

**GEORGIA BOARD OF FUNERAL SERVICE**  
**Board Meeting Minutes – July 9, 2024**  
Professional Licensing Boards Division of the Secretary of State  
237 Coliseum Drive, Macon, Georgia 31217

**Members Present:**

- Tommy Davis, President
- Felicia Wimberly
- Bryant Hightower
- Bradley Anderson \*
- Nancy Kennedy \*
- Shanna Jackson Sheats

**Others Present:**

- Brad Coman, Executive Director
- Melanie Foster, Licensing Supervisor
- Kristin Mitchell, Board Support Specialist
- Robyn Henley, Licensing Analyst
- Craig Pake, Assistant Attorney General

\* *via teleconference*

**Members Absent**

- Joe Westbury

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

Tommy Davis, President noted that a quorum was present, called the meeting to order at 10:03 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**

Bryant Hightower moved, Felicia Wimberly seconded, and the Board voted to approve the July 9, 2024 meeting agenda.

**Minutes**

Bryant Hightower, Felicia Wimberly seconded, and the Board voted to approve the June 18, 2024 Open Session minutes and Executive Session minutes.

**Ratification List**

Licenses Issued 6/14/2024 – 7/4/2024 (Total – 20): Bryant Hightower moved, Felicia Wimberly 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
FSA007162	Carter Dawson McCabe	FEST002147	Vickey Dumas
FSA007161	Wandalyn Simpson	EMB026590	Jessica Richardson Coleman
FD009773	Teri Amanda Farrell	FSA007160	Kathryn Maria Stokes
EMB026592	Breana Sinclair Green	FD009771	Marisa Friar
FUNCE000050	Debbie Fleming	FD009772	Breana Sinclair Green
EMB026593	Teri Amanda Farrell	FEST002146	FDFCC: Stacy Estis-Thurman
FSA007157	Brantley Curtis Greene	FEST002148	Dominique Rankine
FUNCE000052	Stacey Baier	FD009770	Jessica Richardson Coleman
FSA007158	Cristal Laguerra	EMB026591	Marisa Friar
FSA007159	Ashton Reve Reid	FSA007163	Carley Jean Morgan

**GEORGIA BOARD OF FUNERAL SERVICE**  
**Board Meeting Minutes – July 9, 2024**  
Professional Licensing Boards Division of the Secretary of State  
237 Coliseum Drive, Macon, Georgia 31217

**EXECUTIVE SESSION**

Bryant Hightower moved, Felicia Wimberly seconded, and the Board voted to enter Executive Session at 10:04 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, Tommy Davis, 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 2:54 p.m. No votes were taken during Executive Session.

**OPEN SESSION**

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

**Appointments**

Appearance # 4118081 – Lakes-Dunson-Robertson Funeral Home – Change of FDFCC from Willie Edmondson to Linette Ward – Approved.

Appearance # 4094467 – B.M. – New Funeral Establishment – Table – Pending the outcome of disciplinary action / pending Board Order.

Appearance # 4118055 – I.T.H.O.J.F.A.C. – Change of FDFCC – Deny – Applicant unable to fulfill the duties and responsibilities as FDFCC.

Appearance # 4064347 – W.F.H. – Change of FDFCC – No show. Reschedule for August 13, 2024 Board meeting.

Appearance # 4116448 – Thomas L. Scroggs Funeral Directors, Inc – Change of FDFCC from Stephen White to Glenn Hurley – Approved.

Appearance # 4063757 – FairHaven Funeral Home and Cremation Services – Change of FDFCC from Randall Jones to Leo Thomas III – Approved.

**Applications**

Application # 4074137 / 4074196 – Monica Walden Everett – Funeral Director / Embalmer by Endorsement – Approved.

Application # 4091125 / 4092994 – B.M. – Renewal of Funeral Director and Embalmers licenses – Approve with public Consent Order to include a \$1,000 fine and 2 years' probation for falsifying applications for renewal by failing to disclose arrests, convictions, or sentencing.

Application # 4123949 – J.W.G. – Reinstatement of Funeral Director – Bryant Hightower recused. Table for Petition for Rule Variance, which cannot be voted on by the Board until the August 13, 2024 Board meeting.

Application # 4118030 – R.J.M. – Change of FDFCC – Approve with public Consent Order to include a \$1,500 fine for unlicensed practice.

**Complaints**

FUN240072 – Close – Letter of Concern regarding best practices in communicating with the family.

**GEORGIA BOARD OF FUNERAL SERVICE**  
**Board Meeting Minutes – July 9, 2024**  
Professional Licensing Boards Division of the Secretary of State  
237 Coliseum Drive, Macon, Georgia 31217

FUN240077 – Table – Refer to Inspections to obtain a statement from FDFCC.

FUN240099 – Table – Refer to Inspections to obtain a statement from FDFCC.

FUN230160 – Close – No violation.

FUN240021 – Close – No violation.

FUN230159 – Table – Staff to obtain additional information.

FUN240122 – Table – Refer to Inspections to obtain a statement from owner and staff.

FUN240050 – Close – Matter resolved.

FUN240032 – Table – Refer to Investigations to obtain additional information from complainant.

**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 the AG’s memorandum of authority regarding proposed amendment to Rule 250-6-.08 and made the recommendation to post the proposed amendment and schedule a Rules Hearing.

**Executive Session Other Business**

4059973 / 4059983 – Y.G – Deny request to waive CE requirements for renewal as licensee has not provided proof of a hardship, disability, illness, or circumstance to prevent the licensee from obtaining the required CE, reminding the licensee that hours can all be obtained virtually, with half of the required hours needing to be completed via live webinar that is instructor led with student interaction, where student participation is monitored and verified.

**Continuing Education** – Bryant Hightower moved, Felicia Wimberly seconded, and the motion carried by the Board to accept the Continuing Education Committee’s recommendations to approve the following continuing education course as presented:

<b>Provider</b>	<b>Course</b>	<b>Points</b>
Continuing Vision	Time Management	1
Continuing Vision	Will That Be Swedish or Deep Tissue	1
Continuing Vision	Green Burial for Funeral Directors	1
Continuing Vision	Specializing in Special Cases	4
Continuing Vision	Sweat the Small Stuff	1
Continuing Vision	To View or Not To View	4
Continuing Vision	Tried and True Embalming Techniques Past and Present	4
Continuing Vision	The Magic Touch Tips and Tricks to Funeral Personalization	1
Continuing Vision	Loosen Your Tie Keeping It Real in The Arrangement Room	1
Continuing Vision	Best Practices and DOD Standards for Forwarding Remains	1
Continuing Vision	Women in Funeral Service	1
Continuing Vision	Communicable Diseases and BBP	1
Continuing Vision	Funeral Directors need to KISS with Customer	1
Continuing Vision	You and Your Staff Communication, Etiquette and Debriefing	1
Continuing Vision	Consumers Want to Know	1
Continuing Vision	Owning The Arrangement Conference	1
Education Workers Group	I in Funeral Services Best Practices and Ethical Considerations	2

**GEORGIA BOARD OF FUNERAL SERVICE**  
**Board Meeting Minutes – July 9, 2024**  
Professional Licensing Boards Division of the Secretary of State  
237 Coliseum Drive, Macon, Georgia 31217

Education Workers Group	Complying With the FTC Funeral Rule	2
Education Workers Group	Ethics Attitude and Customer Service	3
Education Workers Group	Funeral Home and Heroin Overdose Training	2
Education Workers Group	Funeral Products and The Environment	2
Education Workers Group	Funerary Ethics and Best Practices	3
Education Workers Group	Helping Parents Cope with Unexpected Death	1
Education Workers Group	Helping Parents Help Children Cope with Death	1
Education Workers Group	Limiting Exposure to HIV AIDS	2
Education Workers Group	Green Burials Environmentally Friendly Funerals	2
Education Workers Group	Modern Funeral Customs	1
Education Workers Group	OSHA Compliance for Funeral Homes	
Education Workers Group	Perinatal Bereavement and Memorialization	2
Education Workers Group	Restorative Art and Modern Techniques	3
Education Workers Group	Sociology Of Death	2
Education Workers Group	Understanding Hospice and Palliative Care	2
Education Workers Group	Upselling Without Upsetting the Client – Requesting 1 CE	1
Education Workers Group	When Children Die Guidance for The Final Arrangements	1
Education Workers Group	Working With the Cemetery	2
Georgia Funeral Directors Association	Upping Your Game What to Do When the Competition Levels the Playing Field	2
Insight Institute	Celebrant Training	17
ICCFA	ICCFAU College of 21st Century Services	24
ICCFA	ICCFAU College of Cremation Services	24
ICCFA	ICCFAU College of Hospitality and Customer Experience	24
ICCFA	ICCFAU College of Land Management	24
ICCFA	ICCFAU College of Leadership, Management and Administration	24
ICCFA	ICCFAU College of Technology	24
ICCFA	ICCFAU J Asher Neel College of Sales and Marketing	24
ICCFA	ICCFAU Todd Van Beck College of Funeral Home Management	24
ICCFA	ICCFAU School of Graduate Studies	24
ICCFA	ICCFA PLPA Short Course	9

**OTHER BUSINESS**

**Fee Schedule Discussion:**

The Board reviewed and discussed the Board’s fee schedule and potential changes to the fee schedule. Bryant Hightower moved, Felicia Wimberly seconded, and the Board voted unanimously to table the discussion for legal advice from the Attorney General’s Office.

**Inspection Discussion**

The Board reviewed an inspection report and a memo from the Inspections Division seeking clarification regarding displays of caskets. Bryant Hightower moved that a display room with a digital display meets the statutory requirements for a display room according to O.C.G.A. § 43-18-70, as long as there are eight caskets on premises, and as long as all caskets on display can be ordered and delivered within 24 hours. Additionally, regarding cardboard containers for cremation, O.C.G.A. § 43-18-1 defines a "casket" as a container which is designed for the encasement and viewing of a dead human body. As such, the cardboard containers can be counted as a casket. Felicia Wimberly seconded the motion and it passed unanimously.

**GEORGIA BOARD OF FUNERAL SERVICE**  
**Board Meeting Minutes – July 9, 2024**  
Professional Licensing Boards Division of the Secretary of State  
237 Coliseum Drive, Macon, Georgia 31217

**Correspondence**

The Board reviewed and discussed correspondence from a licensee seeking clarification on if a Crematory can offer embalming services. Bryant Hightower moved that to embalm at a Crematory the facility must also be licensed as a Funeral Establishment as the statute requires, in order to embalm, that the facility be appropriately licensed as a funeral establishment, clarifying that a facility licensed as a standalone crematory is not licensed to embalm, citing O.C.G.A. § 43-18-1(6), 43-18-1(6), 43-18-70, and 43-18-72. Felicia Wimberly seconded the motion and it passed unanimously.

**Grace Period Requests:**

Bryant Hightower motioned, Felcia Wimberly seconded, and the Board voted unanimously on the following 90-day grace period request:

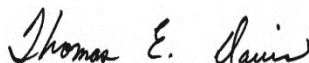
Type	Decision	License / App #	City	Expiration
Burnett Funeral Home	Approved	FEST000997	Wrens	4/12/2024
Nathaniel Thomas and Son Home for Funerals, Inc.	Approved	FEST001994	Pelham	9/12/2024
Robert Jester Mortuary Inc	Approved	FEST000206	Camilla	12/17/2023

**Requests to Lift Probation:**

The Board reviewed a request to lift probation for Martin Taylor (FD004797). Bryant Hightower moved, Shanna Jackson Sheats seconded, and the Board voted unanimously to approve the request as the licensee has complied with all requirements of probation.

There being no further business, Tommy Davis, President, declared the meeting adjourned at 3:36 p.m. The next meeting of the Georgia Board of Funeral Service will be held Tuesday, August 13, 2024, 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: August 13, 2024.

  
Thomas Davis, President

  
Brad Coman, Executive Director

STATE OF GEORGIA

COUNTY OF BIBB

AFFIDAVIT SUPPORTING CLOSING OF PUBLIC MEETING

The Georgia Open Meetings Act, O.C.G.A 50-14-1 et seq., requires that all meetings of an entity covered by the statute must be open to the public unless there is some specific statutory exception which permits the closing of the meeting. If such a meeting is to be closed, the law requires that the presiding person execute a sworn affidavit stating that the subject matter of the meeting or the closed portion thereof was devoted to matters within the statutory exceptions and identifying those specified exemptions relied upon. O.C.G. A. 50-14-4(b). A copy of this affidavit must be filed with the minutes of the meetings in question.

Comes Thomas Davis, the Chairman identified below and, before an official duly authorized to administer oaths, makes this affidavit in satisfaction of the statutory requirements outlined above.

1. I am the presiding officer of the Georgia State Board of Funeral Service
2. I am over the age of 18 and in other aspects competent to make this sworn statement. I acknowledge that I am giving this statement under oath and subject to penalty of perjury and that I have read the contents of this affidavit prior to signing it.
3. On July 9, 2024, this entity, which is subject to the Open Meetings Act, met. A majority of the quorum of members present voted to close the meeting or a portion hereof of the following indicated reason(s). I hereby certify that during the closed portion of the meeting, only those subjects indicated below were discussed. I also certify that I have reviewed the exceptions provided under the Open Meetings Act that may permit the closing of a meeting and that, to the best of my knowledge, the reasons I have described in detail below meet the requirements for closing this public meeting.
4. The legal authority for closure of this meeting was: O.C.G.A. 43-1-2(k).
5. The subjects discussed and the underlying facts supporting the closing of this meeting are as follows:

Applications and other personal information submitted by the applicants, information, Favorable or unfavorable, submitted by a reference source concerning an applicant; and Deliberations of the Board with respect to an application, an examination, a complaint, an Investigation, or a disciplinary proceeding.

FURTHER THE AFFIANT SAYETH NOT.

*Thomas E. Davis*

PRESIDING OFFICER

Sworn to and subscribed before me this 9  
Day of July, 2024.

*Renae L. Gray*  
Notary Public

My Commission Expires:

