

GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – January 14, 2025
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

* *via teleconference*

Members Absent:

- Nancy Kennedy

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 10:07 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 January 14, 2025, meeting agenda.

Minutes

Joe Westbury moved, Bradley Anderson seconded, and the Board voted to approve the December 10, 2024, Open Session minutes and Executive Session minutes.

Ratification List

Licenses Issued 12/6/2024 – 1/8/2025 (Total – 45): Joe Westbury 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
EMB026627	Veronica Hill	EMB026631	Tillman Weeks Geriner
FD009807	Veronica Hill	FD009811	Tillman Weeks Geriner
FSA007209	KIMBERLY SCOTT Ware	FSA007214	Maryann GUY
FSA007210	Jaylon D. Morrison	FSA007215	Chynna Smith
FSA007211	Vanessa Davis	EMB026632	Amanda Darlene Davis
EMB026628	Keyunte Vincent Leach	FD009812	Amanda Darlene Davis
FD009808	Keyunte Vincent Leach	FEST002155	Zakiyah Muhammad
EMB026629	Ulysses Jontae Houston	FEST002156	Michael Kyle Kiser
FD009809	Ulysses Jontae Houston	CREM000194	Michael Kyle Kiser
FSA007212	Tony Joseph Clark Jr	FSA007216	Elizabeth Zana Cook
FSA007213	Kyonna LeShun Jones-Carter	FSA007217	Gabriella Hendley
EMB026630	Matthew Jamal Swanson	EMB026634	Mary Yvonne DeRouen
FD009810	Matthew Jamal Swanson	FD009814	Mary Yvonne DeRouen

GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – January 14, 2025
Professional Licensing Boards Division of the Secretary of State
237 Coliseum Drive, Macon, Georgia 31217

License #	Licensee	License #	Licensee
EMB026633	Hannah Jean Bugos	EMB026635	Michael Todd Griffin
FD009813	Hannah Jean Bugos	FSA007223	Nicole Galban
FSA007218	Arthur Demoine Kinney	FSA007224	Kamira Threat
FSA007219	Jamie Charlesta Cain	EMB026637	Jesse Bryan Byers
FSA007220	Demetria MADDOX-LESLIE	EMB026636	Matthew Stephen McDaniel
FD009815	Melvin Walton	FD009817	Matthew Stephen McDaniel
FSA007221	Kevin Charles LuAllen	FD009818	Jesse Bryan Byers
FSA007222	David Alan Bell	EMB026638	Christopher Burns
FEST002157	Kasey Charles McEntire	FD009819	Christopher Burns
FD009816	Michael Todd Griffin		

EXECUTIVE SESSION

Joe Westbury moved, Bryant Hightower seconded, and the Board voted to enter Executive Session at 10:08 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 3:17 p.m. No votes were taken during Executive Session.

OPEN SESSION

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

Appointments

Appearance # 4131021 – Fox & Weeks Funeral Directors – Change of FDFCC from Howard Nuske to Pamela Sullivan – Approved.

Appearance # 4178384 – Janaza Services of Georgia Inc – Change of FDFCC from Michael Franks to Christopher Rehberg – Approve.

Appearance # 4064347 – W.F.H. – Change of FDFCC – Approve with a public Consent Order to include a \$1,500 fine for unlicensed practice.

Appearance # 4202415 – T.F.H. – Change of FDFCC – Table application for receipt of proof of completion of parole or proof of ownership.

Appearance # 4185950 – Rucker, Rucker, and Shelton Funeral Directors LLC – Change of Name from Rucker, Rucker, and Shelton Funeral Directors LLC to Rucker Funeral Home LLLP – Approved. Change of FDFCC from Marilyn Waller to Zacchaeus Ross – Approved.

Appearance # 4169126 – S.F.H. – Change of FDFCC – No Show. Reschedule to next meeting.

Appearance # 4190303 – Lucas Funeral Home – New Establishment with Willie Spires as FDFCC – Approve.

GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – January 14, 2025
Professional Licensing Boards Division of the Secretary of State
237 Coliseum Drive, Macon, Georgia 31217

Applications

Application # 4190825 / 4190804 – Charles Taylor III – Funeral Director/Embalmer by Endorsement – Approve.

Application # 4185097 / 4185097 – Ebonee Phillips – Funeral Director/Embalmer by Reciprocity – Approve.

Application # 4158491 – C.S.O.G. – Reinstatement – Approve reinstatement with a public Consent Order to include a \$500 fine, 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)(a) for the FDFCC, and a public Consent Order to include a \$500 fine for unlicensed practice for the facility.

Application # 4197294 / 4197726 – Crystal Gonzales – Funeral Director/Embalmer by Endorsement – Approve.

Application # 4184357 – North Georgia Trade Services – Change of Name from North Georgia Trade Services to North Georgia Cremations with Willard Ballew remaining as FDFCC– Approve.

Application # 4199709 – Max Brannon & Sons Funeral Home – New Crematory with James Brannon as FDFCC – Approve.

Application # 4163862 / 4163879 – Ava Honeysucker – Funeral Director/Embalmer by Endorsement – Approve.

Application # 4189388 – Micah Bolton – Funeral Service Apprentice – Approve.

Application # 4180639 – C.F.F.H. – Reinstatement – Approve with a public Consent Order to include a \$750 fine, for failing to ensure that the establishment is licensed properly with the Board and maintains the license in active status at all time pursuant to Board Rule 250-6-.09(1)(a) for the FDFCC, and a public Consent Order to include a \$750 fine for unlicensed practice for the facility.

Application # 4164490 – F.F.H. – Reinstatement – Table – Schedule an applicant interview.

Application # 4158720 – C.F.H. – Reinstatement – Approve with a public Consent Order to include a \$250 fine, for failing to ensure that the establishment is licensed properly with the Board and maintains the license in active status at all time pursuant to Board Rule 250-6-.09(1)(a) for the FDFCC, and a public Consent Order to include a \$250 fine for unlicensed practice for the facility.

Application # 4160522 – R.F.H.O.P. – Reinstatement – Approve reinstatement with a public Consent Order to include \$250 fine, for failing to ensure that the establishment is licensed properly with the Board and maintains the license in active status at all time pursuant to Board Rule 250-6-.09(1)(a) for the FDFCC, and a public Consent Order to include a \$250 fine for unlicensed practice for the facility.

Complaints

FUN240025 – Table – Refer to Investigations for an expedited request to obtain additional information and offer a voluntary Cease and Desist Order to the facility.

FUN250094 – Table – Refer to Inspections to obtain a statement from the former FDFCC and owner.

FUN250093 – Close – Lack of information.

FUN250053 – Close – No violation.

FUN250101 – Table – Refer to Inspections to obtain statement from FDFCC and offer a voluntary Cease and Desist Order to respondent.

GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – January 14, 2025
Professional Licensing Boards Division of the Secretary of State
237 Coliseum Drive, Macon, Georgia 31217

FUN250061 – Table – Refer to Attorney General’s office for a public Consent Order to include a \$500 fine for the facility for aiding and abetting unlicensed practice, and a Cease and Desist Order to the respondent.

FUN250078 – Close – No violation.

FUN250079 – 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 – 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 courses as presented:

Provider	Course	Points
Justin Stubbs	Telephone Etiquette - Lost Telephone Opportunity	2
Justin Stubbs	Company Culture	2
Justin Stubbs	Good Communication - The Make-You or Break-You Skill	2
Justin Stubbs	Leadership	2
Justin Stubbs	Funeral Home Branding and Marketing	2
Justin Stubbs	Social media for Funeral Homes	2
Academy of Graduate Embalmers of Georgia	AGEG Business Meeting	1
Academy of Graduate Embalmers of Georgia	Preparation of the Pediatric Case	1
Academy of Graduate Embalmers of Georgia	Exhibiting Funeral Service Vendors	1
Academy of Graduate Embalmers of Georgia	Embalming a Long Bone Donation Case	1
Academy of Graduate Embalmers of Georgia	Avoiding the Oops Moment	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	Good People, Unethical Choices	1
Academy of Graduate Embalmers of Georgia	Exhibiting Funeral Service Vendors	1
Academy of Graduate Embalmers of Georgia	Respect From the Cot to the Casket	1
Academy of Graduate Embalmers of Georgia	It’s About Time	1
Wilbert Funeral Services	Innovating Tradition	1
Wilbert Funeral Services	Cosmetic Treatments	1
SCFDA	SCFDA Embalming Drug and Alcohol Abuse Cases	1
SCFDA	SCFDA Indirect Impact-Impact Beyond the Arrangement Room	1
SCFDA	SCFDA The Importance of After Death Cleaning for Traumatic Death	1
SCFDA	SCFDA From Dilemmas to Decisions-The Role of Ethics in a Funeral Professional’s Life	1
SCFDA	SCFDA-Department of Crime Victim Compensation	1

OTHER BUSINESS

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

Type	Licensee	License/Application #	Docket #	City
OAFM	K.L. Close Funeral Home	FEST002098	2024-0975	Bainbridge
OAFM	Forest Lawn Funeral Home & Memorial Gardens	FEST001914	2024-0977	Atlanta
OAFM	Carmichael Funeral Home	FEST001063	2025-0040	Smyrna
OAFM	Cook Brothers Directors and Cremations	FEST002078	2025-0039	Fairburn
OAFM	R W Andrews Mortuary	FEST001653	2025-0976	Atlanta
Consent Order	Jones-Habersham Funeral Home	FEST001343	2024-1004	Waycross
Consent Order	Paradise Mortuary and Cremation Service	FEST002103	2024-1011	Marietta
Consent Order	Tyrelle Broadwater	FD005597	2024-1012	Stoncrest

GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – January 14, 2025
Professional Licensing Boards Division of the Secretary of State
237 Coliseum Drive, Macon, Georgia 31217

Inspection Question:

The Board reviewed a question from inspectors for clarification on acceptable uses for embalming rooms. Bryant Hightower moved that Board Rule 250-6-.06 states that the embalming room of an establishment shall be used only for the purpose of embalming of dead human bodies and noted that a facility should not be using the embalming room for any other purpose. Although a facility might not use their embalming room, they are still required to meet the requirements in statute and Board Rule for operation of an establishment and inspections should cite facilities in violation of this requirement. Felicia Wimberly seconded, and the motion passed unanimously.

Certificate of Active Supervision:

The Board reviewed the certificate of active supervision from the Governor’s office, dated January 2, 2025, for changes to Board Rule 250-6-.08, addressing minimum requirements for candidates for FDFCC of a Funeral Establishment or Crematory. This amendment has been approved, to become effective on January 25, 2025.

Correspondence:

The Board reviewed correspondence regarding interpretation of a Board Rule. Joe Westbury moved, Felicia Wimberly seconded, and the Board voted to table review of the item for legal advice.

Correspondence:

The Board reviewed correspondence regarding whether or not Funeral Directors are able to sell/complete funeral arrangements with families virtually. Joe Westbury moved that while the Board is unable to provide business or legal advice or interpret the laws or rules for the questioner, the Board is unaware of any laws or rules that would prevent Funeral Directors from selling/completing funeral arrangements virtually as long as all other applicable laws and rules are adhered to. Felicia Wimberly seconded, and the motion passed unanimously.

Grace Period Requests:

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

Type	Decision	License / App #	City	Expiration
C.J. Edward Funeral Home	Approved	FEST001938	Fort Valley	10/8/24

Legislative Discussion:

The Board discussed any updates regarding legislative session and bills that would impact the Board or the profession, as well as legislative changes that the Board feels are needed.

There being no further business, Tommy Davis, President, declared the meeting adjourned at 3:45 p.m. The next meeting of the Georgia Board of Funeral Service will be held Tuesday, February 11, 2025, 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: February 11, 2025.


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 January 14, 2025, 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 14th
Day of January, 2025.

Renae L. Gray
Notary Public

My Commission Expires:

