

GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – June 19, 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
- Bryant Hightower
- Thomas Lord
- William Bowen

Others Present:

- Brad Coman, Executive Director
- Carla Murray, Licensing Supervisor
- Melanie Foster, Licensing Analyst
- Alexis Hardy, Board Support Specialist
- Melissa Tracy, Assistant Attorney General

Members Absent:

- Darryl Bentley
- Nancy Kennedy

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, Bryant Hightower seconded, and the Board voted to approve the June 19, 2019 agenda as amended.

Minutes

Joe Westbury moved, Tom Lord seconded, and the Board voted to approve the May 14, 2019 Open Session minutes and Executive Session minutes.

Ratification List

Licenses Issued 5-9-2019 through 6-16-2019 (Total – 29): 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
CREM000160	Mowell Funeral Home and Cremation Service Inc.
EMB005240	Sherrell Zemetrice Terry
EMB005241	Brian Michael Van Heck
EMB005242	Charles Alvin McCloud
EMB005243	Andre Amato
EMB005244	Milton Brinson Clinkscales
EMB005245	Jeffrey Mark Dodd
FD005640	Sherrell Zemetrice Terry
FD005641	Brian Michael Van Heck
FD005642	Charles Alvin McCloud
FD005643	Milton Brinson Clinkscales
FD005644	Jeffrey Mark Dodd
FEST002034	Harrington Family Funeral Services, LLC

License #	Licensee
FEST002035	E.T. Hosley Memorial Funeral Home, LLC
FEST002036	Peoples Community Funeral Home
FEST002037	Sylvain Evans Funeral Home and Cremation Services
FSA006451	Christopher Lee Peebles
FSA006452	Sara Marie Mabe
FSA006453	Trey D Farmer
FSA006454	Brandy Lynn Farmer
FSA006455	Latoya Scherika Howard
FSA006456	Gregory Lamont Upshaw
FSA006457	Elizabeth Blunt
FSA006458	William Blake Cobb
FSA006459	Eric Dale Collins
FSA006460	Douglas Scott Bowick

License #	Licensee
FSA006461	Bobby Gene George, Jr.
FSA006462	David Ellis Gabbard

License #	Licensee
FSA006463	Brandon Scott Elliott

EXECUTIVE SESSION

Joe Westbury moved, Bryant Hightower 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 2:20 p.m. No votes were taken during Executive Session.

OPEN SESSION

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

Appointments

Appearance # 2802572 – Memorial Park Crematory – Change of FDFCC from Roy L. Merck to Janice Fortner – Approved.

Appearance # 2802212 – Allison Memorial Chapel – Change of FDFCC from Clyde Allison Chapman to William Fulford – Approved.

Appearance # FUN190083 – Did not appear. Schedule cognizant interview at the Attorney General’s office.

Appearance # 2806047 – National Cremation Services – Change of FDFCC from Justin Davis to Mark Musselwhite – Approved.

Appearance # 2797714 – Habersham Crematory – Change of FDFCC from Kasey C. McEntire to Zane Stewart. Rescind previous motion to deny – Approved.

Appearance # 2809825 – Hills Mortuary – Change of FDFCC from Eddie Hosley to Carlton Maye – Approved.

Appearance # 2808276 – Gardenview Funeral Chapel – Change of FDFCC from Alvie Coes III to Ernest Herrin – Approved.

Appearance # FUN190045 – Cognizant interview conducted with Melissa Tracy and cognizant member Tom Lord, regarding a complaint. Close with Letter of Concern for failure for the licensee to notify the Board of a less than satisfactory retort inspection.

Appearance # 2796019 / 2796022 – American Crematory / Roswell Funeral Home – Change of FDFCC from Greg Free to Morgan Smith – Approved.

Appearance # 2808267 – Magnolia Crematory – Change of FDFCC from Tavner Highsmith to Arnold Brown – Approved.

Appearance # FUN190078 – Did not appear. Letter to be sent to complainant to verify if corrections have been made – Tabled.

Appearance # 2809837 / 2809841 – Cremation Society of the South / Southcare Cremation and Funeral Society – Change of FDFCC from Johnna Martinez to Darren Brown – Approve.

Appearance # 2805409 / 2805407 – L.C. – Rescheduled to July meeting.

Applications

Application # 2801613 – Cleveland Funeral Home – New crematory establishment – Approved.

Application # 2807531 – Wards Funeral Home – Change of ownership and FDFCC from James Brewer Jr. to John Wayne Abernathy – Approved.

Application # 2807546 – Starling Funeral Home – Change of name from Starling-Evans Funeral Home to Starling Funeral Home – Approved.

Application # 2808261 – Stanley Funeral Home – Change of FDFCC form Raymond Jones to Richard N. Stanley – Approved.

Application # 2808270 – Ivie Funeral Home – Change of FDFCC from John Abernathy to Tavner Highsmith – Approved.

Complaints

FUN190126 – Table – Refer to Inspections to obtain copy of contract and statement from owner and FDFCC to address location of funds.

FUN190111 – Table – Refer to Attorney Generals’ office for Public Consent Order to include \$500 fine, 24 months’ probation, requirement to provide a copy of contract with bio-waste disposal company and again annually until probation is complete.

FUN190124 – Table – Refer to Attorney Generals’ office for summary suspension of Funeral Director and Embalmer licenses. Board finds that licensee poses an eminent threat to public health, welfare, and safety.

FUN190129 – Close – No violation.

FUN190123 – Table – Refer to Inspections to obtain copy of contract and any related documents, and obtain statement from owner.

FUN190080 – Table – Refer to Investigations to hand serve appointment letter for cognizant interview at July 9, 2019 Board meeting.

FUN190049 – Close –Letter of Concern regarding time taken to file death certificates.

FUN190112 – Close – Letter of Concern regarding time taken to file death certificates.

FUN190096 – Table – Pending review of application; once processed, schedule inspection.

FUN190120 – Close – No violation.

FUN190113 – Close – No violation.

FUN190115 – Close – Matter resolved.

FUN190117 – Table – Refer to Inspections to obtain statements from respondents.

FUN190136 – Table – Refer to Inspections to obtain statements from owner and FDFCC, proof of payments, and statement of charges.

FUN190063 – Close – No violation.

FUN190138 – Table – Refer to Inspections to obtain statement from FDFCC and any related documents.

Attorney General's Report

The Board reviewed and accepted the Attorney General's reports.

FUN190015 – OSAH hearing scheduled June 25, 2019.

FUN190016 – Consent Order docketed for the facility. Consent Order for FDFCC has been sent.

EXECUTIVE SESSION OTHER BUSINESS

Crematory Inspection

Refer to Inspections to obtain statement from FDFCC regarding whether or not repairs have been made.

OTHER BUSINESS

Continuing Education - Joe Westbury moved, Bryant Hightower 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
NFDA	Techniques for Embalming & Reconstruction for Truama including Organ and Tissue Cases	4
	Online Reviews: Getting Good Ones and Fixing Bad Ones	1
	Lessons From The Web	1
	Facing the Judge: How Proper Paperwork Can Save Your Firm	1
	Nurturing Families For Life	1
	Case Study: Opening a Grief Counseling Center	1
	Inside the Courthouse	1
	Reconstructive Techniques for Sever Trauma	1
	Funeral Financing and Payment Strategies for You Families	1
	Grieving Dads: To the Brink and Back	2
	Inside the Numbers	1
	Increasing Online Leads	1
	Is It Time to Buy a Funeral Home?	1
	Cemeteries: A Bold Response Part 2	1
	What the Public Won't Tell You... but the Hairdresser Will!	1.5
	FTC Funeral Rule: Reducing Your Risk	1
	Post Procurement Embalming Best Practices	1
	Mortuary Mission: Dover's Silent History	1
	Lingering Liability: Inside the Cemetery	1.5
	Permission to Grieve	2
	What Consumers Expect From You Right now	2
	Creating Memorable Experiences Inside Your Funeral Home	2
	From the Cot to the Chapel	2
	Be Here Now: Exploring Mindfulness and Meditation	2
	Personalization Through Story Telling and Event Planning	2

	Is It Sexual Harassment?	1.5
	Business Succession Planning	1
	Traveling the World: Funerals Past and Present	1
	Creating WE Relationships	1
	Hospice is Where the Heart is	1
	Community Outreach and the Opioid Epidemic: How to Reverse an Overdose with Naloxone	1
	The Millennial Director	1.5
	Planning Your Exit Strategy	1.5
	Elevate Your Embalming Skills Now!	1
	Therapy From Man's Best Friend	1
	It's not 'Just a Cremation'	1
	Defusing Conflict in the Arrangement Room: Strategies from Family Therapists	1
	The Youth and Funeral Initiative: Connecting with Your Community	1
	Active Shooter Preparedness Training	2
	2019 NFDA International Convention EXPO	1
	NFDA Embalming and Restorative Arts Seminar	9
CANA	CANA's 101st Cremation Innovation Convention	10
NFDMA	NFDMA Public Day-2019	1
	Who is NFDMA, Inc.?	1
	Succession & Estate Planning - The Next Generation	1
	Unity in the Port City	2
	Funeral And Cemetery Insurance Assignments 101	1
	Best Training Practices	1
	Pre-Need in the Funeral Industry	1
	Risk Management	1
	Embalming - Facial Reconstruction Seminar - "Seeing is Believing"	2
	Candidate Chats - Roundtable	1
	2019 Exhibit Hall Education & International Funeral Service History Museum	2
	Blueprint to Guest Service	1
	How to Become Certified Funeral Service Practitioner?	1.5
	Employers Right and OSHA	1
	Difficulty Case Embalming Forum	1
	Benefits to Marketing & Advertising Your Firm	1
ICCFA	ICCFA University, College of 21st Century Services	25
	ICCFA University, College of Cremation Services	25
	ICCFA University, College of Funeral Home Management	24.5
	ICCFA University, College of Hospitality and Event Management	24.5
	ICCFA University, College of International Studies	24.5
	ICCFA University, College of Land Management and Grounds Operations	24.5
	ICCFA University, College of Leadership, Administration, and Management	25
	ICCFA University, College of Sales and Marketing	24.5

Docketed Orders – Joe Westbury moved, Tom Lord seconded, and the Board voted to accept the docketed orders as presented:

Type	Licensee	License #	Docket #	City
OAFM	Bernard's Family Funeral Care LLC	FEST001966	2019-0846	Madison
OAFM	Woodstock Funeral Home Inc.	FEST001084	2019-0850	Woodstock
Reinstatement	M C Smith Funeral Home	FEST000327	2019-0874	Sandersville

Alkaline Hydrolysis Responses

The Board unanimously voted to refer to the Attorney Generals' office for legal advice and interpretation of the applicable laws.

Annual Financial Reports

The Board unanimously voted to table to July 9, 2019 meeting for further discussion.

Question from Inspections

The Board reviewed a question regarding requirements of non-porous sanitary covers.

Investors Heritage Inquiry

The Board unanimously voted to refer to Georgia Board of Cemeterians.

Preneed Contracts for Review

The Board reviewed revised versions of the Preneed Funeral Agreement.

EPA Online Reporting Tool

The Board reviewed newly established online reporting tool for burials at sea from the Environmental Protection Agency, for informational purposes only.

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, July 9, 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 3:24 p.m.

Minutes recorded by: Alexis Hardy, Board Support Specialist

Minutes reviewed and edited by: Brad Coman, Executive Director

Minutes approved on July 9, 2019



Joe Westbury, acting 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 **June 19, 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 19th
Day of June

Deborah A. Horton
Notary Public

My Commission Expires: Jan. 18, 2021

