

GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – October 8, 2024
Professional Licensing Boards Division of the Secretary of State
237 Coliseum Drive, Macon, Georgia 31217

Members Present:

- Tommy Davis, President
- Bryant Hightower *
- Bradley Anderson
- Shanna Jackson Sheats
- Joe Westbury
- Felicia Wimberly

Others Present:

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

Members Absent:

- Nancy Kennedy

* *via teleconference*

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 10:11 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, Bradley Anderson seconded, and the Board voted to approve the October 8, 2024 meeting agenda.

Minutes

Joe Westbury moved, Felicia Wimberly seconded, and the Board voted to approve the September 10, 2024 Open Session minutes and Executive Session minutes.

Ratification List

Licenses Issued 9/6/2024 – 10/2/2024 (Total – 26): Joe Westbury moved, Bradley Anderson 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
FSA007180	Robert F Williamson	EMB026610	Charles Cordaryl Woods
FSA007181	Thomas Aaron Long	FD009788	Charles Cordaryl Woods
EMB026607	Jennifer Michelle Gibson	FSA007183	Ketius Leo Hurt
EMB026608	Shannon Nicole Clark	EMB026611	William Matthew Hughes
FD009785	Jennifer Michelle Gibson	FD009789	William Matthew Hughes
FD009786	Shannon Nicole Clark	EMB026612	Garrett Nelson Henderson
EMB026609	Aubrey Elizabeth King	FD009790	Garrett Nelson Henderson
FD009787	Aubrey Elizabeth King	FSA007184	Whitney Leonard
FSA007182	Nataly Mejia Rodriguez	EMB026613	Kendall Brooke Rollins
FEST002149	James Edward Bates	FD009791	Kendall Brooke Rollins
FEST002150	Christopher Braxton Hopkins	FSA007185	Shawn Kendrell Floyd
FEST002151	Tina Rochelle Lofton	FSA007186	Teonna Timon Palmer

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License #	Licensee	License #	Licensee
FSA007187	Caitlin Patricia Belles	FD009792	Taylor Nicole Bales

EXECUTIVE SESSION

Joe Westbury moved, Bradley Anderson 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, 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 4:27 p.m. No votes were taken during Executive Session.

OPEN SESSION

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

Appointments

Appearance # 4132971 – Ferguson Mortuary LLC – New Establishment with Derik McDowell as FDFCC – Approved.

Appearance # 4142475 – W.G.M. – New Establishment – Approve with a public Consent Agreement to include a \$3,000 fine and 4 years’ probation for unlicensed practice.

Appearance # 4087450 – McDougald Funeral Home / Undertaking Establishment – Change of FDFCC from Charles McDougald to Charlie Smith – Approved.

Appearance # 4087135 – Love & Peace Funeral Home LLC – New establishment with James Melton as FDFCC – Approved.

Appearance # 4155999 – Atlanta Mortuary Service, Inc. – Change of FDFCC from Stuart Ford to Jeffrey Tatum – Approve pending receipt of one 90-day grace period request.

Appearance # 4140855 – B.F.H. – Change of FDFCC – Approve with a public Consent Order to include a \$500 fine for unlicensed practice.

Appearance # 4151258 – Shawn Chapman Funeral Home – Change of FDFCC from Shawn Chapman to Daniel Tinson – Approved.

Appearance # 4167511 – Nathaniel Thomas and Son Home for Funerals, Inc – Change of FDFCC from Stedderick Thomas to Tawanda Thomas – Approved.

Applications

Application # 4150291 – S.D.S.F.H.C.A.C.S. – Reinstatement of Funeral Establishment License – Approve with a public Consent Order to include a fine of \$250 for the FDFCC for failing to ensure that the establishment is licensed properly with the Board and maintains the license in active status at all times pursuant to Board Rule 250-6-.09(1), and a public Consent Order for the facility to include a fine of \$250 for unlicensed practice.

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Application # 4159392 – E.R.F.H. – Reinstatement of Funeral Establishment License – Approve with a public Consent Order to include a fine of \$250 for the FDFCC for failing to ensure that the establishment is licensed properly with the Board and maintains the license in active status at all times pursuant to Board Rule 250-6-.09(1), and a public Consent Order for the facility to include a fine of \$250 for unlicensed practice.

Application # 4159471 – P.M.A.C.S. – Reinstatement of Funeral Establishment License – Approve with a public Consent Order to include a fine of \$250 for the FDFCC for failing to ensure that the establishment is licensed properly with the Board and maintains the license in active status at all times pursuant to Board Rule 250-6-.09(1), and a public Consent Order for the facility to include a fine of \$250 for unlicensed practice.

Complaints

FUN250026 – Close – Lack of information. Bryant Hightower recused.

FUN240122 – Table – Staff to obtain additional information.

