

**GEORGIA BOARD OF FUNERAL SERVICE**  
**Board Meeting Minutes – February 8, 2022**  
Professional Licensing Boards Division of the Secretary of State  
237 Coliseum Drive, Macon, Georgia 31217

**Members Present:**

- William Bowen, President
- Bryant Hightower, Vice President
- Joe Westbury
- Felicia Wimberly\*
- W.T. Edmondson \*
- Jake Futch \*

**Others Present:**

- Brad Coman, Executive Director
- Melanie Foster, Licensing Supervisor \*
- Kristin Mitchell, Board Support Specialist
- Tommy McNulty, Assistant Attorney General \*

\* *via teleconference*

**Members Absent:**

- Nancy Kennedy

*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 10:07 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 February 8, 2022 agenda.

**Minutes**

Joe Westbury moved, Bryant Hightower seconded, and the Board voted to approve the January 11, 2022 Open Session minutes and Executive Session minutes.

**Ratification List**

Licenses Issued 1/6/2022 through 2/3/2022 (Total – 21): Joe Westbury moved, Bryant Hightower 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                         |
|------------|----------------------------------|
| CREM000178 | Akins-Cobb Crematory             |
| EMB005366  | Christina Maria Coats            |
| EMB005367  | Kaitlynn Marie Gillette          |
| FD005767   | Christina Maria Coats            |
| FD005768   | Kaitlynn Marie Gillette          |
| FEST002099 | Akins-Cobb Funerals & Cremations |
| FEST002100 | Southview Mortuary               |
| FSA006808  | Curtis Lee Brantley, Jr          |
| FSA006809  | Bethany Angel Jones              |
| FSA006810  | Robert Ashcroft                  |
| FSA006811  | Jessica Richardson Coleman       |

| License # | Licensee                |
|-----------|-------------------------|
| FSA006812 | Brent Lee Anderson      |
| FSA006813 | Brian Christopher Croft |
| FSA006814 | Pharis Daniel Bennett   |
| FSA006815 | Cesar Xavier Alas       |
| FSA006816 | Hanna Blair Smith       |
| FSA006817 | Kalzayvian Zy-Quon Ray  |
| FSA006818 | Hannah Jean Bugos       |
| FSA006819 | Ashley N Macklin        |
| FSA006820 | Kinzley Allena Harris   |
| FSA006821 | Jasper Foust            |

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**EXECUTIVE SESSION**

Joe Westbury moved, Bryant Hightower seconded, and the Board voted to enter 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.

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 2:31 p.m. No votes were taken during Executive Session.

**OPEN SESSION**

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

**Appointments**

Appearance # 2939350 – Davenport-McLendon Mortuary Inc – Change of FDFCC from Craig Ramono Wright to Nellie Ward – Approve.

Appearance # 2987453 – Bentley-Montford Mortuary – Change of FDFCC from Darryl K Bentley to Nayya McKoy-El – Approve.

Appearance # 2992555 – Thomas L Scroggs Funeral Directors Inc – Change of FDFCC from Kevin L Scroggs to Kelsea Scroggs – Approve.

Appearance # 2993889/ 2993892 – Southern Cremations and Funerals– Change of FDFCC from Timotheous Springer to Michelle Michel – Approve.

Appearance # 2990620 – SouthCare Cremation and Funeral Society – New Establishment – Approve pending receipt of proof of display room with caskets, models, mockups or section of caskets – William Beeks as FDFCC – Approve.

Appearance # 2990618 / 2990617 – SouthCare Cremation and Funeral Society / Cremation Society of the South-Eagle's Landing – Change of FDFCC from William Beeks to Melvin Childs Sr – Approve.

Appearance # 2997261 / 2997254 – Cremation and Funeral Society / Cremation Society of the South-Alpharetta – Change of FDFCC from Melvin Childs Sr to Renee Gazaway – Approve.

Appearance # 2957371 – Carlson and Riggs Funeral Home – New establishment – Approve – Heather Riggs as FDFCC – Approve.

