

GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – March 10, 2020
Professional Licensing Boards Division of the Secretary of State
237 Coliseum Drive, Macon, Georgia 31217

Members Present:

- W.T. Edmondson, President
- Joe Westbury, Vice President
- William Bowen
- Darryl Bentley
- Nancy Kennedy

Others Present:

- Brad Coman, Executive Director
- Melanie Foster, Licensing Analyst
- Alexis Hardy, Board Support Specialist
- Bryon Thernes, Senior Assistant Attorney General

Members Absent:

- Bryant Hightower
- Thomas Lord

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

W.T. Edmondson, President, 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 10, 2020 agenda as amended.

Minutes

Joe Westbury moved, Nancy Kennedy seconded, and the Board voted to approve the February 11, 2020 Open Session minutes and Executive Session minutes.

Ratification List

Licenses Issued 2/6/2020 through 3/4/2020 (Total – 28): 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
CREM000166	Southwest Georgia Crematory
CREM000167	Roselane Crematory
EMB005280	Chaz Levi Mezick
EMB005281	Matthew Richard Williams
EMB005282	Michael Ryan Kinder
EMB005283	Tandria Cox Phillips
EMB005284	Tiffani Michele Chambers
FD005679	Chaz Levi Mezick
FD005680	Matthew Richard Williams
FD005681	Michael Ryan Kinder
FD005682	Tandria Cox Phillips
FD005683	Tiffani Michele Chambers
FEST002058	The Promise Land Funeral Home, LLC
FEST002059	Collins Family Funeral Home, LLC

License #	Licensee
FSA006529	Kenard Taylor Young
FSA006530	Harold Michael Stewart, Sr.
FSA006531	Kenyon David Fennell
FSA006532	Emily Amber Delaine Bentley
FSA006533	Tomeka Brooks-Walton
FSA006534	Clayton Howard Willis
FSA006535	Robert Hunter Thomas
FSA006536	Stacey Lynette Jackson
FSA006537	April Michelle Thomas
FSA006538	Edwin Keith Willard
FSA006539	Mark D Walker
FSA006540	Corey Lamondra Burden
FSA006541	Julia Parker Baker
FSA006542	Kenny Walter Jacobs

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EXECUTIVE SESSION

Joe Westbury moved, Nancy Kennedy 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, W.T. Edmondson, President, declared the meeting to be "open" pursuant to the Open and Public Meeting Act, O.C.G.A. §§ 50-14-1 et seq., at 2:13 p.m. No votes were taken during Executive Session.

OPEN SESSION

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

Appointments

Appearance # 2787151 – C.F.H.C.M.M.P. – Change of FDFCC – Approved with Letter of Concern to FDFCC for failure to disclose criminal history and public Consent Order for facility to include \$4,000 fine and two years' probation for unlicensed practice. Public Consent Order for former FDFCC include \$3,500 fine for failure to notify the Board within 5 days of separation from the establishment. Refer to Attorney General's Office.

Appearance # 2855256 – Wright Memorial Mortuary – Change of FDFCC from Joe Wright to La-Mont Smalls – Approved.

Appearance # FUN200060 – Cognizant interview conducted with Bryon Thernes, and Joe Westbury, Cognizant. Table – Refer to Attorney General's office for public Consent Orders, for owner and FDFCC, to each include a \$500 fine for aiding and abetting unlicensed practice.

Appearance # FUN200062 – Cognizant interview conducted with Bryon Thernes, and Joe Westbury, Cognizant. Close – Letter of Concern for failure to disclose criminal history.

Appearance # 2855734 – Roy Davis Funeral Home, Inc. – Change of FDFCC from Jason Greer to Debra Griffin – Approved.

Appearance # 2855736 – Georgia Cremation Care – Change of FDFCC from Debra Griffin to Vashti Ayers – Approved.

Appearance # 2856170 – W.F.S.Q. – Joe Westbury recused. New establishment. Appointment of FDFCC – Approved with Letter of Concern for failure to disclose criminal history.

Appearance # 2855444 – Kennedy Funeral Homes – Change of FDFCC from Faith Vedder to Sandra Kennedy – Approved.

Applications

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Application # 2841427 – T.A. – Funeral Director and Embalmer by endorsement/reciprocity – Denied, lack of experience.

Application #2857012 – J.F.H. – Change of FDFCC – Approved with public Consent Order for facility to include \$4,000 fine and two years’ probation for unlicensed practice.

Application # 2857996 – Hillside Memorial Chapel, Inc. – Change of FDFCC from Samuel L. Tolbert to Samuel B. Tolbert – Approved.

Application # 2857992 – Banister-Cooper Funeral Home – Change of name from Banister Funeral Home to Banister-Cooper Funeral Home – Approved.

Complaints

FUN190147 – William Bowen recused. Close – civil matter/no jurisdiction.

FUN200053 – Close – Matter resolved.

FUN200057 – Table – Schedule cognizant interview with FDFCC for April 8, 2020 Board meeting.

FUN200061 – Close – No violation.

FUN200081 – Close – No jurisdiction.

FUN200063 – Close – No jurisdiction.

FUN200090 – Table – Schedule cognizant interview with apprentice, owner, and FDFCC for April 8, 2020 Board meeting.

FUN200075 – Table – Schedule cognizant interview with FDFCC and owner for April 8, 2020 Board meeting.

FUN200020 – Table – Schedule cognizant interview with FDFCC for April 8, 2020 Board meeting.

FUN200089 – Table – Schedule cognizant interview with owner for April 8, 2020 Board meeting.

Attorney General’s Report

The Board reviewed and accepted the Attorney General’s report, which included information on any cases referred for action and requests for advice.

EXECUTIVE SESSION OTHER BUSINESS

Crematory Inspection

Facility # 2464830 – Close.

Facility # 888817 – Table – Refer to Inspections to obtain proof of repairs.

Facility # 2484610 – Close.

Facility # 1042456 – Close.

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OTHER BUSINESS

Continuing Education – Joe Westbury moved, Nancy Kennedy 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
Funeral Service Academy	Funeral Home Safety Overview	1
Funeral Service Academy	Safety within Funeral Homes	2
Funeral Service Academy	Complying with the Federal Trade Commission Funeral Rule	3
Funeral Service Academy	OSHA Compliance Guidance for Funeral Homes	6
Funeral Service Academy	Grief and Cultural Competence: The African American Diaspora	1
Funeral Service Academy	Grief and Cultural Competence: Hispanic Traditions	1
Funeral Service Academy	Grief and Cultural Competence: Jewish Traditions	1
Funeral Service Academy	Embalming: Diseases & Conditions	3
Funeral Service Academy	Embalming: Autopsies and Organ/Tissue Donors	1
Funeral Service Academy	Communicable Disease and Funeral Professionals	1
Funeral Service Academy	OSHA Compliance Guidance for Funeral Homes- Part 1	3
Funeral Service Academy	OSHA Compliance Guidance for Funeral Homes- Part 2	3
Funeral Service Academy	Grief Management: An Overview for Funeral Professionals	3
Funeral Service Academy	Today's Funerals: What's New?	3
Funeral Service Academy	Funeral Service Ethics	3
Kate-Boylston Publications	Cremation Strategies Conference	5.5
NFDA	All-Staff Annual FTC Funeral Rule Review	2
NFDA	NFDA Embalming & Restorative Arts Seminar	9.25
NFDA	Future's Forum	10
Selected Independent Funeral Homes	Spring Management Summit	7.5
Funeral Directors Life Ins. Co.	Online Collaboration: The need for disruption	1
Academy of Graduate Embalmers	AGEG Business Meeting and Memorial Service	1
Academy of Graduate Embalmers	Cavity Treatment	1
Academy of Graduate Embalmers	Drug Overdoses and Chemo Cases	1
Academy of Graduate Embalmers	Creating a Lasting Memory Picture	1
Academy of Graduate Embalmers	100 Things to Do After the Embalming Machine Shuts Off	1.5

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Academy of Graduate Embalmers	Infection Control and Prep Room Safety	1.5
Academy of Graduate Embalmers	A Closer Look at Prep Room Safety	1
Academy of Graduate Embalmers	Good People, Unethical Choices	1
Academy of Graduate Embalmers	It's About Time	1
NFDMA	Examining Your Business & What Represents You	1
NFDMA	The Ethical Response When Embalming Goes Wrong	1

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

Type	Licensee	License #	Docket #	City
OAFM	Deal Funeral Directors, LLC	FEST002031	2020-0322	Statesboro
OAFM	Fischer Funeral Care LLC	FEST001663	2020-0329	Chamblee
Cease & Desist	Adrick Ingram	FD004535 / EMB004127	2020-0232	Sparta
Cease & Desist	Joy Mapp	FD005366 / EMB004964	2020-0233	Sparta
Voluntary Surrender	Jerry C. Bridges	FD002406 / EMB002237	2020-0251	Gray

Board Election

William Bowen moved, Nancy Kennedy seconded, and the Board voted to elect Joe Westbury as President.

Joe Westbury moved, Nancy Kennedy seconded, and the Board voted to elect William Bowen as Vice President.

Requests to Lift Probation

Board reviewed and approved a request to lift the probation of Kevin McNeill Sr. (FD004182) and McNeill Funeral Home (FEST001715), and Justin Stubbs (FD005300). Licensee's have complied with all Board requirements. Joe Westbury moved, William Bowen seconded, and the Board unanimously voted to approve the requests.

GFDA Correspondence

Table to April 8, 2020 Board meeting. Refer to Attorney General's office for advice. Joe Westbury moved, William Bowen seconded, and the motion carried.

Closing Inspections

Table to April 8, 2020 Board meeting. Joe Westbury moved, William Bowen seconded, and the motion carried.

Correspondence

The Board reviewed an inquiry regarding whether or not a secretary is able to "rubber stamp" the signature of a funeral director without the licensee being present. The Board cannot provide legal advice, but noted that they are of the opinion that any form that requires the signature of a funeral director should

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be signed by the licensee. The Board is not aware of any situation where “rubber stamping” the signature of a funeral director would be appropriate.

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 report provided an update of the current status of license renewals, which are set to close on March 31st. The report provided a summary of the 116th Annual Meeting of the International Conference of Funeral Service Examining Boards, which Bryant Hightower and Executive Director Coman attended on February 19-20. The report also provided a summary of the National Funeral Directors and Morticians Association 5th District Seminar, which Executive Director Coman spoke at on March 2nd.

Rules Review

Table to April 8, 2020 Board meeting. Joe Westbury moved, William Bowen seconded, and the motion carried.

The next meeting of the Georgia Board of Funeral Service will be held Tuesday, April 8, 2020, at 10:00 a.m. at 237 Coliseum Drive, Macon, Georgia.

There being no further business, W.T. Edmonson, President, declared the meeting adjourned at 2:54 p.m. Minutes recorded by: Alexis Hardy, Board Support Specialist
Minutes reviewed and edited by: Brad Coman, Executive Director
Minutes approved on: April 8, 2020


Joe Westbury, President


Brad Coman, Executive Director