

GEORGIA BOARD OF FUNERAL SERVICE
Teleconference Board Meeting Minutes – March 9, 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
- Jake Futch
- W.T. Edmondson
- Nancy Kennedy
- Bryant Hightower

Others Present:

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

Members Absent:

- 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 10:01 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

Bryant Hightower moved, William Bowen seconded, and the Board voted to approve the March 9, 2021 agenda.

Minutes

Nancy Kennedy moved, Bryant Hightower seconded, and the Board voted to approve the February 9, 2021 Open Session minutes and Executive Session minutes.

Ratification List

Licenses Issued 2/5/2021 through 3/3/2021 (Total – 27): Bryant Hightower 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
EMB005321	Sergio Miguel Cavazos
EMB005322	Elizabeth Blunt
EMB005323	Jeremy Lydell Harris
EMB005324	Carter Lee Meadows, III
EMB005325	Sophia Mae Knight
EMB005326	Elisabeth Briana Mares
EMB005327	Bobby W Williford
FD005720	Sergio Miguel Cavazos
FD005721	Elizabeth Blunt
FD005722	Jeremy Lydell Harris
FD005723	Carter Lee Meadows, III
FD005724	Sophia Mae Knight
FD005725	Elisabeth Briana Mares
FD005726	Bobby W Williford

License #	Licensee
FEST002079	Community Funeral & Cremation Services
FEST002080	Roberts-Stewart Funeral Home
FEST002081	Carlson & Riggs Funeral Services LLC
FEST002082	Roberts-Stewart Funeral Home
FSA006666	Deon Jonterrio Martin
FSA006667	Brittney Lea Cantrell
FSA006668	Kodey Hudson Johnson
FSA006669	Nicholas Adam Blalock
FSA006670	Rodrick Deshay Bass
FSA006671	Douglas Kenberly Nicholson
FSA006672	Sonja Letita Coaxum-Matthews
FSA006673	Michelle Rene Pittman
FSA006674	Faith Ann Francine Plummer
EMB005321	Sergio Miguel Cavazos

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EMB005327	Bobby W Williford
FD005720	Sergio Miguel Cavazos
FD005721	Elizabeth Blunt
FD005722	Jeremy Lydell Harris
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EXECUTIVE SESSION

Jake Futch 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 interviews, discussing and reviewing applications and complaints, and to hear the Attorney General’s report.

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 2:37 p.m. No votes were taken during Executive Session.

OPEN SESSION

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

Appointments

Appearance # 2922616 – Hanley Shelton Funeral Home – Change of FDFCC from Henry Shelton to Zacchaeus Ross – Approved.

Appearance # 2923600 – W H Mays Mortuary – Change of FDFCC from William H Mays to Helen Bratton – Approved, pending receipt of 90-day grace period request.

Appearance # 2917507 – C.F.M. – Change of FDFCC – Table – need proof of residency from FDFCC and proof of ownership.

Appearance # 2921381 – West Georgia Crematory and Mortuary Service, Inc – Change of FDFCC from Bannita Jones to Joey Taylor – Approved.

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Appearance # 2919473 – Heritage Funeral Home and Chapel, Inc. – New Establishment – Nicole Lawrence appointed FDFCC – Approved.

Applications

Application # 2858645 – J.L.L.M.F.S. – Change of FDFCC – Approve with public Consent Order for facility to include \$2,750 fine and 2 years' probation for unlicensed practice. Refer to Attorney General's office.

Complaints

FUN210083 – Table – Refer to Inspections to obtain a statement from FDFCC.

FUN210059 – Table – Refer to Inspections to obtain statement from owner, copy of the contract and a copy of the general price list.

FUN210089 – Table – Refer to Inspections to obtain statement from FDFCC, copy of the contract and a copy of the general price list.

FUN210097 – Table – Refer to Inspections to obtain statement from respondents, cremation authorization, and any additional supporting documents.

FUN210045 – Table – Schedule cognizant interview with FDFCC.

FUN210066 – Table – Schedule cognizant interview with FDFCC and obtain copy of death certificate.

FUN210067 – Table – To April 13, 2021 Board meeting.

FUN210098 – Table – To April 13, 2021 Board meeting.

FUN210091 – Table – Refer to Inspections to obtain statement from FDFCC.

FUN210099 – Table – Refer to Inspections to obtain statement from FDFCC.

FUN200075 – Table – Schedule cognizant interview with respondents.

FUN210090 – Table – Refer to Inspections to obtain statement from FDFCC.

FUN210070 – Close – No violation / lack of information.

FUN210087 – Table – Refer to Inspections to obtain copies of signed contracts.

FUN210046 – Table – Refer to Inspections to get a copy of the contract, assignment, statement from FDFCC, and any other supporting documents.

FUN210071 – Table – A routine inspection found the facility to not be in a clean, sound, safe, and acceptable repaid condition. The facility has 90 days to complete repairs and submit proof of completed repairs to the Board.

FUN200093 – Close – No violation.

FUN210082 – Table – Refer to Inspections to obtain statement from FDFCC.

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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.

FUN210014 – Rescind previous motion. Refer to Attorney General’s office for a hearing for a Cease and Desist order.

FUN210086 – Rescind previous motion. Refer to Attorney General’s office for hearing for revocation of Funeral Director and Embalmer licenses.

EXECUTIVE SESSION OTHER BUSINESS

Facility # 889570 – Table – Pending peer review.

Facility # 2921381 – Table – Pending peer review.

Facility # 2855736 – Table – Pending peer review.

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Facility # 2844706 – Table – Pending peer review.

OTHER BUSINESS

Continuing Education – Jake Futch moved, William Bowen 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
KAVOD	What Will and Will Not Work in 2021 For Getting More Cases	1.5
KAVOD	Traffic is Pointless If Your Website Doesn’t Convert	1.5
Matthews International	The Beauty, Characteristics and Value of Wood and Metal Caskets	1
Matthews International	Casket Selection: Helping Families See Value	1
M K J Marketing	MKJ Marketing's 2021 Marketing Summit	13.5
M K J Marketing	MKJ Marketing's 2021 Marketing Summit	13.5
M K J Marketing	MKJ Marketing's 2021 E-Commerce Mastermind Program	4.5
M K J Marketing	Virtual Arrangements - Managing Funeral and Cemetery Arrangements Remotely	5
NFDA	Approaching Trauma Cases with Confidence	3
NFDA	Conflict Management for Funeral Directors: Successful Interpersonal Communication Practices	4
NFDA	Deathcare Marketing: 25 FAQs	6
NFDA	Demonstration of Soft Tissue Repair	4
NFDA	Do-It-Yourself Memorials (with a Little Help from the Funeral Director)	2
NFDA	Embalming Perspectives and Paradigms Challenged	6
NFDA	Embalming Risk Management 4.0	3
NFDA	Embalming the Obese Case	3
NFDA	Funeral Service Ethics	2
NFDA	Marketing a Funeral Home for Long-Term Profitability	3
NFDA	Mastering the Art of Funeral Home Etiquette	1
NFDA	Offering Funeral Packages in Compliance with the FTC Funeral Rule	2
NFDA	Professional Ethics in Funeral Service: NFDA's Code of Professional Conduct	1
NFDA	Relevance of Restorative Art	3

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NFDA	RSVP: I'll See You at My Living Funeral	2
NFDA	Supporting Pregnancy Loss Families	3
NFDA	Ten Tools for Stress Relief	3
NFDA	The Funeral: A Chance to Touch, A Chance to Serve, A Chance to Heal	4
NFDA	Understanding a Child's Grief: Insights for Funeral Home Owners, Directors, Staff	3
NFDA	Understanding and Managing Grief	6
NFDA	Understanding the Practice of the FTC Funeral Rule	3
NFDA	Bereavement Groups and The Role of Social Support	8
NFDA	Control the Conversation: How to Charm, Deflect and Defend Your Position Through Any Line of Questioning	4
NFDA	Embalming and Renal Failure: A Silent Danger for Embalmers	4
NFDA	Embalming Standards of Care	6
NFDA	The Essential HR Handbook-A Quick and Handy Resource for Any manager or HR Professional	4
NFDA	2020 Annual All-staff FTC Training	3
NFDA	Aftercare: Strengthen Your Families and Business	2
NFDA	Bringing Ritual to Cremation Arranging	2
NFDA	Connecting with the LGBTQ Community	2
NFDA	Cremation Litigation: How to Avoid the Courtroom & What to do When you can't	2
NFDA	Defusing Conflict in the Arrangement Conference	2
NFDA	Five Keys to Cremation Success	2
NFDA	Funeral Rule Update	2
NFDA	Is It Sexual Harassment?	3
NFDA	It's Not Just a Cremation	2
NFDA	Lessons Learned from Mystery Shoppers	2
NFDA	Therapy Dogs: Man's Best Friend	2
NFDA	Understanding Legal Issues in the Arrangement Conference	2
NFDA	Partnering with Procurement Agencies to Better Assist Families	1
Selected Independent Funeral Homes	2021 NextGen Seminar	6
Selected Independent Funeral Homes	2021 Spring Management Summit	7.5

