

GEORGIA BOARD OF FUNERAL SERVICE
Teleconference Board Meeting Minutes – January 12, 2021
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
- W.T. Edmondson
- 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 Present:

- Darryl Bentley
- Bryant Hightower

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 10:06 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

W.T. Edmondson moved, Tom Lord seconded, and the Board voted to approve the January 12, 2021 agenda.

Minutes

W.T. Edmondson moved, Tom Lord seconded, and the Board voted to approve the December 8, 2020 Open Session minutes and Executive Session minutes.

Ratification List

Licenses Issued 12/2/2020 through 1/10/2021 (Total – 11): W.T. Edmondson moved, Tom Lord 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 |
|------------|---------------------------|
| CREM000171 | Baker Hillcrest Crematory |
| EMB005316 | Brandon Craig Roberts |
| EMB005317 | Casaundra Denise Young |
| FD005715 | Brandon Craig Roberts |
| FD005716 | Casaundra Denise Young |
| FSA006650 | Debbie Glass |
| FSA006651 | Kara Linette Johnson |

| License # | Licensee |
|-----------|-------------------------|
| FSA006652 | Valarie Moultrie Murray |
| FSA006653 | Amber Renee Corley |
| FSA006654 | James E. Partain |
| FSA006655 | Richard Chadwick Boyd |
| FSA006656 | Deleki Rayatta Lee |
| FSA006657 | Thomas Burton |
| FSA006658 | Hannah SueAnn Brown |

EXECUTIVE SESSION

Tom Lord moved, W.T. Edmondson seconded and the Board voted to enter into Executive Session at 10:08 a.m. in accordance with O.C.G.A. §§ 43-1-19(h) and 43-18, for the purpose of conducting applicant interviews, 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 2:12 p.m. No votes were taken during Executive Session.

OPEN SESSION

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

Applications

Appearance # 2907171 – Allison Memorial Chapel – Change of FDFCC from William Jackson Fulford to Leah Carriveau – Approved.

Appearance # 2907177 – The Hillcrest Crematory, LLC – New facility – Approved. Appointment of Doug Scott as FDFCC – Approved.

Appearance # 2908942 – Freeman Harris Funeral Home Inc. – Change of FDFCC from James Kenneth Duncan to Nathan Womack – Approved.

Appearance # 2908947 – Caldwell and Cowan Funeral Home Inc. – Change of FDFCC from Brian Scott Ellis to James Posey – Approved.

Appearance # 2908945 – Caldwell and Cowan Funeral Home Inc. – Change of FDFCC from Christine Banks to Brian Scott Ellis – Approved.

Appearance # 2909386 – Fox and Weeks Funeral Directors Inc. – Change of FDFCC from Robin Hattaway to Pamela Sullivan – Approved.

Appearance # 2909387 – Fox and Weeks Funeral Directors Inc. – Change of FDFCC from Valchester Prescott to Howard Nuske – Approved.

Appearance # 2909390 – Fox and Weeks Funeral Directors Island Chapel – Change of FDFCC from Stephen E. Weeks, Jr to Robin Hattaway – Approved.

Appearance # 2910749 – Clark Funeral Home – Change of FDFCC from Jack Bradford Stroud, Jr. to William Gibbs – Approved.

Appearance # 2911997 – National Cremation Society Crematory – Change of FDFCC from Audrey White to Regina Tyson – Approved.

Appearance # 2908551 – Vining Ivy Hill Chapel Inc. – Change of FDFCC from Adrien Page to James Walden – Approved.

Applications

Application # 2883280 / 2883282 – Shanna Walker – Funeral Director and Embalmer by endorsement – Approved.

Application # 2907055 / 2907058 – Roberta Herrera – Funeral Director and Embalmer by endorsement – Approved.

Application # 2908022 – Cremation Society of Georgia Inc. – New establishment – Approved.

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Application # 2913226 – K.J.B. – Funeral Service Apprentice – Denied. Not eligible for licensure.

Complaints

FUN210044 – Close – No violation / lack of information.

FUN210050 – Table – Refer to Attorney General’s Office for a public Consent Order for the facility to include a \$1,000 fine, 1-year probation, and quarterly reports of all contracts, for failure to ensure that a written, signed contract is provided to every customer upon completion of the contract negotiation and is available at the establishment for a period of 3 years in compliance with Board Rule 250-6-.09(1)(n); and a public Consent Order for the FDFCC to include a \$1,000 fine and 1-year probation for the same violation.

