA Embalming and Restorative Act Seminar | 9.75 |
| AGEG | AGEG Business Meeting and Memorial Service | 1.0 |
| AGEG | An A-Z Look at Organ Procurement & Donation | 2.0 |
| AGEG | The Opioid Epidemic and Funeral Service | 1.0 |
| AGEG | Almost Everything You Ever Wanted to Know About Mortuary Cosmetic Application | 3.0 |
| AGEG | Restorative Art - Why? | 2.0 |
| AGEG | Back to Basics - Staying Out of Trouble | 2.0 |
| Kates Boylston Publications | Cremation Strategies Conference | 6.0 |
| NFDMA | Succession Planning | 1.0 |
| NFDMA | Active Shooters Seminar - Preparing Your Facility For An Armed Intruders presentation | 2.0 |
| NFDMA | Stop The Violence Public Day 2019 | 1.0 |
| Selected Independent Funeral Homes | 2019 Spring Management Summit | 7.5 |
| Funeral Directors Life Insurance Co | How to get and Close Preneed Leads on Facebook | 1.0 |

Docketed Orders – Joe Westbury moved, W.T. Edmondson seconded, and the Board voted to accept the docketed orders as presented:

| Type | Licensee | License # | Docket # | City |
|----------------------|----------------------------|------------|-----------|--------------|
| OAFM | Harrington Funeral Home | FEST001326 | 2019-0296 | Lakeland, GA |
| Public Consent Order | Smith, Harvelle Reeves, Jr | FSA006423 | 2019-0262 | Douglasville |
| Public Consent Order | Merritt, Algin R | FD004258 | 2019-0261 | Colquitt |
| Public Consent Order | Brantley, John Hall | EMB004379 | 2019-0260 | Wrightsville |
| Voluntary Surrender | Brantley, John Hall | FD004789 | 2019-0259 | Wrightsville |

PSI Request

Board members suggested several subject matter experts for upcoming updates to board exams, and will forward their contact information to the Executive Director within the week.

Request to Lift Probation

The Board reviewed and approved a request to lift probation from Hollifield Mortuary Inc (FEST001560).

1st 90 day Grace Period Requests – Staff approved the following 1st 90-day grace period requests:

| Name | License # | City | Expiration |
|---------------------------------|------------|------------|------------|
| Paschal Memorial Funeral Home | FEST001986 | Cochran | 5/30/2019 |
| Wimberly and White Funeral Home | FEST001890 | Commerce | 5/20/2019 |
| Acree Mortuary | FEST001892 | Fitzgerald | 5/19/2019 |

Open Records Request

The Board reviewed an open records request. After careful consideration, the Board voted to deny the request per O.C.G.A. § 50-18-70 et seq., O.C.G.A. § 50-18-71(a), O.C.G.A. § 43-1-2(k), and O.C.G.A. § 43-1-19(h)(2).

Board Election

William Bowen moved, Bryant Hightower seconded and the Board voted to elect W.T. Edmondson as Chair and Joe Westbury as Vice-Chair of the Board.

Radiation Protection Guidelines

For review only.

Request for Clarification

The Board reviewed a request for clarification regarding duties of a Funeral Director. The Board advised that the definitions provided in O.C.G.A. § 43-18-1(9-11) provide the requested clarification.

Executive Director’s Report

The Board reviewed the Executive Director’s report, which provided the Board with statistical data relevant to the processing of applications and complaints/compliance matters.

The next meeting of the Georgia Board of Funeral Service will be held Tuesday, April 2, 2019, at 10:00 a.m. at 237 Coliseum Drive, Macon, Georgia.

There being no further business, Thomas Lord, Chair, declared the meeting adjourned at 3:04 p.m.

Minutes recorded by: Melanie Foster, Board Support Specialist

Minutes reviewed and edited by: Brad Coman, Executive Director

Minutes approved on _____

W.T. Edmondson

W.T. Edmondson, Chair

Bradley R. Coman

Brad Coman, 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 Thomas Lord, 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 12, 2019** 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 12/11
 Day of MARCH
Deborah A. Horton
 Notary Public
 Commission Expires: Jan. 18, 2021

