

GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – March 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
- Nancy Kennedy
- Felicia Wimberly*
- W.T. Edmondson *
- Jake Futch *

Others Present:

- Brad Coman, Executive Director
- Melanie Foster, Licensing Supervisor *
- Kristin Mitchell, Board Support Specialist
- Brian Ness, Licensing Analyst *
- Kirsten Daughdril, Senior Assistant Attorney General *
- Tommy McNulty, Assistant Attorney General *
- Alison Spencer, Senior 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 10:02 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 March 8, 2022 agenda.

Minutes

Bryant Hightower moved, W.T. Edmondson seconded, and the Board voted to approve the February 8, 2022 Open Session minutes and Executive Session minutes.

Ratification List

Licenses Issued 2/4/2022 through 3/3/2022 (Total – 20): 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	License #	Licensee
CREM000179	North Georgia Trade Services	FSA006824	Evelyn Alexis Lopez
CREM000180	Carlson and Riggs Funeral Home	FSA006825	Cassandra Irene Banister
EMB005368	James Scott Young	FSA006826	Judy Karen Roberts
EMB005369	Allyson Gwen O'Hare	FSA006827	Rachel Leigh Dunn
FD005769	James Scott Young	FSA006828	Latoya Marlene Huguley
FD005770	Allyson Gwen O'Hare	FSA006829	Gabriel Reece Harrison
FEST002101	C.O. Holloway, LLC DBA C.O. Holloway	FSA006830	Jasmine Simone Brown
FEST002102	SouthCare Cremation & Funeral Society	FSA006831	Everett Wayne Bryan
FSA006822	Kierstyn Nicole Hunyady	FSA006832	Ashley Nichole Deaton
FSA006823	Renee Bentley	FSA006833	Anthony Lamar Watkins, II

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Rule Adoption Hearing

William Bowen called the rule adoption hearing to order at 10:06 a.m. A court reporter was present. Executive Director, Brad Coman noted that no written comments regarding the proposed rules had been received and there were no visitors present to offer comments.

BOARD RULE CHAPTER 250-5 PERSONAL LICENSURE

The Board believes it is necessary to amend Rule 250-5-.12 to clarify the subject areas for continuing education to be completed to maintain a license and to add the requirement that half of the required continuing education be completed in-person or via live webinar. The Board believes that this amendment is necessary to ensure competent practitioners that are current with the latest developments, skills, and technologies required in the field. The Board has considered multiple variations of this rule amendment and has determined this to be the most succinct wording while adhering to requirements in the statute.

Joe Westbury moved that the formulation and adoption of these rules does not impose excessive regulatory cost on any licensee and any cost to comply with the proposed rules cannot be reduced by a less expensive alternative that fully accomplishes the objectives of the applicable laws as required by O.C.G.A. § 50-13-4. Bryant Hightower seconded the motion and it carried unanimously.

Joe Westbury moved to adopt Rule 250-5-.12. Nancy Kennedy seconded the motion and it carried unanimously.

Chapter 250-5 Personal Licensure

Rule 250-5-.12 Continuing Education Requirements; Provider Approval

- (1) Ten (10) hours of continuing education are required biennially (every two (2) years) to renew an embalmer or funeral director license. At the time of renewal, each licensee shall submit an Application for License Renewal and a report in writing, under oath, noting the number of hours of continuing education completed during the two (2) years preceding the renewal. No more than five (5) hours of the total ten (10) hours may be obtained online, and the remainder of hours must be obtained in-person or via live webinar that is instructor led with student interaction, where student participation is monitored and verified.
 - (a) Continuing education shall be in any or all of the following subject areas:
 1. FTC Funeral Rule Compliance
 2. Embalming and Restorative Arts
 3. Leadership and Development
 4. Crematory/Alkaline Hydrolysis
 5. OSHA Requirements
 6. Advertising/Social Media/Technology
 7. Funeral Directing/Aftercare
- (2) All licensees must obtain ten (10) hours whether they hold one or two licenses.
- (3) Funeral directors or embalmers who are licensed by the Board within the second year of the renewal cycle (after April 1 of the odd numbered year) will not be required to submit continuing education hours for their first license renewal.
- (4) Hardship, Disability and Age Requirement. The continuing education requirement shall be waived for persons who hold an Inactive Status license or for licensed individuals age 65 or older; and
 - (a) The Board may waive the continuing education requirement in cases of hardship, disability, illness, or under such circumstances as the Board deems appropriate. The waiver must be requested in writing to the Board and must be accompanied by acceptable documentation.
- (5) The Board shall be authorized to approve courses offered by educational institutions, specialty societies, professional or other organizations, or government agencies upon submission of an

