

GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – May 14, 2019
Professional Licensing Boards Division of the Secretary of State
237 Coliseum Drive, Macon, Georgia 31217

Members Present:

- W.T. Edmondson, Chair
- Joe Westbury, Vice Chair
- Nancy Kennedy
- Darryl Bentley
- Bryant Hightower*

Members Absent:

- Thomas Lord
- William Bowen

Others Present:

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

*via teleconference

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

W.T. Edmondson, Chair, noted that a quorum was present, called the meeting to order at 10:03 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 May 14, 2019 agenda as amended.

Minutes

Joe Westbury moved, Bryant Hightower seconded, and the Board voted to approve the April 2, 2019 Open Meeting minutes and Executive Session minutes.

Ratification List

Licenses Issued 4-1-2019 through 5-8-2019 (Total – 31): Joe Westbury 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
EMB005233	De'Vonte Lamar Johnson
EMB005234	Loretta Oliveira
EMB005235	Kimberly D Kimbrough
EMB005236	Janine M C Chenault
EMB005237	Sammy Devone Kilpatrick
EMB005238	Jordan Tate Dawson
EMB005239	Jacquelyn Cason Hightower
FD005633	De'Vonte Lamar Johnson
FD005634	Loretta Oliveira
FD005635	Kimberly D Kimbrough
FD005636	Janine M C Chenault
FD005637	Sammy Devone Kilpatrick
FD005638	Jordan Tate Dawson
FSA006438	Benjamin S Blackerby

License #	Licensee
FSA006439	Myel Smith
FSA006440	Jack H Folk
FSA006441	Kayla Lynn Kirkland
FSA006442	Russell Junior Graves
FSA006443	Brandon Eugene Lawson
FSA006444	Travis T Richardson
FSA006445	Hope Danielle Davis
FSA006446	Carrie Jullene Bowen
FSA006447	James Harold Johnson
FSA006448	Shavoski K Bivens
FSA006449	Omar Rashad Vinson
FSA006450	Taylor Chanel Reynolds
FD005639	Jacquelyn Cason Hightower
FEST002031	Deal Funeral Directors, LLC

License #	Licensee
FEST002032	Johnson Funeral and Cremation Service

License #	Licensee
FEST002033	Marshall's Family Mortuary LLC
FSA006437	Lawrence Andrew Goodwin

EXECUTIVE SESSION

Joe Westbury moved, Nancy Kennedy seconded, and the board voted to enter into Executive Session at 10:04 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, W.T. Edmonson, 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 11:27 a.m. No votes were taken during Executive Session.

OPEN SESSION

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

Appointments

Appearance # FUN190115 – Table – Pending receipt of application for new FDFCC. Cognizant interview conducted with Joe Westbury.

Appearance # 2791180 – Hall Jones & Brown Funeral Home: change of FDFCC from Abraham Fitzgerald Brown to Marion Stevens – Approved.

Appearance # 2796923 – McGahee-Griffin and Stewart Funeral Home: change of FDFCC from Zane Stewart to Allen Addis – Approved

Appearance # 2796919 – Cremation Services of Atlanta: change of FDFCC from Cynthia Wilkins to Lisa Norwood – Approved.

Appearance # 2774553 – Board voted to uphold denial for lack of experience. If applicant obtains experience by November 18, 2019 they may resubmit.

Appearance # 2802124 – Rainge Memorial Chapel: change of FDFCC from Carlton Rainge to Reginald King – Approved.

Appearance # 2799342 – Harrington Family Funeral Services, LLC: change of name from Perry Brothers Funeral Home to Harrington Family Funeral Services, LLC; change of ownership from Darrell Perry to Antonio Harrington; James Scott appointed new FDFCC – Approved.

Appearance # 2802572 – Memorial Park Crematory: rescheduled for June 19, 2019 meeting.

Appearance # 2797117 – M.C.S.F.H.: cognizant interview with Kirsten Daughdril and cognizant member Joe Westbury.

Appearance # 2802550 – Henry-Cochran Funeral Home: Change of FDFCC from Karen Jezewski to William Streiger – Approved.

Appearance # 2802565 – Baker Funeral Home: Change of FDFCC from Daniel Dickens to Joseph Baker – Approved.

Applications

Application # 2792348 – E.T.H.M.F.H: Approved with Letter of Concern regarding failure to disclose arrest on application.

Application # 2797117 – M.C.S.F.H.: Approved with Public Consent Order to include 24 months' probation and \$7,000 fine, to be split between FDFCC and establishment. Fine to be paid in full before reinstatement. Refer to Attorney Generals' office to draft Consent Order.

Application # 2797714 – H.C. LLC: Change of FDFCC denied. Applicants' license is on probation.

Application # 2793376 – Moss-Stovall Neal Funeral Home: Change of FDFCC from James Arthur Neal to James Neal Jr. – Approved.

Application # 2765678 / 2797738 – Mowell Funeral Home and Cremation Services Inc.: New crematory facility – Approved. Name change for funeral home from Mowell Funeral Home and Crematory, Inc. to Mowell Funeral Home and Cremation Service, Inc. – Approved effective July 1, 2019.

Application # 2799227 / 2799229 – Charles McCloud: Applications for Funeral Director and Embalmer – Approved.

Application # 2797734 – Mowell Funeral Home and Cremation Services: new crematory facility – Approved. Name change for funeral home from Mowell Funeral Home and Crematory, Inc. to Mowell Funeral Home and Cremation Service, Inc. – Approved effective July 1, 2019.

Application # 2781978 – Sylvain Evans Funeral Home and Cremation Services: Kevin Evans owner/FDFCC of new facility – Approved.

Application # 2802513 – Peoples Community Funeral Home: Change of location from Jessup, Ga to Baxley, Ga – Approved.

Applications # 2801626 – Andre Amato: Approved by Endorsement, pending applicant passing Ga Laws and Rules exam.

Complaints

FUN190097 – Close – send Letter of Concern to respondent regarding failure to file death certificates.

FUN190087 – Close – no violation.

FUN190045 – Table – refer to Inspections to verify if retort repairs have been made, and obtain proof of such repairs. If repairs have not been made, schedule a cognizant interview with the facility owner and FDFCC.

FUN190112 – Table – refer to Inspections to obtain statement from FDFCC and any related documents from Respondent.

FUN190113 – Table – refer to Inspections to obtain statement from FDFCC.

FUN190078 – Table – refer to Inspections to obtain statement from FDFCC regarding corrected death certificates. If corrections have not been made, schedule a cognizant interview with the FDFCC.

FUN190116 – Table – refer to Attorney Generals’ office for Public Consent Order for unlicensed practice, to include 24 months’ probation and \$7,000 fine, to be split between FDFCC and establishment.

FUN190117 – Table – refer to Inspections to obtain statement from owner and FDFCC.

FUN180116 – Table – refer to Attorney Generals’ office for suspension of Funeral Directors license and Embalmers license for failure to pay fine.

FUN190083 – Table – Investigative interview to be scheduled with FDFCC and owner.

FUN190119 – Close – civil matter.

FUN190106 – Close – Letter of Concern to be sent to FDFCC regarding not having a signed contract for services provided.

FUN170146 – Close – the Board reviewed additional documentation and moved for the complaint to remain closed.

FUN190096 – Table – to June 19, 2019 meeting.

FUN190108 – Close – Letter of Concern to be sent to owner/FDFCC regarding unprofessional conduct.

FUN190120 – Table – refer to Inspections to obtain statement from FDFCC regarding complaint.

FUN190121 – Table – refer to Secretary of State.

FUN190125 – Table – refer to Inspections to obtain statement from owner/FDFCC and offer Cease and Desist orders to any employees practicing without a license.

Attorney General’s Report

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

FUN190073 – Signed Consent Order has been docketed

FUN190015 – Hearing scheduled for June 25, 2019 before OSAH.

EXECUTIVE SESSION OTHER BUSINESS

Crematory Inspections

The Board reviewed crematory inspections conducted within the last month. The Board discussed the inspections and documentation required to be submitted by the licensees. The Board requested that every crematory inspection be reviewed by the Cognizant member for recommendation on how to proceed.

Third Party Providers

Staff provided the Board with an update on third party providers and online services.

OTHER BUSINESS

Continuing Education

Joe Westbury moved, Darryl Bentley seconded, and the motion carried unanimously by the Board to accept the Continuing Education Committee’s recommendations to approve the following continuing education courses as presented:

Provider	Course	Points
Kates-Bolyston Publication	Preneed summit	5.5
PDH Academy-FSA	Today's funerals: what's new?	3.0
Georgia Funeral Service Practitioners Association	Celebrating the Past, Preserving the Future: Community Archives Project	1.0
	Where do we go from here? Reaching 100	1.0
	Death of a Funeral Director... Succession Planning	2.0
	Seven things to avoid being sued	1.0
	Rules of the road: avoiding FTC funeral rule violation	1.0
	Never say ever, say this ~ networking and marketing	1.0
	How funeral directors can serve the community	1.0
	The unclaimed – handling storage and disposal of human remains	2.0
South Carolina Funeral Directors	General Business Session	1.0
	The Youth and Funeral Initiative: Connecting With Your Community	1.0
	Investing in Change	1.0
	The death registration process	1.5
	Resolving family complaints	1.5
National Funeral Directors Association	2019 All staff annual FTC funeral rule review	2.0
Georgia Funeral Directors Association	G DFA 2019 Annual Convention past presidents breakfast	1.0
	G DFA 2019 Annual Convention screening, hiring, and retaining employees	1.0
	G DFA 2019 Annual Convention the yearly show	1.0
	G DFA 2019 Annual Convention be the difference - Recognizing and Preventing Sexual Harassment in the Workplace	2.0
	G DFA 2019 Annual Convention State Funerals of the 21st Century	2.0
	G DFA 2019 Annual Convention annual business meeting	1.0
FuneralCE	OSHA emergency actions plans for funeral homes	2.0
International Order of the Golden Rule	Educating families your serve about the “why” of funeral	8.5
National Funeral Directors Association	Breakout by the office	2.0
	Re-energizing state association membership	1.0
	The headliners: communications coaching	2.0
	Re-energizing state association membership: part 2: the situation room	1.0
	Leadership and accountability when it matters	1.0

Docketed Orders

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

Type	Licensee	License #	Docket #	City
OAFM	H M Patterson & Son	FEST000415	2019-0650	Brookhaven
OAFM	Strong Funeral Home	FEST000341	2019-0683	Moultrie
OAFM	Taylor Family Funeral Home	FEST001248	2019-0706	Tifton
OAFM	Bentley's Crematory	CREM000087	2019-0720	Roberta
OAFM	McLean-Litman Funeral Service Inc.	FEST000269	2019-0719	Douglas

Type	Licensee	License #	Docket #	City
OAFM	Burnett Funeral Home	FEST000997	2019-0806	Wrens
OAFM	Hicks and Sons Mortuary	FEST001534	2019-0807	Fort Valley
OAFM	Mosby-Litman Funeral Home	FEST000708	2019-0718	Alma
OAFM	Warren Brothers Mortuary	FEST001141	2019-0833	Sparta

Alkaline Hydrolysis Responses

Staff presented the Board with Laws and/or Rules, regarding Alkaline Hydrolysis as a form of cremation, from other states. The Board unanimously voted to table the discussion until the next Board meeting.

Annual Financial Reports

To be further discussed at the next Board meeting.

Multiple Retort Question

The Board reviewed a question regarding having multiple retorts at one location. The Board verified that the facility does not need multiple licenses if the retorts are in the same building, with the same address, as the facility.

Request to Lift Probation

Board reviewed and approved to lift probation of James A. Neal Jr. (FD004070). Licensee has complied with all Board requirements.

Actions From A.B.F.S.E. Committee on Accreditation

The Board reviewed the actions taken by the American Board of Funeral Service Education's Committee on Accreditation at their April 9-10, 2019 meeting, regarding funeral service and mortuary science education programs.

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 Wednesday, June 19, 2019, at 10:00 a.m. at 237 Coliseum Drive, Macon, Georgia.

There being no further business, W.T. Edmonson, Chair, declared the meeting adjourned at 2:52 p.m.
 Minutes recorded by: Alexis Hardy, Board Support Specialist
 Minutes reviewed and edited by: Brad Coman, Executive Director
 Minutes approved on June 19, 2019



W.T. Edmondson, Chair



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 Willie Edmondson, 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 May 14, 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.

W.T. Edmondson

PRESIDING OFFICER

Sworn to and subscribed before me this 15th

Day of May 2019

Rene L. Gray
Notary Public

My Commission Expires: June 1, 2019