FUN210059 – Table – Staff to request additional information from complainant.

FUN210045 – Close – No violation.

FUN210055 – Table – Refer to Inspections to obtain statement from FDFCC.

FUN210068 – Table – Refer to Investigations to obtain statement and supporting documents from coroner and complainant.

FUN210070 – Table – Staff to request additional information from complainant.

FUN210035 – Table – Refer to Attorney General’s office for public Consent Order to include a \$500 fine for failure to file death certificates in compliance with O.C.G.A. § 31-10-15(a).

FUN210036 – Table – Refer to Attorney General’s office for public Consent Order to include a \$500 fine for failure to file death certificates in compliance with O.C.G.A. § 31-10-15(a).

FUN210077 – Table – Refer to Inspections to conduct an inspection and obtain a copy of the most recent retort inspection conducted by the manufacturer or approved repair company.

FUN200041 – Update for the Board.

FUN210060 – Table – To February 9, 2021 Board meeting. Cognizant interview scheduled for January 27th.

FUN210056 – Close – The Board received a request for reduction or elimination of a routine inspection citation fine. The Board noted they are not inclined to reduce or eliminate the fine but noted that the licensee has the ability to request a formal hearing.

FUN200047 – Table – To February 9, 2021 Board meeting. Staff to obtain additional information from complainant and respondent.

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

Facility # 2796019 – Table – Facility required to submit a current retort inspection report within 10 days.

FUN210043 – For informational purposes only.

OTHER BUSINESS

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Continuing Education – Nancy Kennedy moved, W.T. Edmondson 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 | NFDA Arranger Training Program | 8 |
| NFDA | Avoiding Cremation Litigation: Don't Let Your Profits Go Up the \$tack | 1 |
| NFDA | NFDA Certified Preplanning Consultant - Correspondence Option (Self-Study) | 15 |
| NFDA | Online Cremation Certification Program | 6 |
| NFDA | Cremation Certification Program | 7 |
| NFDA | Advanced Embalming Techniques for Infants, Stillbirths and the Unborn | 1 |
| Selected Independent Funeral Homes | 2021 NextGen Seminar | 6 |
| ICCFA | 2021 ICCFA Virtual Seminar Series: Ceremony and Memorialization | 4 |

Rules Review

W.T. Edmondson motioned, Nancy Kennedy seconded, and the Board voted to table rules review to the February 9, 2021 Board meeting.

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

| Type | Licensee | License # | Docket # | City |
|---------------|-------------------------------|------------|-----------|----------------|
| OAFM | Baldwin Funeral Home Inc | FEST001738 | 2020-1233 | Richland |
| OAFM | Bentley & Sons Funeral Home | FEST001445 | 2020-1232 | Jeffersonville |
| Consent Order | Robert Rosier, Jr | FD005377 | 2020-1183 | Lyons |
| Consent Order | Willie A Watkins Funeral Home | FEST001806 | 2020-1222 | Carrollton |

Second 90-Day Grace Period Request

Tom Lord moved, W.T. Edmondson seconded, and the Board voted unanimously on the following 2nd 90-day grace period requests:

| Name | Decision | Licensee # | City | Expiration |
|-------------------------------------------------|----------|------------|------------|------------------|
| Bentleys Crematory | Approved | CREM000087 | Roberta | January 4, 2021 |
| Hanley Shelton Funeral Home | Approved | FEST001170 | Marietta | January 16, 2021 |
| Roundtree Funeral Home Inc | Approved | FEST001059 | Homerville | March 4, 2021 |
| West Georgia Crematory and Mortuary Service Inc | Approved | CREM000013 | Austell | March 5, 2021 |

2020 NBE Statistics

The Board reviewed National Board Exam statistics for 2020.

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.

There being no further business, Joe Westbury, President, declared the meeting adjourned at 2:26 p.m.

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The next meeting of the Georgia Board of Funeral Service will be held Thursday, February 9, 2021, at 9:00 a.m. at 237 Coliseum Drive, Macon, Georgia.

Minutes recorded by: Alexis Hardy, Board Support Specialist
Minutes reviewed and edited by: Brad Coman, Executive Director
Minutes approved on: February 9, 2021


Joe Westbury, President


Brad Coman, Executive Director