

GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – December 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
- Tommy Davis
- Felicia Wimberly
- W.T. Edmondson *
- Nancy Kennedy
- Joe Westbury

Others Present:

- Brad Coman, Executive Director
- Melanie Foster, Licensing Supervisor *
- Kristin Mitchell, Board Support Specialist
- Karen Coates, Licensing Analyst
- Bryon Thernes, Assistant Attorney General *

* *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 10:02 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, Tommy Davis seconded, and the Board voted to approve the December 13, 2022 agenda.

Minutes

W.T. Edmondson moved, Jake Futch seconded, and the Board voted to approve the November 8, 2022, Open Session minutes and Executive Session minutes.

Ratification List

Licenses Issued 11/3/2022 through 12/8/2022 (Total – 20): 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.

License #	Licensee	License #	Licensee
CREM000183	Sylvain Funeral Home and Cremation Services	FSA006960	Britni Michelle Wilkes
EMB005408	Lacie Lynne Woods	FSA006961	Jaycee Nicole Spell
FSA006952	Leslie Rinehart Miller	FSA006962	Sondra F Spearmon
FSA006953	Linda Rinehart Williamson	FSA006963	Johnny Noel Caldwell, Jr
FSA006954	Jennifer Leanne Roberson	FSA006964	Shannon Nicole Clark
FSA006955	Precious L. Sirmans	FSA006965	Katelyn Nicole Williams
FSA006956	Katie Alana McKenzie	FSA006966	Tameka Samuel Thomas
FSA006957	Veronica Hill	FSA006967	Austin Kano Martin
FSA006958	Christopher Sanders	FSA006968	Loleita Diane Antone
FSA006959	Martha Jane Hudson Payne	FSA006969	Samuel Allen Holmes

EXECUTIVE SESSION

Joe Westbury moved, Nancy Kennedy seconded, and the Board voted to enter Executive Session at 10:07 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.

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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 1:15 p.m. No votes were taken during Executive Session.

OPEN SESSION

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

Appointments

Appearance # 3053571 – Stocks Funeral Home – Change of FDFCC from Tony Loftin to Tyrelle Broadwater – Approved.

Appearance # 3052954 / 3052951 – Aldridge Funeral and Cremation Services – Change of Name – Approved. Aldridge Cremation Services – New Crematory with James Aldridge as FDFCC – Approved.

Appearance # 3056742 – Neptune Management Corp. dba Neptune Society – Change of FDFCC from Gregory Martin to Mark Musselwhite – Approved.

Appearance # 3060485 – Community Chapel Funeral Home of Jessup, Inc – Change of FDFCC from Carolyn Pierce to Ralph Johnson – Approved.

Appearance # 3058107 – Moore Funeral Home – Change of FDFCC from Larry Moore Sr. to Larry Moore II – Approved.

Appearance # 3059489 – Memorial Park East – Change of FDFCC from Jerry Smith to Mitchell Blinn – Approved.

Appearance # 3058630 – Cannon Cleveland Funeral Directors Inc – Change of FDFCC from Charles Cannon to Justin Stubbs – Approved.

Appearance # 3058629 – Southern Crescent Crematorium – Change of FDFCC from Justin Stubbs to Bowen Hendrix – Approved.

Applications

Application # 3056308 / 3056309 – J.N.H.F. — Embalmer and Funeral Director – Approved pending receipt of current passing results for State Laws and Rules Exam.

Application # 3039468 / 3039470 – Hannah Winter Rose Miller - Embalmer and Funeral Director by Endorsement – Approved.

Complaints

FUN230040 – Table – Staff to reach out to facility for additional information.

FUN230014 – Close – Lack of information.

FUN230056 – Table – Refer to Inspections to obtain a statement from FDFCC and a copy of the death certificate.

FUN230032 – Close – No violation.

FUN230038 – Board is unwilling to waive or reduce inspection citation fine. Refer to Attorney General’s Office for a hearing.

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FUN230062 – Table – Refer to Inspections to obtain a statement 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.

Executive Session Other Business

Case # 2996014 – Approve apprentice hours.