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- application and non-refundable fee. For the purpose of this rule, 'government agencies' means federal, state or local government agencies, public school systems and licensed hospitals.
- (6) The Board may, in its discretion, accept continuing education hours that are approved in another state. The Board may require the licensee to submit information concerning the course(s), and proof of successful completion.
- (7) Board Approved Providers. Continuing education hours may be obtained by participating in activities sponsored by Board-Approved Providers. Board-Approved Providers shall offer programs only in the topic areas for which they have been approved. The provider shall certify the number of clock hours of educational content in each continuing education activity.
- (a) To qualify for initial approval, to renew approval or to qualify for approval in additional topic areas, a provider must submit to the Board:
1. a Funeral Service Board-Approved Continuing Education Provider Application and non-refundable fee (See fee schedule); and
 2. a description of the topic areas in which the provider plans to sponsor continuing education activities; and
 3. the names of all instructors currently offering continuing education activities, a description of the topic areas in which the instructor is qualified to teach along with a resume or other evidence demonstrating that each instructor is qualified in the identified topic area; and
 4. program outlines, including instructors, objectives, schedules and instructional material.
- (b) Board-Approved Provider status shall expire March 31 of even numbered years. The Provider must submit a new application and non-refundable application fee for the next renewal cycle. The Board retains the right to monitor continuing education programs sponsored by Board-Approved Providers and will withdraw approval from providers who do not maintain Board standard.
- (8) Board Approved Instructors. Continuing Education Instructors must meet minimum qualifications for instructor certification.
- (a) In order to qualify for initial Board approval or to renew Board approval, a provider must submit the following to the Board:
1. a Funeral Service Board Approved Instructor Application and non-refundable fee (see fee schedule); and
 2. a description of the topic areas in which the instructor is qualified to teach along with a resume or other evidence demonstrating that each instructor is qualified in the identified topic area; and
 3. evidence of a minimum of five (5) years supervisory experience in the Funeral Service Profession; or
 4. evidence of any other experience or education which may qualify applicant for certification upon the discretion of the Board.
- (b) Board-approved instructor status shall expire March 31 of even-numbered years. The instructor must submit a new application and non-refundable fee for the next renewal cycle.
- (9) Reporting and Documentation. Each licensee shall maintain documentation of their continuing education activities.
- (a) Each licensee shall attest, on the biennial license renewal application, that the licensee has satisfied the continuing education requirements. Documentation of these activities shall be retained for three (3) years by the licensee and shall be provided to the Board only upon the Board's request. False attestation of satisfaction of the continuing education requirements on a renewal application may subject the licensee to disciplinary action, including license revocation; and
- (b) The Board will audit a fixed percentage of the renewal applications. Licensees whose applications are audited will be required to provide documentation of having met the continuing education requirements; and
- (c) An audited licensee who fails to provide the Board with acceptable documentation of the hours attested to in the renewal application shall not have their license renewed. In the event the person seeks a new license, the Board may in its discretion review and take into consideration all files, including investigative files and/or reports, related to the person and/or establishment.

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Authority: O.C.G.A. §§ 43-1-25, 43-18-23, 43-18-43, 43-18-55, and 43-18-56.

The Board believes it is necessary to amend Rule 250-5-.12 to clarify the subject areas for continuing education to be completed to maintain a license and to add the requirement that half of the required continuing education be completed in-person or via live webinar. The Board believes that this amendment is necessary to ensure competent practitioners that are current with the latest developments, skills, and technologies required in the field. The Board has considered multiple variations of this rule amendment and has determined this to be the most succinct wording while adhering to requirements in the statute.

Joe Westbury moved that the formulation and adoption of these rules does not impose excessive regulatory cost on any licensee and any cost to comply with the proposed rules cannot be reduced by a less expensive alternative that fully accomplishes the objectives of the applicable laws as required by O.C.G.A. § 50-13-4. Bryant Hightower seconded the motion and it carried unanimously.

Joe Westbury moved to adopt Rule 250-5-.12. Antonio Long seconded the motion and it carried unanimously.

BOARD RULE CHAPTER 250-6 ESTABLISHMENT/CREMATORY LICENSURE AND REGULATIONS

The Board believes it is necessary to amend Rules 250-6-.01, 250-6-.02, 250-6-.07, 250-6-.08, and 250-6-.09 to remove any conflict with current statute and eliminate antiquated language in direct response to recent changes in O.C.G.A. § 43-18-1(5.1), 43-18-72(b), and 43-18-72(a)(1). These amendments will require that a crematory notify the Board of the cremation devices that they intend operate, when applying for a license and when adding a cremation device to a licensed facility, that they pass an inspection, and that the appropriate staff complete Board approved training relevant to the operation of the devices to ensure competent practitioners. These amendments also provide clarity for which situations would allow a Funeral Director in Full and Continuous Charge to serve in that role at more than one licensed facility. The Board has considered multiple variations of these rule amendments and has determined this to be the most succinct wording while adhering to requirements in the statute.