Docketed Orders – Nancy Kennedy moved, Jake Futch seconded, and the Board voted to accept the docketed orders as presented:

Type	Licensee	License #	Docket #	City
OAFM	Celebration of Life Funeral Home	FEST002048	2021-0125	Augusta
OAFM	J L Litman Memorial Funeral Service	FEST001501	2021-0130	Albany
OAFM	Burnett Funeral Home	FEST000997	2021-0129	Wrens
OAFM	Southern Cremations & Funerals at Holly	FEST002052	2021-0171	Decatur
OAFM	Lofton Funeral Home & Cremation Services LLC	FEST001863	2021-0172	Newton
OAFM	Elliott Funeral Home	FEST000126	2021-0213	Albany
Notice of Hearing	Wrightsville Memorial Funeral Home	FEST002025	2021-0165	Wrightsville
Notice of Hearing	Jones Funeral Home	FEST001001	2021-0164	Tunnel Hill
Consent Order	Latasha Grant	FD005318 /EMB004914	2021-0113	Carrollton
Consent Order	Darlene Wright	FD004909 /EMB004498	2021-0120	Atlanta

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Consent Order	Sellers-Smith Funeral Home Inc	FEST000921	2021-0101	Newnan
Consent Order	Craig Wright	FD005095	2021-0166	Augusta

Second 90-Day Grace Period Requests

Jake Futch moved, William Bowen seconded, and the Board voted unanimously on the following 2nd 90-day grace period request:

Name	Decision	Licensee #	City	Expiration
Bill Head Funeral Homes & Crematory Inc.	Approved.	FEST001354	Tucker	June 9, 2021
Colonial Cremation Services	Approved.	CREM000039	Tucker	June 9, 2021

Nancy Kennedy moved, Jake Futch seconded, and the Board voted unanimously on the following 2nd 90-day grace period request:

Name	Decision	Licensee #	City	Expiration
Davenport McLendon Funeral Home	Approved.	FEST000270	Washington	April 5, 2021

HB 354

The Board reviewed House Bill 354. This bill proposes to amend O.C.G.A. § 43-8b-8 and O.C.G.A. § 43-18-10 to require the State Board of Cemeterians and the Georgia Board of Funeral Services investigate complaints within 30 days of receipt and if the investigation shows that there may be violations of state or federal criminal law the Board must provide notice within seven days to the Attorney General's office and to the sheriff's office in that county.

HB 373

The Board reviewed House Bill 373, which would require the county's registrar to obtain identifying information about persons who died in the county during the previous month from the coroner, judge of the probate court, and funeral homes in the county.

Rules Review

The Board conducted a rules review in an effort to make changes to rules regarding continuing education requirements, requirements for Crematories to disclose information relating to retorts or cremation devices, updates to include other methods of cremation, clarifying language for anyone operating a retort or cremation device to be a certified crematory operator, and clarification on the FDFCC requirements for a funeral establishment and crematory at the same address. At the conclusion of the rules review Bryant Hightower motioned, Jake Futch seconded and the Board voted to refer the proposed rule amendments to the Attorney General's office for a Memorandum of Authority.

Board Election

W.T. Edmondson moved, Nancy Kennedy seconded, and the Board unanimously voted to elect William Bowen as Board President and Bryant Hightower as Vice President.

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 3:02 p.m.


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The next meeting of the Georgia Board of Funeral Service will be held Thursday, April 13, 2021, at 10:00 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: April 13, 2021



William Bowen, President



Brad Coman, Executive Director