FUN240067 – Table – Staff to obtain additional information.

FUN250037 – Table until November board meeting.

FUN250041 – Table until November board meeting.

FUN250011 – Close – Matter resolved.

FUN240099 – Close – Letter of Concern regarding unprofessional conduct.

FUN240120 – Close – Refer to Law Enforcement and the Secretary of State.

FUN240102 – Table – Refer to Attorney General’s Office for revocation of facility license for gross or willful malpractice or gross neglect in the practice of embalming, funeral directing, or cremating pursuant to O.C.G.A. § 43-18-46(8) and knowingly making any misleading, deceptive, untrue, or fraudulent representation in the practice of funeral directing pursuant to O.C.G.A. § 43-18-46(23).

FUN250007 – Close – Civil matter.

FUN250016 – Table – Refer to Inspections to obtain additional information.

Executive Session Other Business

2845491 – C.S.O.G – Refer to Attorney General’s office for a public Consent Order for the FDFCC to include a \$500 fine and two years’ probation for not notifying the Board of the resignation of the FDFCC within 5 days as required by Board Rule 250-6-.02(4)(a) and not submitting to a closing inspection 15 days prior to the facility’s closure as required by Board Rule 250-6-.07(5).

442511 – B.F.H. – Accept closing inspection and change facility license to closed.

1766346 – C.F.H. – Accept closing inspection and change facility license to closed.

442221 – C.F.F.H. – Accept inspection report.

442296 – F.F.H. – Accept closing inspection.

2995524 – G.M.F.A.C. – Refer to Attorney General’s Office for a Public Consent Order for the FDFCC to

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include a \$500 fine and two years’ probation for not notifying the Board of the resignation of the FDFCC within 5 days as required by Board Rule 250-6-.02(4)(a) and not submitting to a closing inspection 15 days prior to the facility’s closure as required by Board Rule 250-6-.06(3).

2645295 – L.I.F.H. – Accept inspection report.

2531445 – S.S.F.D. – Refer to Attorney General’s Office for a Public Consent Order for the FDFCC to include a \$500 fine and two years’ probation for not notifying the Board of the resignation of the FDFCC within 5 days as required by Board Rule 250-6-.02(4)(a) and not submitting to a closing inspection 15 days prior to the facility’s closure as required by Board Rule 250-6-.06(3).

3008810 / 2983762 – N.M.P.F.H. – Accept inspection report.

2969357 – P.W.F.D.C.C – Refer to Attorney General’s Office for a Public Consent Order for the FDFCC to include a \$500 fine and two years’ probation for not notifying the Board of the resignation of the FDFCC within 5 days as required by Board Rule 250-6-.02(4)(a) and not submitting to a closing inspection 15 days prior to the facility’s closure as required by Board Rule 250-6-.06(3).

2919475 – I.T.H.O.J.F.A.C. – Accept inspection report.

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 – Bryant Hightower 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 course as presented:

Provider	Course	Points
NFDA	Safe Zone Training for Funeral Service Professionals	4
NFDA	Ask the Seasoned Professional Embalmer Your Questions Answered	4
NFDA	Safety in the Care Center	1
NFDA	Creating Ambience in Funeral Service	1
NFDA	Dare to Use Your Imagination	1
NFDA	Beyond the Service Now What Do I Do	1
NFDA	The 1800s Undertaker	1
NFDA	Funeral Home Rescue the 1 percent Solution	1
NFDA	Emaciation The Forgotten Restoration	1
NFDA	Master the Art of Community Event	1
NFDA	The Synergy of Funeral Professionals and Death Doulas	1
NFDA	The Result is In an Update on the EPA Formaldehyde Review and What It Means for Your Firm and the Profession	1
NFDA	Insights to Action Using Consumer Data to Guide	1
NFDA	Confronting Suicide within the Deathcare Professions	2
NFDA	Ignite the Powerhouse in You	1
NFDA	Nurture our Nature	1
NFDA	Managing Change and Accepting the Challenge	1
NFDA	Visual Intelligence and the Art of Perception	2
NFDA	The Consumers Journey to Purchasing Funeral Services	1
NFDA	Funeral Rule Update	1
NFDA	Introduction to Advanced Reconstructive Surgery Techniques	1

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NFDA	Navigating the Future Understanding the Zero Consumer	2
NFDA	Change Your Thought Process in the Preparation Room	1
NFDA	Meeting Your Families Diverse Needs	1
NFDA	Federal Policy and Politics What It Means for Funeral Service and You	1
NFDA	Addressing Quiet Quitting Disengagement and Resignations	1
NFDA	The Impact of Vicarious Trauma on Funeral Directors	1
NFDA	Will That Be Swedish or Deep Tissue	1
NFDA	Perfect Prep Room Performance	1
NFDA	Death Queercious Everything Funeral Professionals Need to Know about Queer Death Care	1
NFDA	You Can't Start a Fire without a Spark Finding Hope and Inspiration	1
NFDA	Responding to community loss while supporting our own grief	1
NFDA	Funeral Homes and the Collection of Biometric Data Fingerprinting and Beyond	1
ICCFA	2024 ICCFA Leadership Summit	8
Wilbert Funeral Service	Cremation Trends and Staff Retention a CANA Inspired Approach	8
Wilbert Funeral Service	Unlicensed Funeral Directing Why this is the new Regulators Hot Button	1
Wilbert Funeral Service	Trust Through Clarity Redesigning Your GPL to Build Trust	1
Wilbert Funeral Service	An Update on the EPA Formaldehyde Review and What It Means for Your Firm and the Profession	1
Wilbert Funeral Service	Facial Reconstruction	2
Wilbert Funeral Service	Michigan's SMMART Team providing Assistance to Law Enforcement Agencies Following Line of Duty Death	1
Wilbert Funeral Service	Spot the Con Training to Identify and Prevent Scams in the Funeral Industry	1
Wilbert Funeral Service	The Art of Active Listening and Other ways to Build Stronger Arrangement Conference Skills	1
Wilbert Funeral Service	Building Trust in the Funeral Industry Through Ethical practices and Strategic Response	1
Wilbert Funeral Service	How to Get More Calls in 2025	1
Continuing Vision	It's Not Easy being Green Ecobalming	1
Continuing Vision	Ethics in Changing Times	1
Continuing Vision	OSHA	1
Continuing Vision	One Life, A thousand Miracles the Gift of Tissue Donation	1
Continuing Vision	Best Practices Hiring Retaining and Firing Employees	1
Continuing Vision	Celebrants and The Art of Tailored Farewells	1
Continuing Vision	Til Death You do Part Direct Cremation Shouldn't Kill Your Business	1
Continuing Vision	Ethics in Changing Times	1
Continuing Vision	Effective Communication For The Funeral Director	1
Continuing Vision	Medicolegal Death Investigation and Funeral Service	1
Continuing Vision	The Funeral Directors Playbook Strategies for Successful Prearrangement Programs	1
The Independent Funeral Group	CYA	2
The Independent Funeral Group	Bloodborne Pathogens	2
The Independent Funeral Group	Radioactive Seeds	1
The Independent Funeral Group	Endorsed Partner Introductions	2
The Independent Funeral Group	Cutting Down the Nets – Requesting 2 CE	2
The Independent Funeral Group	Drug Abuse Trends	2
The Independent Funeral Group	Bloodborne Pathogens and Ethics	3

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OTHER BUSINESS

Correspondence:

The Board reviewed and discussed correspondence regarding unclaimed cremains in the possession of a county Medical Examiner’s office. Joe Westbury moved, Felicia Wimberly seconded, and the Board voted unanimously that the Board does not have jurisdiction over the Medical Examiner’s office or the unclaimed cremains that the county is in possession of, and the Board is unaware of any programs available to assist at the state level.

Correspondence:

The Board reviewed and discussed correspondence regarding a licensed Crematory that provides cremation services only to other funeral establishments but wishes to offer its services to the general public. Joe Westbury moved, Shanna Jackson Sheats seconded, and the Board voted unanimously that if the facility addresses the additional requirements referenced in O.C.G.A. § 43-18-72(a)(1)(A), (B), and (F) and is able to pass an inspection the facility is able to offer their services to the general public.

Open Records Request:

The Board reviewed an Open Records Request for application and complaint records. Joe Westbury moved, Felicia Wimberly seconded, and the Board unanimously voted to approve the request with appropriate redactions.

Requests to Lift Probation:

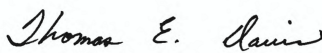
The Board reviewed a request to lift probation for Robert Rosier (FD005377). Joe Westbury moved, Bradley Anderson seconded, and the Board voted unanimously to approve the request as the licensee has complied with all requirements of probation.

Proposed Meeting Dates – Joe Westbury moved, Felicia Wimberly seconded, and the Board unanimously voted to approve the following meeting dates for 2025:

- January 14, 2025
- February 11, 2025
- March 11, 2025
- April 8, 2025
- May 13, 2025
- June 10, 2025
- July 8, 2025
- August 12, 2025
- September 9, 2025
- October 14, 2025
- November 4, 2025
- December 9, 2025

There being no further business, Tommy Davis, President, declared the meeting adjourned at 4:36 p.m. The next meeting of the Georgia Board of Funeral Service will be held Tuesday, November 12, 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:


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 October 8, 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 8th
Day of October, 2024.

Renae L. Gray
Notary Public

My Commission Expires:

