GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – November 9, 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
- W.T. Edmondson *
- Nancy Kennedy *
- Jake Futch*
- Joe Westbury
- Felicia Wimberly

Others Present:
- Brad Coman, Executive Director
- Melanie Foster, Licensing Analyst *
- Carla Murray, Licensing Supervisor *
- Michael Wood, Board Support Specialist
- Kristen Daughdril, Senior Assistant Attorney General *
- Tommy McNulty, Assistant Attorney General*
- Reagan Dean, 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 10:06 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
Joe Westbury moved, Bryant Hightower seconded, and the Board voted to approve the November 9, 2021 agenda.

Minutes
Joe Westbury moved, W.T. Edmondson seconded, and the Board voted to approve the October 12, 2021 Open Session minutes and Executive Session minutes.

Ratification List
Licenses Issued 10/7/2021 through 11/6/2021 (Total – 21)**:** Joe Westbury moved, W.T. Edmondson 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
EMB005351	Miranda Alexis Lipham
EMB005352	Jaloni Williams
FD005751	Miranda Alexis Lipham
FD005752	Jaloni Williams
FEST002092	Hilton View Mortuary
FEST002093	Poteat-Wakefield Funeral Directors LLC - Cedar Chapel
FEST002094	Poteat-Wakefield Funeral Directors, LLC - Dunbar Chapel
FEST002095	Golden Gates Burial & Cremation Services
FEST002096	Prestige Family Mortuary
FSA006770	Tristin William Alexander

License #	Licensee
FSA006771	Taylor Nicole Bales
FSA006772	Jennifer Maeghan Willis
FSA006773	Steve Emanuel Coeur
FSA006774	Xavier Marquis McCaskey
FSA006775	Alex Michael Hanks
FSA006776	Hope Sha'Mia Miles
FSA006777	Kevin Warren Gray
FSA006778	Jody Aaron Bryant
FSA006779	Deshala Kierra Smith
FSA006780	Kyle Mark Webb
FSA006781	Maria Theresa Clay

CE Broker Presentation

The Board reviewed a presentation by CE Broker and unanimously voted to moved forward with implementing the use of CE Broker's services, which would provide Board staff with an efficient, digital method to access CE documents, allow CE Providers a platform to submit completion records, and provide all licensees free accounts to digitally report, manage, monitor, and submit proof of CE completion in accordance with Board requirements for renewal.

EXECUTIVE SESSION

Joe Westbury moved, Felicia Wimberly seconded and the Board voted to enter into Executive Session at 10:55 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 4:29 p.m. No votes were taken during Executive Session.

OPEN SESSION

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

Appointments

Appearance # 2969364 – K.L. Close Funeral Home – New establishment – Approve. Nathaniel Payne as FDFCC – Approve.

Appearance # 2978528 – Southern Crescent Crematorium – Change of FDFCC from Peter Thornton to Hannah Zepplin – Approve.

Appearance # 2976205 / 2976202 – SouthCare Cremation and Funeral Society / Cremation Society of the South – Change of FDFCC from Nykea Thompson Harris to Candice Brooks – Approve pending receipt of proof of Georgia residency.

Appearance # 2974327 – Atlanta Mortuary Service – Change of FDFCC from Christopher Rehberg to Bianca Migneault – Approve.

Appearance # 297761 – Henderson Funeral Services, LLC – Change of name from Adams Funeral Home to Henderson Funeral Services, LLC – Approve. Stephanie Hollingsworth appointed FDFCC – Approve.

Appearance # 2962306 – T.F.H. – Change of FDFCC – Table, applicant to provide proof of ownership and two 90-day grace period requests.

Appearance # 2967823 – P.M.C.S. – New establishment – Table to December 14, 2021 meeting.

Applications

Application # 2974538 – Meadows Funeral Home of Albany – change of FDFCC from Albert Meadows to Victor Meadows – Approve.

Application # 2932425 / 2932429 – S.E.W. – Funeral Director and Embalmer by Endorsement – Approve with Public Consent Agreement to include a $500 fine and 2 years' probation for failure to disclose criminal history.

Application # 2977324 / 2977327 – Shannon Christians – Funeral Director and Embalmer by Endorsement – Approve.

Application # 2951817 – Whipple and Allen Funeral Home Inc. – Change of FDFCC from Samuel L Thomas Sr. to Gloria Justice – Approve

Application # 2934370 – K.A. – Funeral Service Apprentice – Approve with Public Consent Agreement to include probation to run concurrent with criminal probation.

Application # 2956750 / 2956752 – Ami Batson – Funeral Director and Embalmer by Reciprocity – Approve. Board voted to rescind previous motion as it considers the hours obtained under a provisional license to count towards the apprenticeship requirement and considers these to be substantially equal to the requirements for licensure as a funeral director and embalmer in this state. Joe Westbury opposed.

Complaints

FUN220050 – Close – No violation.

FUN220054 – Close – Letter of Concern to ownership regarding advertising and unlicensed practice.

FUN220055 – Table – Refer to Inspections to obtain statement from respondents.

FUN220060 – Table – Refer to Inspections to obtain statement from respondents.

FUN220038 – Close – No violation.

FUN220046 – Table – Refer to Attorney General's office for public Consent Order with public reprimand to include a $500 fine for unprofessional conduct.

FUN220061 – Table – Refer to Inspections to obtain statement from respondent, copy of contract, and death certificate.

FUN220039 – Table – Refer to Investigations to contact bank in order to perform closing inspection.

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.

The Board reviewed a memo from the Attorney General's office regarding proposed rule changes. The Board recommended to refer the revised proposed rule changes back to the Attorney General's office for a memorandum of authority.

Executive Session Other Business

Facility # 2844706 – Table – Peer review of retort inspection conducted. Facility to have repairs scheduled within the next 30 days.

Continuing Education – Joe Westbury moved, W.T. Edmondson seconded, and the motion carried by the Board to accept the Continuing Education Committee's recommendations to approve the following continuing education courses as presented:

Provider	Course	Points
NFDA	Mindset Matters: The Performance Mindset for Funeral Professionals	1
NFDA	Grief, Trauma & Resilience: Caring for Ourselves and Our Families	1

NFDA	To Be or Not to Be – Afraid of the Prep Room	1
NFDA	A Crash Course in Innovation: Hands on Workshop	3
NFDA	Graduating Grief	1
NFDA	Creating Memorable Experiences Inside Your Funeral Home	1
NFDA	The 3 E's for Cremation Success: Employees, Expectations, Engagement	1
NFDA	The Role of Empathy in Difficult Arrangements	1
SCFDA	Connecting the Workplace and Life Through F.U.N.	1.5
SCFDA	Do People Still Care About Funeral Service?	1.5
SCFDA	Elevating the Cremation Experience	1
SCFDA	How to Deal with Phone Shoppers	1
SCFDA	Building a State Mass Fatality Response Team & Disaster Portable Morgue	1
Zebra Credits, Inc.	Time Management	1
Zebra Credits, Inc.	Cyber Security and the Bereavement Industry	1
Zebra Credits, Inc.	Social Media Guidelines	1
Zebra Credits, Inc.	Senior Clients: Dealing with Dementia	1

OTHER BUSINESS

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

Type	Licensee	License #	Docket #	City
NOH	Drew Funeral Home	FEST001058	2021-1419	Toccoa
NOH	J.L. Litman Memorial Funeral Service	FEST001501	2021-1418	Albany
NOH	Jacobs Funeral Home	FEST001404	2021-1417	Blackshear
Consent Order	McNeal, Larry Michael, Jr.	FD004429	2021-1378	Warner Robins
Consent Order	Merritt Funeral Home	FEST001865	2021-1402	Blakely
Final Decision	Jones & Turner Funeral Home	FEST000210	2021-0952	Madison

ABFSE COA Actions October 2021

The Board reviewed the actions taken by the American Board of Funeral Service Education's Committee on Accreditation at their October 14-15, 2021 meeting, regarding funeral service and mortuary science education programs.

Correspondence

The Board reviewed a question regarding the use of a van in place of a traditional hearse for a contract cremation company who will provide cremation services only to other funeral establishments and will not advertise to the general public. The Board noted that in the past they have approved these requests so long as the van in question is permanently converted for the transportation of dead human bodies. Joe Westbury moved, Felicia Wimberly seconded, and the motion carried.

Embalmers Prerequisite Discussion

The Board discussed the statutory requirement of O.C.G.A. § 43-18-41(c), that an embalmer's license be obtained as a prerequisite to a funeral director's license, and the push that has been made nationally to remove this requirement to allow an individual to obtain a funeral director license without obtaining an embalmers license. The Board acknowledged the staffing shortage that many are experiencing and the need for funeral directors, and acknowledged the increasing rates of cremations and the decreasing rates of embalmings. The Board noted that they are continuing to monitor this issue.

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 4:46 p.m.

The next meeting of the Georgia Board of Funeral Service will be held Tuesday, December 14, 2021, at 10:00 a.m. at 237 Coliseum Drive, Macon, Georgia.

Minutes recorded by: Michael Wood, Board Support Specialist
Minutes reviewed and edited by: Brad Coman, Executive Director
Minutes approved on: December 14, 2021

William Bowen, President

Brad Coman, Executive Director