Appearance # 2995521 – Just Cremations-Cremation Society LLC – Change of FDFCC from Macy Kiker to Tommy Jordan – Approve.

**Applications**

Application # 2992582 / 2992584 – Cody Anderson – Embalmer & Funeral Director by Endorsement – Approve.

Application # 2992945 / 2992946 – Euijin Park – Embalmer & Funeral Director by Endorsement – Approve.

Application # 2992576 – C.O. Holloway, LLC DBA C.O. Holloway Mortuary – New establishment – Approve – Cordarial Holloway as FDFCC – Approve.

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Application # 2995522 – North Georgia Trade Services – New establishment – Approve – Willard Ballew Jr as FDFCC - Approve.

Application # 296700 / 2962702 – L.M. – Reinstatement of Embalmer and Funeral Director - Deny – previous voluntary surrender.

Application # 2995614 – Renee Bentley – Funeral Service Apprenticeship – Approve.

**Complaints**

FUN220055 – Close – Letter of concern to respondent regarding unprofessional conduct.

FUN220072 – Close – No violation.

FUN220077 – Close – No jurisdiction.

FUN220088 – Table – Refer to Inspections to obtain statement from respondent and copy of contract.

FUN220089 – Close – No violation. Bryant Hightower recused.

FUN220094 – Close – Matter resolved.

FUN220091 – Close – No violation.

FUN220090 – Table – Staff to request additional information from respondent.

FUN220083 – Close – Matter resolved.

FUN210108 – Close – Matter resolved.

FUN220036 – Close – Matter resolved.

FUN210118 – Close – Letter of concern to respondent regarding unprofessional conduct. Bryant Hightower recused.

**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 # 2840503 / 2840507 – Close – No violation

Facility # 2922616 – Table – Repairs to be made and facility to be re-inspected within 90 days.

Facility # 1756543 / 1756546 – Table – Refer to Attorney General’s Office for legal advice.

**Continuing Education** – Joe Westbury moved, Bryant Hightower 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:

| <b>Provider</b> | <b>Course</b>                                | <b>Points</b> |
|-----------------|--|---------------|
| CANA            | Ethics in Funeral Service                    | 2             |
| CANA            | Complying with the FTC Funeral Rule          | 1             |
| CANA            | Aftercare: An Introduction                   | 2             |
| CANA            | Communication Skills Fundamentals            | 1             |
| CANA            | The Power of Presence Part 2: Implementation | 2             |

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|                                   |   |   |
|-----------------------------------|---|---|
| CANA                              | The Power of Presence Part 1: An Introduction   | 2 |
| CANA                              | The Cremation Choice  | 2 |
| CANA                              | Presentation Without Preservation   | 1 |
| CANA                              | Three Tools for Improving Your Business: Competencies, Job Description and Evaluation Matrices Course Information | 1 |
| Elite Professional Education, LLC | Mass Fatalities and Funeral Service   | 2 |
| Elite Professional Education, LLC | Opioids: Contributing to Both Health and Death  | 2 |
| Elite Professional Education, LLC | Training New Embalmers  | 2 |
| Elite Professional Education, LLC | Advanced Funeral Planning   | 4 |
| GFDA                              | Funeral Service and How to Bridge the Traditions of the Past with Changing Needs of Today                         | 2 |
| NFDMA                             | Weathering the Storm: Mental Health & Wellness Lessons Learned from the COVID-19 Pandemic                         | 1 |
| NFDMA                             | Is it Ethical, is it Moral  | 1 |
| NFDMA                             | I want to Own, Where Do I Start?  | 1 |
| NFDMA                             | A Framework for Financial Success   | 1 |
| NFDA                              | Practical Ideas for the Caregiver Community   | 1 |
| NFDA                              | From Donation to Goodbye  | 1 |
| SCFDA                             | Keys for Crossing and Closing the Experience - Perception Chasm in Funeral Service                                | 1 |
| WebCE                             | Bloodborne Pathogens  | 3 |
| WebCE                             | Communicating Effectively with Seniors  | 2 |
| WebCE                             | Conflict Resolution for Funeral Directors   | 3 |
| WebCE                             | Cremation Best Practices  | 4 |
| WebCE                             | Cremation Prearrangement Conference Best Practices  | 2 |
| WebCE                             | Death Care Trends That Are Changing Tradition   | 2 |
| WebCE                             | Ethical Business Practices for Funeral Directors  | 2 |
| WebCE                             | Final Expense Insurance   | 3 |
| WebCE                             | Funeral Customs with Military Honors  | 3 |
| WebCE                             | Funeral Operations During a Pandemic  | 3 |
| WebCE                             | Funeral Personalization and Family Engagement   | 3 |
| WebCE                             | High Risk Direct Disposal: Lessons Learned from Ebola Outbreak  | 2 |
| WebCE                             | Intercultural Burials   | 5 |
| WebCE                             | Managing Grief: A Guide for the Funeral Professional  | 5 |
| WebCE                             | Modern Funeral Home Management  | 3 |
| WebCE                             | OSHA Emergency Action Plans for Funeral Homes   | 2 |
| WebCE                             | OSHA Practice Standards for Funeral Professionals   | 4 |
| WebCE                             | OSHA Workplace Rights   | 2 |
| WebCE                             | Pre-Need Planning   | 4 |
| WebCE                             | Public Speaking for Funeral Directors   | 5 |
| WebCE                             | Top Five Things They Didn't Teach in Mortuary School  | 2 |
| WebCE                             | Understanding Social Security: Case Studies for Funeral Directors   | 4 |
| WebCE                             | When Disaster Strikes: Mass Fatalities and Community Impact   | 2 |
| WebCE                             | Working Ethically with Seniors  | 2 |

**OTHER BUSINESS**

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

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| Type           | Licensee                            | License #  | Docket #  | City        |
|----------------|-------------------------------------|------------|-----------|-------------|
| Final Decision | Jacobs Funeral Home                 | FEST001404 | 2021-1417 | Blackshear  |
| Final Decision | J L Litman Memorial Funeral Service | FEST001501 | 2021-1418 | Albany      |
| OAFM           | Bentley’s Crematory                 | CREM000087 | 2022-0115 | Macon       |
| OAFM           | Dew Funeral Home                    | FEST001058 | 2022-0225 | Toccoa      |
| Consent Order  | Craig Carter                        | FD003385   | 2022-0124 | Hephzibah   |
| Consent Order  | Stan Henderson and Sons Mortuary    | FEST002071 | 2022-0224 | Stockbridge |
| Consent Order  | Michael Cloud, Jr                   | FD004350   | 2022-0223 | Whitesburg  |

**Second 90-Day Grace Period Requests** – Joe Westbury moved, WT Edmondson seconded, and the Board voted unanimously on the following 2<sup>nd</sup> 90-day grace period requests:

| Name   | Decision | Licensee # | City        | Expiration     |
|--|----------|------------|-------------|----------------|
| Hillside Chapel Funeral Home and Cremation Service LLC | Approved | FEST001909 | Gainesville | March 24, 2022 |
| F.L. Sims Funeral Home East Point                      | Approved | FEST002005 | East Point  | April 20, 2022 |

**Board Procedures & Guidelines**

The Board discussed procedures to enable staff to administratively process and approve certain applications with arrest histories. Bryant Hightower moved, Joe Westbury seconded, and the Board unanimously voted to adopt the proposed procedures and guidelines.

**Legislative Discussion**

The Board reviewed and discussed any bills or proposed statutory changes which would impact the Funeral Service industry, including HB 525, HB 779, Burial Purchaser Protection Act, and Funeral Service Apprentice requirements.

**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 3:29 p.m.

The next meeting of the Georgia Board of Funeral Service will be held Tuesday, March 8, 2022, at 10:00 a.m. at 237 Coliseum Drive, Macon, Georgia.

Minutes recorded by: Kristin Mitchell, Board Support Specialist  
Minutes reviewed and edited by: Brad Coman, Executive Director  
Minutes approved on: March 8, 2022

  
William Bowen, President

  
Brad Coman, Executive Director