

GEORGIA BOARD OF FUNERAL SERVICE
Teleconference Board Meeting Minutes – April 8, 2020
Professional Licensing Boards Division of the Secretary of State
237 Coliseum Drive, Macon, Georgia 31217

Members Present:

- Joe Westbury, President
- William Bowen, Vice President
- Thomas Lord
- Bryant Hightower
- Nancy Kennedy

Others Present:

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

Members Absent:

- W.T. Edmondson
- Darryl Bentley

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

Joe Westbury, President, noted that a quorum was present, called the meeting to order at 10:02 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

Tom Lord moved, Nancy Kennedy seconded, and the Board voted to approve the April 8, 2020 agenda as amended.

Minutes

Tom Lord moved, Bryant Hightower seconded, and the Board voted to approve the March 10, 2020 Open Session minutes and Executive Session minutes.

Ratification List

Licenses Issued 3/5/2020 through 4/1/2020 (Total – 17): Tom Lord 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
FEST002060	Warren Funeral Services of Quitman
FEST002061	Banister-Cooper Funeral Home
FSA006543	Kathryn Ann Stutts
FSA006544	Whitney N Rice
FSA006545	Jacob Gordon Thompson
FSA006546	Daniel Wayne Watson
FSA006547	Michael Tyron Guion
FSA006548	David Joshua James
FSA006549	Jeffrey Franklin Hathcock

License #	Licensee
FSA006550	Tyzell Javon Richardson
FSA006551	Christina Maria Coats
FSA006552	Brian Cornelius Williams
FSA006553	Joshua Caleb Daughtry
FSA006554	Christopher M. House
FSA006555	Regan Corder Moreland
FSA006556	Katherine Lynn Hamrick
FSA006557	William Butler Googe

EXECUTIVE SESSION

Tom Lord moved, William Bowen 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.

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At the conclusion of Executive Session, Joe Westbury, 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 1:40 p.m. No votes were taken during Executive Session.

OPEN SESSION

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

Appointments

Appearance # 2841427 – Tony Austin – Funeral Director and Embalmer by endorsement – Rescind denial, approved.

Applications

Application # 2860042 – Collins Family Mortuary – Change of FDFCC from Nathaniel Payne to Tandria Phillips – Approved.

Application # 2863743 – Smith Memory Chapel Inc. – Change of FDFCC from Arnold Keith to Hunter Maddox – Approved.

Application # 2860451 / 2860452 – Demarien Hawk – Funeral Director and Embalmer by endorsement – Approved.

Application # 2862826 / 2862827 – Canaan Elkins – Funeral Director and Embalmer by reciprocity – Approved.

Application # 443349 – P.F.H. – Renewal – Denied, failure to have FDFCC.

Application # 2853350 – Belinda Davis – Funeral Service Apprentice – Approved.

Application # 445660 – W.J.O. – Renewal – Approved, with Letter of Concern for action in another jurisdiction.

Application # 924297 – D.R. – Renewal – Approved. Refer to Attorney General’s office for Public Consent Order to include \$500 fine for violation of 2017 Consent Order.

Application # 2862942 – Martin Funeral Home and Cremation LLC – New establishment – Approved.
Appointment of John Martin as FDFCC – Approved.

Complaints

FUN180109 – Close – Civil matter.

FUN200047 – Table – Staff to obtain more information from FDFCC.

FUN200067 – Table – Staff to request signed copies of Statement of Goods and Services.

FUN200093 – Table – Refer to Inspections to obtain a statement from FDFCC and copy of signed Cremation Authorization.

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FUN200097 – Close – No jurisdiction. Refer to Secretary of State Securities Division.

FUN200098 – Table – Refer to Inspections to obtain statement from FDFCC.

FUN200076 – Table – Refer to Inspections to obtain statement from respondent.

FUN200075 – Table – Schedule cognizant interview with owner and FDFCC.

FUN200082 – Table – Refer to Inspections to obtain photos and a statement from respondents.

FUN200089 – Cognizant interview conducted with Bryon Thernes, and Tom Lord, Cognizant. Table – Pending additional information.

FUN200099 – Close – Lack of information.

FUN200041 – Table – Tom Lord recused – Schedule cognizant interviews with respondents.

FUN200045 – Close – Letter of Concern to FDFCC for failure to perform duties as FDFCC.

FUN200090 – Table – Schedule cognizant interviews with respondents.

FUN200057 – Cognizant interview conducted with Bryon Thernes, and Tom Lord, Cognizant. Close – Letter of Concern to FDFCC for aiding and abetting unlicensed practice.

FUN200020 – Table – Schedule cognizant interview with FDFCC.

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 # 2797714 – Table – Staff to request statement regarding repairs and current operator certificate.

OTHER BUSINESS

Continuing Education – Nancy Kennedy 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
Georgia Funeral Service Practitioners Association	Carve your name on hearts, not tombstones- Leaving a Legacy	1
Georgia Funeral Service Practitioners Association	The Lost Art of Embalming the Extreme Difficult Case	2
Georgia Funeral Service Practitioners Association	Obtaining Payment for the Funeral Service	2
Georgia Funeral Service Practitioners Association	Exhibit Hall/Market Place	1
Georgia Funeral Service Practitioners Association	I didn't know is not an answer-- State Board Updates	1

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Georgia Funeral Service Practitioners Association	What you don't know about Wrongful Death	1
Georgia Funeral Service Practitioners Association	GAVERS/CDC Death Registration Process	1
Georgia Funeral Service Practitioners Association	Networking: "A Lifestyle"	1
Insight Institute	Introduction/Objectives/Overview	1
Insight Institute	The Value of the Funeral	2
Insight Institute	Presentation of Model Funeral	2
Insight Institute	Working with a firm Cost/Advertising/Networking Ethics	2
Insight Institute	Family Meetings	2
Insight Institute	The Elements of Funeral Planning	2
Insight Institute	Public Speaking/How to Theme a Service	1
Insight Institute	Designing a Service	1
Insight Institute	Funeral Presentations	4
Kate-Boylston Publications	Funeral Service Business Plan Conference	10.5
NFDA	NFDA Business Education Seminar	5
Practicum Strategies	A Review of Basic Embalming Procedures	4
Practicum Strategies	Business Morals & Ethics	4
Practicum Strategies	Complying with the Funeral Rule	10
Practicum Strategies	Coping With Stress as a Funeral Director	4
Practicum Strategies	Cremation The Client The Caring	4
Practicum Strategies	Cremation The Process	4
Practicum Strategies	Cremation Yesterday, Today & Tomorrow	4
Practicum Strategies	Dealing With Communicable Disease / AIDS	4
Practicum Strategies	Embalming Chemistry	2
Practicum Strategies	Employee Recruitment & Retention in Funeral Service	4
Practicum Strategies	Ethics for Funeral Directors	4
Practicum Strategies	Everyday Ethics for Funeral Service	4
Practicum Strategies	Funeral Profession & Consumer Behavior	4
Practicum Strategies	Funeral Values	6
Practicum Strategies	Grief 101 for Funeral Directors	4
Practicum Strategies	Hazardous Chemicals / Toxic Substances	4
Practicum Strategies	How to Tell the Children	4

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Practicum Strategies	Intermediate Marketing for Funeral Directors	10
Practicum Strategies	Introduction to Accounting	4
Practicum Strategies	Investment Management	4
Practicum Strategies	Job Burnout in Funeral Service	4
Practicum Strategies	Managing Stress for Funeral Professionals	4
Practicum Strategies	Managing Stress for Funeral Professionals	4
Practicum Strategies	Marketing 101 for Funeral Directors	4
Practicum Strategies	Moral Dilemmas Facing the Funeral Professional	4
Practicum Strategies	Motivation & Coaching	4
Practicum Strategies	OSHA - A Practical Guide for Funeral Service	4
Practicum Strategies	OSHA for Small Business	10
Practicum Strategies	Power Communications	4
Practicum Strategies	Preneed Funeral Planning	4
Practicum Strategies	Pre-Planning for Business Interruption	10
Practicum Strategies	Sacred Sensitive and Sane	4
Practicum Strategies	The Vanguard of Competition	6
Practicum Strategies	Understanding and Completing the Certificate of Death	10
Practicum Strategies	Universal Precautions - HIV AIDS Bloodborn Pathogens	4
Regulatory Support Services, Inc.	OSHA- Workplace Safety: Its No Laughing Matter	2
Regulatory Support Services, Inc.	FTC - FTC Trivia Back to the Basics	1
Regulatory Support Services, Inc.	Americans with Disability Act Compliance	1
Regulatory Support Services, Inc.	Words Matter-The Language We Use and Effective Communication w/ Families We Serve	1
Regulatory Support Services, Inc.	OSHA- Workplace Safety: It's No Laughing Matter	2
SCI Management - Dignity University	Back and Safety Injury Prevention	1.5
SCI Management - Dignity University	Bloodborne Pathogen Awareness	1
SCI Management - Dignity University	Complaint Resolution	1
SCI Management - Dignity University	Cremation Theory	2
SCI Management - Dignity University	Trenching and Excavation Safety	1
SCI Management - Dignity University	Defensive Driving Fundamentals	1.5
SCI Management - Dignity University	Effective Telephone Communication	2

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SCI Management - Dignity University	Effective Employee Counseling	1
SCI Management - Dignity University	Effective Supervision	1
SCI Management - Dignity University	Fire Safety and Prevention	1
SCI Management - Dignity University	Formaldehyde Awareness Training	1
SCI Management - Dignity University	FTC- Funeral Rule Course	2
SCI Management - Dignity University	Funeral at-need Contracts: Securing Payment In Advance of the Service	1
SCI Management - Dignity University	Hazard Communication: An Employee's Right to Know	1.5
SCI Management - Dignity University	Hearing Protection (Conservation)	1.25
SCI Management - Dignity University	Hiring, Training, & Retaining High Performing Associates	1
SCI Management - Dignity University	Jewish Funeral Traditions	1
SCI Management - Dignity University	Lockout/Tagout	1.25
SCI Management - Dignity University	Leading With Dignity	12
SCI Management - Dignity University	Managing Change	1
SCI Management - Dignity University	Office Safety	1
SCI Management - Dignity University	Performance Management	1
SCI Management - Dignity University	Respiratory Protection	1
SCI Management - Dignity University	Workplace Discrimination	1
SCI Management - Dignity University	Workplace Diversity	1.5
SCI Management - Dignity University	Workplace Harassment	2

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

Type	Licensee	License #	Docket #	City
OAFM	M D Walker Funeral Home	FEST001585	2020-0360	Atlanta
OAFM	Blankumsee, Thomas & Wright Funeral	FEST001756	2020-0396	Quitman
OAFM	Strong Funeral Home	FEST000341	2020-0480	Moultrie
Notice of Hearing	Acree Mortuary and Funeral Service	FEST001892	2020-0385	Fitzgerald
Notice of Hearing	Wrightsville Memorial Funeral Home	FEST002025	0020-0371	Wrightsville

Requests to Lift Probation

Board reviewed and approved a request to lift the probation of Dana Mathis (FD003037) and Mathis Funeral Home (FEST000775). Licensees have complied with all Board requirements. Tom Lord moved, Bryant Hightower seconded, and the Board unanimously voted to approve the requests.

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Correspondence #1

The Board reviewed correspondence from Baxley Funeral Home regarding damages to the facility. The Board accepted the notice and instructed the facility to notify the Board when repairs are complete. Tom Lord moved, Nancy Kennedy seconded and the motion carried.

GFDA Correspondence

The Board reviewed correspondence that was forwarded from the Georgia Funeral Directors Association, that posed the question of whether or not Funeral Directors are able to charge/pass on to the consumer the fees charged by companies that process life insurance policies. The Board noted that while they are unable to provide business or legal advice, there is no board rule prohibiting charging/passing on to the consumer the fees charged by companies that process life insurance policies. Tom Lord moved, Nancy Kennedy seconded, and the motion carried.

Closing Inspections

Table to May 12, 2020 Board meeting. Bryant Hightower moved, Nancy Kennedy seconded, and the motion carried.

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, as well as an update of the current status of license renewals, which ended on March 31st.

Correspondence #2

The Board reviewed correspondence from Potteet Funeral Home and Central Savannah River Crematory regarding the loss of the funeral home due to a fire on April 2nd. The facility noted that they will use their sister facility for preparations in the interim.

Rules Review

Table to May 12, 2020 Board meeting. Bryant Hightower moved, Tom Lord seconded, and the motion carried.

The next meeting of the Georgia Board of Funeral Service will be held Tuesday, May 12, 2020, at 10:00 a.m. at 237 Coliseum Drive, Macon, Georgia.

There being no further business, Joe Westbury, President, declared the meeting adjourned at 2:03 p.m.
Minutes recorded by: Alexis Hardy, Board Support Specialist
Minutes reviewed and edited by: Brad Coman, Executive Director
Minutes approved on: May 12, 2020


Joe Westbury, President


Brad Coman, Executive Director