Continuing Education – Nancy Kennedy moved, Joe Westbury 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
Regulatory Support Services	OSHA Compliance Spotlight	2
Regulatory Support Services	FTC – FTC Funeral Rule	1
CANA	CANA's Online Crematory Operations Certification Program (COCP)	8
CANA	Cremation Arrangement Conference Best Practices	2
CANA	Communication Skills Fundamentals	1
CANA	Complying with the FTC Funeral Rule	1
CANA	2022 CANA Symposium	8
OGR	Fabulous Food for Funerals: Catering the Funeral Experience Live and Non – Live	1
OGR	Future Focus: Connecting and Cultivating the Next Generation Live and Non – Live	1
SCFDA	Elevating the Cremation Experience	1
SCFDA	"Cover Your Ass" - Yes, He Just Said That	2
SCFDA	Cremation Authorization - Panel Discussion	2
SCFDA	All Stressed Out & Ready to Blow	1
Selected Independent Funeral Homes	2023 NextGen Seminar	8.5
GFDA	GFDA Winter Training	4
GFDA	GFDA Spring Training	1
NFDMA	What Makes the Great GREAT?	2
NFDMA	Be the Influencer - The Future of the Funeral Industry	2
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	Embalming and Renal Failure: A Silent Danger for Embalmers	4
NFDA	Embalming Standards of Care	6
NFDA	Thrive: Strategies to Turn Uncertainty to Competitive Advantage	6
NFDA	2022 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	Conversation Cafe: The Defense Never Rests	3
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 Family Business	2
NFDA	Empathetic Communication Strategies Following Suicide Death	1

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Academy of Graduate Embalmers of Georgia	Exhibition Hall	2
Academy of Graduate Embalmers of Georgia	AGEG Business Meeting	1
Academy of Graduate Embalmers of Georgia	Embalming Unknowns	1
Academy of Graduate Embalmers of Georgia	Embalming 101 – Creating a Lasting Memory Picture	1
Academy of Graduate Embalmers of Georgia	Do Your Hiring Practices Make You Miss Out on the Best People?	1
Academy of Graduate Embalmers of Georgia	Color and Cosmetics	1
Academy of Graduate Embalmers of Georgia	Infection Control in the Prep Room	1
Academy of Graduate Embalmers of Georgia	Embalming Challenges and Best Practices	2

OTHER BUSINESS

Docketed Orders – Joe Westbury moved, Tommy Davis seconded, and the Board voted to accept the docketed orders as presented:

Type	Licensee	License #	Docket #	City
OAFM	K.K. Sewell Funeral Home	FEST001813	2022-1663	Manchester
OAFM	Watkins Funeral Home	FEST001734	2022-1669	Jonesboro
OAFM	Dortch-Williamson Funeral & Cremation	FEST001984	2022-1699	Riverdale
Consent Order	Stan Henderson and Son's Mortuary	FEST002071	2022-1698	Stockbridge
Consent Order	Forest Lawn Funeral Home & Memorial Gardens	FEST230024	2022-1697	Atlanta
C & D	West Georgia Mortuary	FEST001147	2022-1696	LaGrange

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
Costal Empire Crematory	Approved	CREM000164	Savannah	February 21, 2023
Families First Funeral Care	Approved	FEST001862	Savannah	February 21, 2023

Request To Lift Probation

The Board reviewed a request to lift probation of Lenwood Miles Jr. (FD004862). Licensee has complied with all Board requirements. Joe Westbury moved, Felicia Wimberly seconded, and the Board voted unanimously to approve the request.

Certificate of Active Supervision

The Board has reviewed the certificate of active supervision, dated October 26, 2022, for Board Rule 250-6-.08, which was approved by the Governor.

Model Disposition Standards

The Board reviewed an update from the International Conference of Funeral Service Examining Boards ("The Conference") regarding their Model Disposition Standards, which is nearing completion. The Conference is welcoming stakeholder input through January 2, 2023. These standards are intended to serve as

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a guideline for legislatures and funeral service regulators to promote clarity, uniformity, and consistency in laws on the right of disposition and the licensing and regulation of individuals and facilities. The committee appointed to draft this set of standards included regulators, practitioners, and educators from throughout the United States and Canada. Some parts of this document are less prescriptive than others to allow for variations in local and regional customs and broader statutory and regulatory frameworks.

Rules Review

The Board discussed proposed rules regarding facility closing inspection requirements. Joe Westbury moved, Tommy Davis seconded, and the Board unanimously voted to continue discussion at the January 10, 2023 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, Bryant Hightower, President, declared the meeting adjourned at 1:33 p.m. The next meeting of the Georgia Board of Funeral Service will be held Tuesday, January 10, 2023, 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: January 10, 2023.


Bryant Hightower, President


Brad Coman, Executive Director