Nancy Kennedy moved that the formulation and adoption of these rules does not impose excessive regulatory cost on any licensee and any cost to comply with the proposed rules cannot be reduced by a less expensive alternative that fully accomplishes the objectives of the applicable laws as required by O.C.G.A. § 50-13-4. Bryant Hightower seconded the motion and it carried unanimously.

Bryant Hightower moved to adopt Rules 250-6-.01, 250-6-.02, 250-6-.07, 250-6-.08, and 250-6-.09. Nancy Kennedy seconded the motion and it carried unanimously.

Chapter 250-6 Establishment/Crematory Licensure and Regulations

Rule 250-6-.01 Funeral Establishment / Crematory Licensure Requirements

- (1) A funeral establishment or crematory may be operated only if it possesses a license valid for that establishment or crematory. Application to the Board for licensure shall be made on a Board-approved form and shall require submission of the proper fee. The application must be complete in its entirety and must be received at least fifteen (15) days prior to the Board meeting at which it will be considered. The Board shall accept or reject each application by majority vote.
- (2) A license for a funeral establishment or crematory is issued to that particular establishment or crematory under a specified name, at a specified location, and under a specified funeral director in full and continuous charge.

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- (3) An establishment shall operate only under the name in which the license was issued.
- (4) A license may be issued to a funeral establishment or crematory only if the business has a licensed Funeral Director in Full and Continuous Charge. See O.C.G.A. § 43-18-71 and Rule 250-6-.08 for the requirements concerning the Funeral Director in Full and Continuous Charge.
- (5) An inspection of a funeral home or crematory shall be made by a Board Inspector prior to licensure. Inspection must be completed after the application has been administratively reviewed, is determined to have no deficiencies, and prior to Board meeting at which it will be considered. Requirements of inspection for funeral establishment and crematories are listed in Rule 250-6-.06 and Rule 250-6.07, respectively. If reinspection is required, an additional fee shall be payable prior to reinspection. Refer to Fee Schedule.
- (6) A crematory may be operated only if it possesses a separate license for such purpose. However, a funeral establishment for which a valid license to operate is in effect on July 1, 2002, shall not be required to obtain a separate license to operate a crematory until on and after the renewal date to operate a funeral establishment must comply with the minimum equipment and facilities requirements and all other statutes, rules and regulations relating to crematories.

(7) An applicant for a crematory must disclose to the Board the number and type of cremation devices at that establishment, and may not operate any other cremation devices without first notifying the Board and submitting proof to the Board of completion of Board approved training relevant to the operation of the cremation device. This training must be completed by the Funeral Director in Full and Continuous Charge, and any other employee which will operate the cremation device.

Authority: O.C.G.A. §§ 43-18-23(1), (3), and (5); 43-18-71(a)(1) and 43-18-72(a)(1)(D) and (d).

Rule 250-6-.02 Change in Name, Address, Location, ~~or~~ Ownership, and/or Addition of Cremation Device

- (1) Name. A change in the name of a funeral establishment or crematory shall require submission of an application and appropriate fee to the Board. Upon Board approval, a new license number shall be issued.
- (2) Address or Location. A change in the address and/or location of a funeral establishment or crematory shall require submission of an application and appropriate fee to the Board. Upon Board approval, a new license number shall be issued.
- (3) Ownership. A change of ownership of a funeral establishment or crematory shall require submission of an application and appropriate fee to the Board within fifteen (15) days of the change in ownership of the said funeral establishment or crematory. The notification must be signed by both the seller and the purchaser, and the signatures must be notarized.
- (4) Funeral Director in Full and Continuous Charge.
 - (a) Any change in the Funeral Director in Full and Continuous Charge must be reported to the Board in writing within five (5) days. The Board shall request the new Funeral Director in Full and Continuous Charge and the owner(s) and/or corporate officer(s) of the establishment or crematory to appear before the Board to determine if the requirements for a Funeral Director in Full and Continuous Charge have been met. If the owner(s) and/or corporate officer(s) are not able to appear before the Board, they may appoint a representative through written authorization on company letterhead signed by the owner and/or corporate officer to represent them before the Board for the Funeral Director in Full and Continuous Charge interview. In the event the Funeral Director in Full and Continuous Charge applicant is also an owner of that funeral or crematory establishment, the requirement to appear before the Board may be waived; and

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- (b) A funeral establishment or crematory temporarily without a Funeral Director in Full and Continuous Charge shall notify the Board in writing within five (5) days following the last day of the funeral director's service, requesting a 90-day grace period before the establishment or crematory license is revoked or terminated. The Board at its discretion may grant one additional 90-day grace period upon proof of good cause, but grace periods may not total over 180 days in any two-year period starting from the first day of the first grace period. A grace period shall be terminated upon approval by the Board of a Funeral Director in Full and Continuous Charge.
- (5) Destruction. A funeral establishment or crematory temporarily destroyed by fire, flood or other natural catastrophe, shall notify the Board in writing within (5) five days following the catastrophe, requesting a 90-day grace period to use a temporary location while reconstructing the previous location, provided the establishment or crematory meets the requirements of the Code and Rules of the Board. The Board, at its discretion, may grant additional 90-day grace periods, upon proof of good cause. All services provided to the public during any grace period shall be provided by or under the supervision of a licensed funeral director.

(6) A licensed crematory that seeks to add a cremation device to the facility must notify the Board in writing, and may not operate any new cremation devices before passing an inspection by a representative of the Professional Licensing Boards Division and submitting proof to the Board of completion of Board approved training relevant to the operation of the cremation device. This training must be completed by the Funeral Director in Full and Continuous Charge, and any other employee who may operate the cremation device.

Authority: O.C.G.A. §§ 43-18-23(1),(3) and (5), 43-18-71(a)(1), and 43-18-72(a)(1)(D) and (d).

Rule 250-6-.07 Crematory Inspections. Amended

- (1) A representative of the Board shall regularly inspect crematories no less frequently than annually between the hours of 8:00 A.M. and 4:30 P.M., Monday through Friday. The funeral director in full and continuous charge need not be present for the inspection, but the crematory must be open during these hours for inspection. Requirements of inspections are as follows:
- (a) A room with seating for a minimum of thirty (30) people in which funeral services may be conducted; the fine for a violation under this subsection shall be \$100.00;
 - (b) A display room containing an adequate supply of urns; the fine for a violation under this subsection shall be \$50.00;
 - (c) One (1) operable motor hearse with current Georgia registration for the transportation of human remains which must be either owned or leased by said firm; the fine for a violation under this subsection shall be \$100.00;
 - (d) At least one (1) operable retort for cremation; the fine for a violation of this subsection shall be \$200.00;
 - (e) At least one (1) operable processing station for grinding of cremated remains; the fine for a violation of this subsection shall be \$200.00;
 - (f) At least one (1) church truck; the fine for a violation of this subsection shall be \$50.00;
 - (g) A current license for the crematory and funeral director, which must be conspicuously displayed; the fine for a violation of this subsection shall be \$100.00;
 - (h) The provisions of paragraphs (a), (b), and (f) of this Rule shall not apply to crematories which provide cremation services only to other funeral establishments; and
 - (i) The Funeral Director in Full and Continuous Charge for each crematory shall conspicuously display their name and valid license in all designated arrangement rooms; the fine for a violation of this subsection shall be \$100.00.

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- (2) A representative of the Board shall be authorized to obtain information on ~~the retort~~ all cremation devices used for the cremation of dead human bodies used by the establishment for cremations. The information shall include, but not be limited to:
 - (a) Make and model of the ~~retort~~ cremation device;
 - (b) Manufacturer's name;
 - (c) Year installed;
 - (d) Date of most recent manufacturer's inspection;
 - (e) Copy of most recent inspection report from manufacturer; and
 - (f) Documentation regarding necessary repairs to the ~~retort~~ cremation device.
- (3) The Board shall require crematories to have ~~annual~~ inspections of the retort by the manufacturer or other authorized crematory repair company once every five years to ensure proper operations. The Funeral Director in Full and Continuous Charge shall notify the Board within 5 (five) days of the inspection of a less than satisfactory report by presenting the Board with a copy of the inspection report. The Board shall require crematories to make necessary repairs to the retort immediately, not to exceed thirty (30) days without approval by the Board. Any crematory that does not make the necessary repairs noted on the manufacturer's inspection within the time allowed by the Board shall be subject to immediate suspension of licensure until the Board is satisfied that proper repairs have been made.
- (4) The Board shall require the Funeral Director in Full and Continuous Charge, and any employee who may operate a cremation device, to be certified as a crematory operator from a course approved by the Board for any cremation device used in the funeral home/crematory prior to operating such cremation device.

Authority: O.C.G.A. §§ 43-18-23(1), (3) and (5), 43-18-71(a)(1), 43-18-72(a)(1)(D), (b), and (d).

Rule 250-6-.08 Determination of Funeral Director in Full and Continuous Charge

- (1) The Board shall have the authority to evaluate each application for a funeral establishment or crematory license to determine whether the funeral director has the ability to be accessible and available to the community if the funeral director does not spend a minimum of forty (40) hours per week in the employ and operation of the establishment. The Board may then approve an application where the funeral director does not satisfy the specific requirement to spend a minimum of forty (40) hours per week in the employ and operation of the establishment or crematory if the Board is satisfied that the funeral director will be accessible and available to the community.
- (2) The individual approved by the Board to serve as the Funeral Director in Full and Continuous Charge may only serve in this capacity at one (1) funeral establishment, but may also serve as the Funeral Director in Full and Continuous Charge at a crematory if the crematory is located at the same physical address as the approved funeral establishment, provided that the funeral establishment and crematory are licensed under the same ownership. If the crematory offers their services directly to the public, a different Funeral Director in Full and Continuous Charge would be required. In determining whether the funeral director possesses the ability to be accessible and available to the community, the Board will consider:
 - (a) the proximity of the funeral director's other employment and/or residence to the funeral establishment;
 - (b) the funeral director's ability to obtain leave from his/her other job in order to attend to the affairs of the funeral establishment; and
 - (c) any other information which relates to the ability of the funeral director to adequately supervise the operation of the funeral establishment.

Authority: O.C.G.A. §§ 43-18-23(1), (3) and (5); and 43-18-71(a).

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Rule 250-6-.09 Responsibilities of the Funeral Director in Full & Continuous Charge

(1) The Funeral Director in Full & Continuous Charge shall:

- (a) Ensure that the establishment is licensed properly with the Board and maintains the license in active status at all times, as required by OCGA §§ 43-18-5(a), 43-18-46(25), & 43-18-73.
- (b) Ensure that the funeral establishment complies with the provisions of OCGA § 43-18-70 and Rule 250-6-.06.
- (c) Ensure that the crematory complies with the provisions of OCGA § 43-18-72 and Rule 250-6-.07.
- (d) Ensure that every individual who will serve as embalmer, director, or apprentice is licensed properly with the Board and maintains the appropriate license at all times while they are in the employ of the establishment, as required by OCGA §§ 43-18-5(a)& 43-18-46(18), (25).
- (e) Ensure that no one employed by or representing the establishment gives or contracts to give any person or business entity anything of value to induce such person or entity to persuade someone to use the services of the establishment or any embalmer or director employed by the establishment. Such practice is prohibited by OCGA §§ 43-18-5(d)& 43-18-46(7).
- (f) Ensure that no one employed by or representing the establishment accepts anything of value to influence, persuade, or suggest to family members as to where a body should or should not be buried. Such practice is prohibited by OCGA § 43-18-5(e).
- (g) Ensure that all deceased human bodies are released to the legally authorized person upon request of that person, in accordance with OCGA §§ 43-18-5(f)& 43-18-46(16).
- (h) Ensure that every deceased body serviced by the establishment is properly tagged prior to interment or cremation and that all cremated remains are labeled in accordance with the provisions of OCGA § 43-18-8(a).
- (i) Ensure that the certificate of cremation is completed with notarized signature and presented to the legally authorized person at the time of delivery or release, in accordance with OCGA § 43-18-8(b).
- (j) Ensure that the licenses or wall certificates issued by the Board to the establishment and all licensed people employed by the establishment are posted in a conspicuous place in the establishment, as required by OCGA § 43-18-44.
- (k) Ensure that the name of the proper embalmer and funeral director is listed on all death certificates. If the name of the embalmer and/or funeral director is signed on the death certificate, it must be the actual signature of the person, in accordance with OCGA § 43-18-46(4), (9).
- (l) Ensure that charges for merchandise and services rendered are in compliance with the General Price List, casket price list, outer burial container list, or the funeral services contract price list, as required by 16CFR 453.2 & OCGA § 43-18-46(17).
- (m) Ensure that the General Price List is provided upon request, regardless of the reason for the request, as required by 16CFR 453.2.
- (n) 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.
- (o) Ensure compliance with the terms of the funeral services contract, as required by OCGA § 43-18-46(12).
- (p) Ensure that all statements made regarding services, merchandise, and legal requirements are accurate, in accordance with OCGA § 43-18-46(11),(23). The FDFCC must ensure that all employees are educated regarding services, merchandise, and legal requirements so as to provide accurate information and to avoid misleading the public.

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- (q) Safeguard the decedent's dignity, right to privacy, or right to confidentiality, unless compelled by law to do otherwise, in accordance with OCGA § 43-18-46(13).
- (r) Ensure that assigned benefits in excess of the charges incurred are remitted to the assignee of the deceased within 10 working days of the receipt of the assigned funds, as required by OCGA § 43-18-46(15),(26).
- (s) Ensure that the establishment refrains from involvement in burial societies, burial associations, burial certificate plans, or burial membership plans, which are prohibited by OCGA § 43-18-46(19).
- (t) Ensure that all employees and agents of the establishment refrain from soliciting as defined in OCGA § 43-18-1(21). Soliciting is prohibited by OCGA § 43-18-46(20).
- (u) Ensure that all apprenticeship service reports and affidavits of embalming and directing for apprentices of the establishment are accurate and signed by the appropriate supervisor(s), in accordance with OCGA §§ 43-18-46(21) & 43-18-52.
- (v) Ensure that apprentices of the establishment work under the direct supervision of the supervisor(s) on record with the Board, in accordance with OCGA § 43-18-50. It is mandatory that the FDFCC ensure that any changes in the supervision of apprentices are reported on the application provided by the Board and are approved by the Board prior to the apprentices working under the new supervisor(s).
- (w) Ensure that the Board is notified upon the termination of an apprentice employed by the establishment.
- (x) Ensure that the establishment complies with all federal, state, and local regulations as listed in OCGA § 43-18-46(22).
- (y) Ensure that discrimination, as described in OCGA § 43-18-46(24), is not tolerated in the establishment.
- (z) Ensure that all personal properties obtained from dead human remains are safeguarded and disposed of as directed by the legally authorized person, in accordance with OCGA § 43-18-46(25).
- (aa) Ensure that all employees of the establishment conduct themselves in a professional, moral, ethical manner, and report any misconduct to the Board promptly with an explanation of any disciplinary action taken, as required by OCGA § 43-18-46(14),(27).
- (bb) Ensure that the prohibition of activities by a funeral director who is also a coroner or minister, found in OCGA § 43-18-46(28), is adhered to by employees of the establishment with such dual roles.
- (cc) Ensure that all embalmers and funeral directors employed by the establishment comply with the provisions of OCGA § 43-18-55 and 43-18-56, regarding continuing education.
- (dd) Ensure that the FDFCC complies with the responsibilities detailed in OCGA § 43-18-71 by assuming full responsibility for the supervision and operation of the funeral establishment, acting as FDFCC only for the establishment for which the FDFCC was approved, and spending a minimum of 40 hours per week in the employ and operation of the establishment and being accessible and available to the community. The FDFCC for each funeral establishment and/or crematory establishment shall conspicuously display his/her name and current active license in all designated arrangement offices.
- (ee) Ensure that the Board is notified within 5 days of the FDFCC's separation from the establishment, as required by OCGA § 43-18-71(b).
- (ff) Ensure that the Board is notified within 15 days prior to a change of ownership in the establishment, as required by OCGA § 43-18-73(b).

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- (gg) Ensure that the Board is notified within 5 days of the destruction of the establishment by fire, flood, or other natural cause, in accordance with OCGA § 43-18-78. If the establishment wishes to operate from a temporary location, the FDFCC must ensure that a letter requesting a 90-day grace period is submitted to the Board. The FDFCC will be responsible to update the Board within 90 days on the status of rebuilding efforts and to request subsequent 90-day grace periods if necessary to continue operating from the temporary site approved by the Board.
 - (hh) Ensure that the establishment is made available for inspection by representatives of the Professional Licensing Boards Division, as required by OCGA § 43-18-75(a)& Rule 250-6-.06.
 - (ii) Ensure that violations found by inspectors are corrected promptly and fines levied resulting from violations are paid or appealed to the Board in writing within 30 days as stated on the citation report.
 - (jj) Ensure that cremated remains are disposed of in accordance with the provisions of OCGA § 43-18-80.
 - (kk) Notify the Board within 5 days of an inspection by the manufacturer or authorized crematory repair company indicating less than satisfactory results, and ensure that necessary repairs are made immediately, not to exceed 30 days without approval by the Board.
- (ll) Ensure that any employee who operates a cremation device is certified as a crematory operator from a course approved by the Board prior to operating such cremation device.

(2) Revocation of funeral director in full and continuous charge appointment may be considered for any funeral establishment violation(s), especially repeat and/or habitual violations.

Authority: O.C.G.A. §§ 43-18-71(a)(1)

The rules adoption hearing was adjourned at 10:11 a.m.

EXECUTIVE SESSION

Joe Westbury moved, Bryant Hightower seconded, and the Board voted to enter Executive Session at 10:12 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 1:40 p.m. No votes were taken during Executive Session.

OPEN SESSION

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

Appointments

Appearance # 2947962 – H.F.H. – Change of FDFCC – Approve with public consent order for unlicensed practice, to include a \$1500 fine and requirement to submit 2nd grace period request. Joe Westbury recused.

Appearance # 2986010 – Pollard and Moore Funeral Home – Change of FDFCC from Konswello Aikens-Monroe to JT Borders – Approve pending receipt of 90-day grace period request.

Appearance # 2996792 – Paradise Mortuary and Cremation Service – New Establishment – Approve. Stuart Ford as FDFCC – Approve.

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Appearance # 2998152 – Thomson Funeral System Inc– Change of FDFCC from Eddie Pettis, II to Ritchie Howard – Approve.

Appearance # 2995752 – C A Reid Sr Memorial Crematory – Change of FDFCC from Charlie A Reid to Larry Williams – Approve

Appearance # 3000405 – Rucker, Rucker, and Shelton Funeral Directors LLC – Change of FDFCC from Raleigh Lee Rucker to Marilyn Waller – Approve pending receipt of two 90-day grace period requests.

Applications

Application # 2998162 / 2998163 – B.S. – Embalmer & Funeral Director by Endorsement – Approve pending receipt of proof of employment.

Application # 2982309 – Lee Evans – Funeral Director by Endorsement – Approve.

Complaints

FUN220006 – Close – Letter of concern regarding general price list and packaged pricing.

FUN210138 – Close – Lack of information.

FUN210124 – Close – Lack of information.

FUN220017 – Table – Refer to Investigations to obtain statement and additional information from FDFCC.

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 made the recommendation to release the Attorney General’s Memorandum of Authority for Amendments to Rules Chapters 250-5 and 250-6.

FUN210042 – Table – Staff to obtain additional information from the State Department of Public Health.

FUN220117 – Table – Refer to AG’s office for public consent order to include probation to run concurrent with criminal probation. Licensee cannot serve as FDFCC while on probation.

Executive Session Other Business

Facility # 987931 – No action taken.

Facility # 2911446 – Close – Refer to Secretary of State.

Facility # 2781407 – Table – Schedule cognizant interview.

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
Funeral Service Academy	Children and Grief	2
Funeral Service Academy	Communicable Disease and Funeral Professionals	1
Funeral Service Academy	Complying with the Federal Trade Commission Funeral Rule	3
Funeral Service Academy	Embalming: Autopsies and Organ/Tissue Donors	1
Funeral Service Academy	Embalming: Diseases & Conditions	3

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Funeral Service Academy	Funeral Home Safety Overview	1
Funeral Service Academy	Funeral Pre-Planning: An Overview	2
Funeral Service Academy	Funeral Service Ethics	3
Funeral Service Academy	Grief and Cultural Competence: The African American Diaspora	1
Funeral Service Academy	Grief and Cultural Competence: Hispanic Traditions	1
Funeral Service Academy	Grief and Cultural Competence: Jewish Traditions	1
Funeral Service Academy	Grief Management: An Overview for Funeral Professionals	3
Funeral Service Academy	OSHA Compliance Guidance for Funeral Homes	6
Funeral Service Academy	OSHA Compliance Guidance for Funeral Homes -Part 1	3
Funeral Service Academy	OSHA Compliance Guidance for Funeral Homes - Part2	3
Funeral Service Academy	Safety within Funeral Homes	2
Funeral Service Academy	Today's Funerals: What's New?	3
Funeral Service Academy	Working with Elderly Clients	2
Funeral Service Academy	Cremation Best Practices	2
MKJ Marketing	MKJ Marketing 2022 Summit	11.5
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	Disrupt Yourself	4
NFDA	Customer Service Revolution	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	Thrive: Strategies to Turn Uncertainty to Competitive Advantage	6
NFDA	2021 Annual All-staff FTC Training	3
NFDA	A Radically Simple Blueprint for Success and Growth	2
NFDA	A Reimagined Funeral and Cemetery Profession	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	Final Acts of Care Following the Death of a Child	2
NFDA	Is It Sexual Harassment?	3
NFDA	It's Not Just a Cremation	2
NFDA	The Delicate Balance of Your Family, Your Life, and Your Family Business	2
NFDA	NFDA Embalming and Restorative Arts Seminar	9.5
NFDA	Workplace Safety: Upside Potential and Downside Risk	1
NFDA	Women at the Helm: The Future of Funeral Service	1
NFDA	Setting Goals to Accelerate Your Success: Practical Tips for Continued Achievement	1
NFDA	Standing for Something Larger than Yourself	1
NFDA	Imagining the Unimaginable: Supporting Families Following the Death of a Child	1.5
NFDA	Embalming Infants & Children: One of the Most Difficult Parts of the Job	1.5
NFDA	Experience Matters: The Secret Engine Behind the Most Meaningful Innovation	1.5
NFDA	What's Your Style?	1
Regulatory Support Services, Inc	OSHA - Covering all the Bases w/ OSHA Workplace Safety	2
Regulatory Support Services, Inc	FTC/OSHA Common Compliance Problems and Solutions	1
Practicum Strategies	Business Morals & Ethics and The Funeral Director	3
Practicum Strategies	Everyday Ethics in Funeral Service	3

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Practicum Strategies	Motivation & Coaching for The Successful Funeral Director	3
Practicum Strategies	Managing Stress for Funeral Professionals	3
Practicum Strategies	The Vanguard of Competition and The Funeral Profession	6
Practicum Strategies	Hazardous Chemicals/ Toxic Substances	6
Practicum Strategies	Complying With the Funeral Rule	6
Practicum Strategies	Pre-Planning for Funeral Home Business Interruption	6
Practicum Strategies	Grief 101 For Funeral Directors	3
Practicum Strategies	Funeral Profession and Consumer Behavior	3
Practicum Strategies	Coping With Stress as A Funeral Director	3
Practicum Strategies	Sacred/ Sensitive and Sane	3
Practicum Strategies	Funeral Values	6
Practicum Strategies	A Review of Basic Embalming Procedures	3
Practicum Strategies	Moral Dilemmas Facing the Funeral Profession	3
Practicum Strategies	Dealing With Communicable Disease and Aids	3
Practicum Strategies	Universal Precautions	3
Practicum Strategies	Job Burnout in Funeral Service	3
Practicum Strategies	Investment Management for The Funeral Director	3
Practicum Strategies	OSHA: A Practical Guide for Funeral Service	3
Practicum Strategies	How Do We Tell the Children?	3
Practicum Strategies	Cremation, The Concept, The Client, The Caring	3
Practicum Strategies	Cremation: The Process	3
Practicum Strategies	Preneed Funeral Planning	3
Practicum Strategies	Introduction To Accounting for The Funeral Director	3
Practicum Strategies	Understanding & Completing the Certificate of Death	3
Practicum Strategies	Power Communications for Funeral Professionals	3
Practicum Strategies	Marketing 101 For Funeral Directors	3
Practicum Strategies	Intermediate Marketing for Funeral Directors	6
Practicum Strategies	Ethics For Funeral Directors	3
Practicum Strategies	Living With the Ftc's Funeral Rule	6
Practicum Strategies	OSHA For Small Business	6
Practicum Strategies	Employee Recruitment and Retention in Funeral Service	3
Practicum Strategies	Embalming Chemistry	3
Practicum Strategies	Cremation: Yesterday, Today and Tomorrow	3
Academy of Graduate Embalmers of Georgia, Inc.	AGEG Business Meeting & Memorial Service	1
Academy of Graduate Embalmers of Georgia, Inc.	Creating A Lasting Memory	1
Academy of Graduate Embalmers of Georgia, Inc.	Dignity, Honor and Respect... Personal Observations Over the Years	2
Academy of Graduate Embalmers of Georgia, Inc.	Expo Hall	1
Academy of Graduate Embalmers of Georgia, Inc.	Expo Hall	1
Academy of Graduate Embalmers of Georgia, Inc.	Feature Building and Cosmetics: What to Look For	1
Academy of Graduate Embalmers of Georgia, Inc.	From One Extreme to the Other: Edema vs Emaciation	1
Academy of Graduate Embalmers of Georgia, Inc.	Overcoming Delayed Embalming Issues	1
Academy of Graduate Embalmers of Georgia, Inc.	Pandemic: The Reality and History of the Last 100 Years and Its Impact on Funeral Services	1
Academy of Graduate Embalmers of Georgia, Inc.	The Challenges of Tissue Gas	1

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KAVOD, Independent Jewish Funeral Chapels	Communicating with Today's Customer	3
ICCFA	2022 ICCFA Annual Convention and Exposition	14
SCFDA	Decreasing Customer Loyalty: The Problem Isn't What You Think	1
WebCE	What Every Funeral Professional Should Know About Alkaline Hydrolysis	2
NFDMA	Preparing Your Facility for An Active Threat - Part II	1
NFDMA	Retirement & Tax for the 21st Century Business Owner	1

OTHER BUSINESS

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

Type	Licensee	License #	Docket #	City
OAFM	Starling Funeral Home	FEST002038	2022-0262	Harlem
OAFM	Craig R Tremble Funeral Home Inc	FEST001698	2022-0261	Statesboro
OAFM	Burke Memorial Funeral Home	FEST001968	2022-0340	Waynesboro
Consent Order	Stacey Woodruff	2932425/2932429	2022-0247	Dolton, IL
Consent Order	DT Brown Memorial LLC	FEST001724	2022-0238	Thomason
Consent Order	Nathaniel Payne	FD002955	2022-0341	Albany

Request To Lift Probation

The Board reviewed a request to lift the probation of Northside Chapel Funeral Directors and Crematory (FEST001442) and Rex Grizzle (FD002825, EMB002464). Licensee has complied with all Board requirements. W.T. Edmondson moved, Nancy Kennedy seconded, and the Board voted unanimously to approve the request.

The Board reviewed a request to lift the probation of Eric Glover (FD004240). Licensee has complied with all Board requirements. Joe Westbury moved, W.T. Edmondson seconded, and the Board voted unanimously to approve the request.

Legislative Discussion

The Board reviewed and discussed any bills or proposed statutory changes which would impact the Funeral Service industry, including HB 1193 and HB 1288.

Board Election

Joe Westbury moved, W.T. Edmondson seconded, and the Board voted unanimously to table the election to the April 12, 2022 meeting.

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 2:03 p.m.

The next meeting of the Georgia Board of Funeral Service will be held Tuesday, April 12, 2022, at 10:00 a.m. at 237 Coliseum Drive, Macon, Georgia.

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Minutes recorded by: Kristin Mitchell, Board Support Specialist
Minutes reviewed and edited by: Brad Coman, Executive Director
Minutes approved on: April 12, 2022


William Bowen, President


Brad Coman, Executive Director