

**GEORGIA BOARD OF FUNERAL SERVICE**  
**Board Meeting Minutes – September 13, 2022**  
Professional Licensing Boards Division of the Secretary of State  
237 Coliseum Drive, Macon, Georgia 31217

**Members Present:**

- Bryant Hightower, President
- Jake Futch, Vice President
- Joe Westbury
- Tommy Davis
- Felicia Wimberly \*
- Nancy Kennedy \*

**Others Present:**

- Brad Coman, Executive Director
- Melanie Foster, Licensing Supervisor \*
- Kristin Mitchell, Board Support Specialist
- Karen Coates, Licensing Analyst
- Tommy McNulty, Assistant Attorney General \*
- Alison Spencer, Senior Assistant Attorney General \*

**Members Absent:**

- W.T. Edmondson

\* *via teleconference*

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

Bryant Hightower, President noted that a quorum was present, called the meeting to order at 10:04 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**

The Board welcomed new board member, Tommy Davis, who was recently appointed to the Board by Governor Kemp to replace William Bowen. The Board also expressed their sincere appreciation for William Bowen and his years of service as a member of the Board.

**Agenda**

Joe Westbury moved, Jake Futch seconded, and the Board voted to approve the September 13, 2022 agenda.

**Minutes**

Joe Westbury moved, Jake Futch seconded, and the Board voted to approve the August 9, 2022 Open Session minutes and Executive Session minutes.

**Ratification List**

Licenses Issued 8/5/2022 through 9/8/2022 (Total – 19): Joe Westbury moved, Jake Futch seconded, and the Board voted to ratify the licenses issued between meetings by application and reinstatement in accordance with Board Rules and Policies.

<b>License #</b>	<b>Licensee</b>	<b>License #</b>	<b>Licensee</b>
CREM000182	Serenity Funeral Home & Cremation Services	FSA006914	Heather Nicole Jenkins
EMB005394	of Dublin	FSA006915	Beverly Faye Ashley
EMB005395	Debbie Nicholson	FSA006916	Danielle Josephine Primavera
EMB005396	Bowen Thomas Hendrix	FSA006917	Sophia Juliann Parsons
FD005795	Alicia Nicole Keith	FSA006918	Merari Morales Rivera
FD005796	Debbie Nicholson	FSA006919	Joseph Heath Hogan
FD005797	Bowen Thomas Hendrix	FSA006920	Sharol Denise Bowens
FEST002108	Alicia Nicole Keith	FSA006921	Eric Eugene Raines
FSA006912	Matthew H Lovett & Son's Funeral Home, LLC	FSA006922	Billie Jo Blair
FSA006913	Jarvis Alexander Hollingsworth		

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**EXECUTIVE SESSION**

Joe Westbury moved, Jake Futch seconded, and the Board voted to enter Executive Session at 10:06 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, Bryant Hightower, 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 1:49 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 # 3006582 – B.D.R. – Reinstatement of Embalmer and Funeral Director – Approve contingent on a Public Consent Order to include four years’ probation with the inability to serve as FDFCC while on probation. Refer to Attorney General’s office.

Appearance # 3044058 – Deal Funeral Directors – Change of FDFCC from Curtis Deal Jr to Jake Futch – Approve. Jake Futch recused.

Appearance # 3042752– Atlanta Mortuary Service, Inc – Change of FDFCC from Bianca Migneault to Michelle Michel – Approved.

Appearance # 3039485 – F.L.F.H.M.G. – Change of FDFCC – Approve contingent on a Public Consent Order to include a \$500 fine for unlicensed practice. Refer to Attorney General’s office.

Appearance # 3029604 – C.F.H.C.M.M.P. – Change of FDFCC – No show. FDFCC candidate withdrew application. Refer to Attorney General’s office for a hearing for revocation of the facility license for lack of FDFCC.

Appearance # 3033611 – W.C. – Change of FDFCC – Approve pending receipt of a Crematory Operator Certification from an approved provider.

Appearance # 3012992 – H.F.H. – Change of FDFCC – Approve pending receipt of proof of ownership.

Appearance # 3025437 – G.G.B.C.S. – Change of FDFCC – Approve with Letter of Concern for failure to disclose arrest history.

Appearance # 3027024 – H.M.J.C.C. – Change of FDFCC – Deny – FDFCC candidate is on probation.

**Applications**

Application # 3011890 / 3011891 – M.W. – Embalmer and Funeral Director by Endorsement /Reciprocity – Deny – Does not qualify for endorsement and is not eligible for reciprocity.

Application # 3030848 / 3030851 – Jac’Kel Brown – Embalmer and Funeral Director by Reciprocity – Approved.

Application # 3027899 – Samuel L. Hill. - Funeral Service Apprenticeship – Approved.

Application # 3034230 – M.R.B. – Reinstatement of Embalmer – Approve with Letter of Concern for unlicensed practice.

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**Complaints**

FUN220088 – Close – No jurisdiction / civil matter.

FUN230017 – Close – Facility closed.

FUN220152 – Close – No jurisdiction.

FUN230006 – Table – Refer to Attorney General’s office for Public Consent Order to include two years’ probation and a \$500 fine for falsifying renewal application by failing to disclose arrest.

FUN230009 – Table – Refer to Attorney General’s office for Public Consent Order to include two years’ probation and a \$500 fine for failing to safeguard all personal properties that were obtained.

FUN230022 – Table – Refer to Attorney General’s office for revocation of Funeral Director and Embalmer licenses for action in another jurisdiction and falsifying renewal application by failing to disclose disciplinary action.

FUN220145 – Close – Refer to Secretary of State.

FUN220080 – Close – No violation.

**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.

**Continuing Education** – Nancy Kennedy moved, Jake Futch 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>
The Dodge Company Institute for Advanced Mortuary Studies	2022 Dodge Technical Seminar – Las Vegas	9
GFDA	GFDA 2022 District Meetings	2
GFSPA	Exhibit Hall	1
GFSPA	Obtaining Payment for the Funeral Service	2
GFSPA	Embalming	8
GFSPA	How to Retain Members GFSPA	1
GFSPA	Self-Care Groups	1
GFSPA	Embalming Round Table	1
GFSPA	Estate Planning	1
GFSPA	Due Regard	1
GFSPA	Importance of Donation in the Black Community	1
GFSPA	Uncommon Methods in the Prep room	1
GFSPA	Where Do We Go from Here – Reaching 100 – Part 2	1
NFDMA	Robert’s Rules in Motion	1
NFDMA	Diversity, Equity, and Inclusion	2
NFDA	The Transformative Power of Hospitality	2
The International Conference of Funeral Service Examining Boards	The International Conference of Funeral Service Examining Boards is seeking CE approval for: Let's Examine the Exam!	1
The International Conference of Funeral Service Examining Boards	Together is Better: Collective Wisdom & Voice	1
Continuing Vision	Ethics	1
Continuing Vision	Owning the Arrangement Conference	1
Continuing Vision	Consumers Want to Know	1

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**OTHER BUSINESS**

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

Type	Licensee	License #	Docket #	City
Consent Order	W.H. Mays Mortuary	FEST000238	2022-1155	Augusta
Consent Order	Neptune Management Corp	FEST001827	2022-1154	Atlanta

**90-Day Grace Period Request**

Joe Westbury moved, Tommy Davis seconded, and the Board voted unanimously on the following 90-day grace period requests:

Type	Decision	License / App #	City	Expiration
Tara Garden Chapel	Approved	FEST001776	Jonesboro	November 28, 2022

**Correspondence**

The Board reviewed questions related to refrigeration and embalming requirements, as well as acts that unlicensed individuals can perform. Joe Westbury moved, Tommy Davis seconded, and the Board voted unanimously that the Board cannot provide business or legal advice or interpret the laws or rules but encourages the questioner to review the Board’s laws and rules in their entirety, which can be found on the Board’s website.

**National Board Exam Update**

The Board reviewed an update from the International Conference of Funeral Service Examining Boards regarding the National Board Exam’s content outline changes for 2023 following the recent Job Task Analysis. The Job Task Analysis, which was distributed by the Conference and the Board to licensees, mortuary schools, and professional associations earlier this year, helps to determine what “jobs/tasks” are currently relevant and necessary to funeral service professionals. The new content outlines have been distributed to the American Board of Funeral Service Education (ABFSE) accredited programs to help prepare their students for what to expect on the NBE in January.

**2023 Proposed Meeting Dates** – Joe Westbury moved, Tommy Davis seconded, and the Board unanimously voted to approve the following meeting dates for 2023:

- January 10, 2023
- February 14, 2023
- March 14, 2023
- April 11, 2023
- May 9, 2023
- June 13, 2023
- July 11, 2023
- August 8, 2023
- September 19, 2023
- October 10, 2023
- November 14, 2023
- December 12, 2023

**Legislative Discussion**

The Board continued discussion on legislative updates that the Board feels are needed, including corrections to portions of the statute that relate to inspection requirements and adding fingerprint-based background check requirements for applicants.

**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, Bryant Hightower, President, declared the meeting adjourned at 2:21 p.m.

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The next meeting of the Georgia Board of Funeral Service will be held Tuesday, October 4, 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: October 4, 2022.

  
Bryant Hightower, President

  
Brad Coman, Executive Director