

**GEORGIA BOARD OF FUNERAL SERVICE**  
**Board Meeting Minutes – April 13, 2021**  
Professional Licensing Boards Division of the Secretary of State  
237 Coliseum Drive, Macon, Georgia 31217

**Members Present:**

- William Bowen, President
- Bryant Hightower, Vice President
- Jake Futch \*
- Nancy Kennedy
- Joe Westbury

**Members Absent:**

- Darryl Bentley
- W.T. Edmondson

**Others Present:**

- Brad Coman, Executive Director
- Melanie Foster, Licensing Analyst \*
- Carla Murray, Licensing Supervisor \*
- Alexis Hardy, Board Support Specialist
- Reagan Dean, Assistant Attorney General \*
- Tommy McNulty, Assistant Attorney General \*

\* via teleconference

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

William Bowen, President, noted that a quorum was present, called the meeting to order at 10:26 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 April 13, 2021 agenda.

**Minutes**

Joe Westbury moved, Bryant Hightower seconded, and the Board voted to approve the March 9, 2021 Open Session minutes and Executive Session minutes.

**Ratification List**

Licenses Issued 3/4/2021 through 4/5/2021 (Total – 29): 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
EMB005328	Daniel Gordon Owens, Jr
EMB005329	Trevor William Tudor
EMB005330	Kayla Lynn Kirkland
EMB005331	Tommy Wayne Jordan
EMB005332	Joseph Andrew Bush
FD005727	Jennifer Hines Rooks
FD005728	Daniel Gordon Owens, Jr
FD005729	Trevor William Tudor
FD005730	Kayla Lynn Kirkland
FD005731	Tommy Wayne Jordan
FD005732	Joseph Andrew Bush
FEST002083	Heritage Funeral Home and Chapel, Inc
FSA006675	Malik Avontae Martin
FSA006676	Emily Ann Randall

License #	Licensee
FSA006677	Mary Kathleen Taylor
FSA006678	Abigail Taylor Hill
FSA006679	Joel Wheeler Addison
FSA006680	Freddie N Harris
FSA006681	Mark Clayton Stone
FSA006682	Jose D Delgado
FSA006683	Ella Mae Steele
FSA006684	Kaylynn Elleene Bickleman
FSA006685	Justin Daniel Prince
FSA006686	Deondre Jarquavious Tisby
FSA006687	Mary Ann Janat Kesley
FSA006688	Victourius Bernicia Copeland
FSA006689	Eaan Patrick Wilson
FSA006690	Andrew Jon Leach

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License #	Licensee
FSA006691	Karli Diane Rogers
EMB005328	Daniel Gordon Owens, Jr
EMB005329	Trevor William Tudor
EMB005330	Kayla Lynn Kirkland

License #	Licensee
EMB005331	Tommy Wayne Jordan
EMB005332	Joseph Andrew Bush
FD005727	Jennifer Hines Rooks

**EXECUTIVE SESSION**

Joe Westbury moved, Bryant Hightower seconded and the Board voted to enter into Executive Session at 10:29 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, William Bowen, 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 3:16 p.m. No votes were taken during Executive Session.

**OPEN SESSION**

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

**Appointments**

Appearance # 2926574 – Peoples Community Funeral Home – Change of FDFCC from Joshua Glenn Barnes to Casaundra Young – Approved.

Appearance # 2928765 – Roundtree Funeral Home Inc. – Change of FDFCC from William Felton Roundtree to Jonathan Roundtree – Approved.

Appearance # 2922974 – G.B.L.S. – Change of FDFCC – Did not appear – Reschedule to May 11, 2021 Board meeting.

Appearance # 2931294 – White Funeral Home – Change of FDFCC from Cynthia Hull-Shelton to Robert Bailey – Approved.

Appearance # 2926424 – Celebration of Life Memorial, LLC – New Establishment – Senetra Rhodes Knight appointed FDFCC – Approved.

Appearance # 2927149 / 2932646 – Bill Head Funeral Homes and Crematory Inc / Colonial Cremation Services – Change of FDFCC from Keith Byers to William Byers– Approved.

Appearance # 2928563 / 2929749 – Norman Medford Peden Funeral Home – Change of FDFCC from Dorsey Thomas to Stuart Ford– Approved.

**Applications**

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Application # 2926662 – Murphy Mortuary and Cremation Services – New establishment – Sharonda Murphy-Henton appointed FDFCC – Approved.

Application # 2914140 / 2914143 – I.M. – Funeral Director by Endorsement – Table – Schedule applicant interview for May 11, 2021 Board meeting.

Application # 2928776 – B.F.H. – Change of location – Approved with Letter of Concern to FDFCC for failure to disclose arrest history.

Application # 2898883 – N.Z.B. – Funeral Service Apprentice – Denied. Supervising licensee would be unable to fulfill duties as FDFCC and supervising licensee due to the distance between the two facilities.

Application # 2932310 – Hannah Witherow – Funeral Service Apprentice – Approved.

Application # 2823599 – L.F.H.L.C. – Change of FDFCC – Approved with public Consent Order to include 2 years' probation and \$4,500 fine for unlicensed practice. Refer to Attorney General's office.

**Complaints**

FUN200075 – Close – No violation.

FUN210089 – Close – Pending receipt of confirmation that complainant received death certificates. Letter of Concern to FDFCC regarding best practices.

FUN210090 – Close – Matter resolved.

FUN210045 – Close – No violation.

FUN210066 – Table – Refer to Attorney General's office for public Consent Order to include 2 years' probation and \$1,000 fine for FDFCC for failure to have the charges rendered to be in compliance with those listed in the funeral establishment general price list and for failure to ensure that a written, signed contract is provided to every customer upon completion of the contract negotiation.

FUN210067 – Table – combine with FUN210066.

FUN210098 – Close – No violation.

FUN210109 – Close – Refer to Consumer Protection Division of the Attorney General's office.

FUN210110 – Table – Schedule cognizant interview with owner.

FUN210087 – Table – Refer to Attorney General's Office for a public Consent Order for the facility to include a \$2,000 fine and 2 years' probation, for failure to ensure that a written, signed contract is provided to every customer upon completion of the contract negotiation; and a public Consent Order for the FDFCC to include a \$2,000 fine and 2 years' probation for the same violation.

FUN210099 – Table – Refer to Investigation to obtain additional supporting documents.

FUN210059 – Close – Lack of information. Staff to notify local DPH and coroner that facility is closed.

FUN210003 – Table – Refer to Attorney General's office for public Consent Order to include 2 years' probation and \$500 fine for unlicensed practice.

FUN210091 – Close – Lack of information.

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FUN210084 – Table – Refer to Attorney General’s office for public Consent Order for FDFCC to include 2 years’ probation and a \$500 fine for aiding and abetting unlicensed practice and failure to ensure compliance with the terms of the funeral services contract.

FUN210086 – Table – Accept signed voluntary Cease and Desist.

FUN200023 – Close – Facility closed.

FUN210073 – Close – Facility closed.

**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.

FUN200092 – OSAH hearing held on January 22, 2021. The Board accepted OSAH’s initial decision as the final decision, with the final decision to be docketed once 30 days for Agency Review has passed.

**EXECUTIVE SESSION OTHER BUSINESS**

Facility # 889570 – Table – Peer review conducted. Facility to have repairs completed before next retort inspection.

Facility # 2921381 – Table – Peer review conducted. Licensee to provide proof of scheduled repairs within 90 days.

Facility # 2855736 – Table – Peer review conducted. Facility to have repairs completed before next retort inspection.

Facility # 2607508– Table – Peer review conducted. Licensee to provide proof of scheduled repairs within 90 days.

Facility # 2844706 – Table – Peer review conducted. Facility has 90 days to reschedule inspection.

Facility # 2797714 – Table – Peer review conducted. Facility to have repairs completed before next retort inspection.

FUN210121 – Table – Refer to Inspections to obtain statement from owner and FDFCC.

**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
NFDA	COVID-19 Prevention Programs and Top 10 OSHA Violations	1
GFDA	GFDA 2021 Spring Webinar Series	5
ICCFA	2021 ICCFA Virtual Annual Convention & Exposition	15

**Docketed Orders** – Joe Westbury moved, Bryant Hightower seconded, and the Board voted to accept the docketed orders as presented:

Type	Licensee	License #	Docket #	City
Cease and Desist	Wanda Dwight	N/A	2021-0243	Millen

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OAFM	The Promise Land Funeral Home, LLC	FEST002058	2021-0289	Albany
Reinstatement	James Lamar Cotesworth Pierson, III	FD005222 / EMB004815	2021-0258	Gray
Consent Order	Kenny Jacobs	FD004512	2021-0297	Cumming
Consent Order	West Georgia Mortuary	FEST001147	2021-0288	LaGrange

**Request to Lift Probation**

Board reviewed and approved a request to lift the probation of Richmond Hill Funeral Home (FEST001514) and William Cox (FD004607). Licensee has complied with all Board requirements. Joe Westbury moved, Bryant Hightower seconded, and the Board unanimously voted to approve the request.

**Second 90-Day Grace Period Request**

Joe Westbury moved, Bryant Hightower seconded, and the Board voted unanimously on the following 2<sup>nd</sup> 90-day grace period request:

Name	Decision	Licensee #	City	Expiration
Langston Funeral Home	Approved.	FEST000220	Midland	June 23, 2021

**HB 124**

The Board reviewed House Bill 124, which proposes removing the requirement for a Crematory to have a retort and replaces that with the requirement to have a “cremation device”, which is defined by this bill. The current version of this bill also tries to limit retort inspections to every five years instead of the annual requirement set fourth in Board Rule 250-6-.07(3). The Board previously reviewed this bill and voiced concerns about the negative effects that this bill, if passed, would have in allowing a crematory to use a container, which had not been approved by the Board, to cremate dead human bodies so long as the facility is using a process approved by the Board. Upon reading the updated bill with language regarding retort inspections, the Board voiced concerns about the risk to licensees and the general public that this bill, if signed by the Governor, would have in only allowing the Board to require inspections of retorts every five years, keeping in mind the increase in cremation rates in recent years. Bryant Hightower moved, Joe Westbury seconded, and the motion carried.

**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.

**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, William Bowen, President, declared the meeting adjourned at 3:27 p.m.

The next meeting of the Georgia Board of Funeral Service will be held Thursday, May 11, 2021, at 10:00 a.m. at 237 Coliseum Drive, Macon, Georgia.

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Minutes recorded by: Alexis Hardy, Board Support Specialist  
Minutes reviewed and edited by: Brad Coman, Executive Director  
Minutes approved on: May 11, 2021

  
William Bowen, President

  
Brad Coman, Executive Director