

**GEORGIA BOARD OF FUNERAL SERVICE**  
**Board Meeting Minutes – February 11, 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
- Nancy Kennedy \*

**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*

***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 10:02 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, Nancy Kennedy seconded, and the Board voted to approve the February 11, 2025, meeting agenda.

**Minutes**

Joe Westbury moved, Felicia Wimberly seconded, and the Board voted to approve the January 14, 2025, Open Session minutes and Executive Session minutes.

**Ratification List**

Licenses Issued 1/9/2025 – 2/6/2025 (Total – 18): Joe Westbury moved, Shanna Jackson Sheats 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
FEST002158	Hilton View Mortuary	FSA007228	Alexander Garcia Gama
CREM000195	West Georgia Crematory	FSA007229	Quintone Thompson
FSA007225	Deveney Cree Gailliard	FSA007230	Anastasia Jane Newcombe
EMB026639	Precious L. Sirmans	FSA007231	PRESTON HALL
FD009820	Precious L. Sirmans	FSA007232	Emma Nicole Espin
FEST002162	Lucas Funeral Home LLC	FSA007233	Caden Lane Farist
CREM000196	North Georgia Cremations	FSA007234	Christine Yvette West
FSA007227	Micah Brinai Bolton	FEST002163	Rucker Funeral Home LLLP
CREM000197	Max Brannon & Sons Funeral Home	FSA007235	Georgia Adeline Maxey

**EXECUTIVE SESSION**

Joe Westbury moved, Felicia Wimberly seconded, and the Board voted to enter Executive Session at 10:03 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, 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 1:15 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 # 4169126 – S.F.H. – Change of FDFCC – Approve, with a Letter of Concern for failure to disclose arrest history, pending receipt of two 90-day Grace Period Requests.

Appearance # 4164490 – F.F.H. – Reinstatement and Change of FDFCC – Approve, pending receipt of two 90-day Grace Period Requests, with a public Consent Order for the facility to include a \$3,000 fine for the period of unlicensed practice/operating without an FDFCC.

Appearance # 4209600 – H.A.W.I.F.C. – Change of FDFCC – Approve pending receipt of 2nd 90-day Grace Period Request.

Appearance # 4207002 – E.S.F.H.I. – Change of FDFCC – Approve pending receipt of FDFCC candidate proof of Georgia residency and a letter from ownership authorizing staff to appear on behalf of ownership.

Appearance # 4178445 – H.F.H. – Change of FDFCC – Approve, with a Letter of Concern for failure to disclose arrest history, pending receipt of 90-day Grace Period Request.

**Applications**

Application # 4158237 – S.G.C. – Reinstatement – Approve with a public Consent Order to include a \$1,250 fine 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)(a), and a public Consent Order to include a \$1,250 fine for unlicensed practice for the facility.

Application # 4205643 – Lester C Litesey Funeral Home – Change of FDFCC from Taylor Litesey to Nathan Womack – Approve.

Application # 4132776 – Pearson Treadwell Funeral Home Inc – Change of Name application from Pearson Treadwell Funeral Home Inc to Pearson - Dial Funeral Home with owner Sharon Godwin remaining as FDFCC – Approve.

Application # 4212095 / 4212094 – Miracle Randall – Funeral Director/Embalmer by Reciprocity – Approve.

Application # 4073073 / 4049571 – James Hooten – Funeral Director/Embalmer by Reciprocity – Approve.

Application # 4176562 / 4176532 – Harry Britt III – Funeral Director/Embalmer by Endorsement – Approve.

**Complaints**

FUN250107 – Table – Refer to Inspections to obtain a statement from FDFCC and additional information.

FUN240071 – Table – Refer to Attorney General’s office for legal advice.

FUN250055 – Table – Staff to obtain additional information.

FUN250114 – Close – Complaint duplicate.

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FUN250087 – Table – Refer to Inspections to obtain a statement from FDFCC.

FUN250104 – Table – Refer to Attorney General’s office for suspension of the facility license until facility is able to pass a routine inspection and pay any outstanding fines.

**Executive Session Other Business**

976293 – Additional Retort Request – Table for installation of retort, passing inspection, and crematory operator certification from a course approved by the Board for anyone who intends to operate the cremation device.

**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.

FUN250009 – Reduce fine for public Consent Order to \$500.

**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
Cremation Association of North America	CANA's In-Person COCP 2025	8
Cremation Association of North America	CANA's Annual Symposium 2025	8
National Funeral Directors Association	Meet the Mentors	5
International Order of The Golden Rule	Leadership Lessons from the Happiest Place on Earth	1
International Order of The Golden Rule	Modern Tools for Timeless Service - ChatGPT in Funeral Operations	1
International Order of The Golden Rule	Fostering the Future- Industry-Education Partnerships Supporting Funeral Service Students and Staff	1
International Order of The Golden Rule	Navigating the Evolving Landscape of Funeral Service - Hiring, Retaining, Motivating, and Team Development for Business Growth	1
International Order of The Golden Rule	Future-Proof Your Funeral Home - Marketing for 2025 and beyond	1
International Order of The Golden Rule	Funeral Arrangements to Die For - Best Practices of the Funeral Arrangement Conference	1

**OTHER BUSINESS**

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

Type	Licensee	License/Application #	Docket #	City
OAFM	Lee’s Funeral Home	FEST001817	2025-0051	Norcross
Consent Order	Ivey Funeral Home	FEST000197	2025-0083	Bainbridge

**Facility Changes of Ownership:**

The Board reviewed the following changes of ownership:

Facility	License #	Seller	Purchaser	Notification Date
Lester C Litesey Funeral Home, Inc	FEST000225	Christy Litesey	Nathan Womack	2/4/2025
Mason Funeral Home	FEST001524	Henry Mason	Flanders Powell Donald Swords	11/18/2024

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**Grace Period Requests:**

Joe Westbury motioned, Felicia Wimberly seconded, and the Board voted unanimously on the following 2nd 90-day grace period request:

Type	Decision	License / App #	City	Expiration
FairHaven Funeral Home and Cremation Services	Approved	FEST002137	Augusta	3/26/25
Raing Memorial Chapel	Approved	FEST001637	Blackshear	1/14/25

**Requests to Lift Probation:**

The Board reviewed a request to lift probation for Vining Ivy Hill Chapel (FEST001499). Joe Westbury moved, Felicia Wimberly seconded, and the Board voted unanimously to approve the request as the licensee has complied with all requirements of probation.

**Correspondence:**

The Board reviewed correspondence asking for the Board’s interpretation of Board Rules regarding ensuring that personal properties, specifically clothes, are safeguarded and disposed of as directed by the legally authorized person. Joe Westbury moved, Bradley Anderson seconded, and the Board voted that while they cannot provide business or legal advice, best practices dictate that an establishment and its employees cannot determine the value of the properties of the deceased, and should not disrobe or manipulate a body in the presence of the family.

**Open Records Request:**

The Board reviewed an open records request seeking application, complaint, and license related documents. Joe Westbury moved, Shanna Jackson Sheats seconded, and the Board voted unanimously to approve the release of copies of any inspection reports and public board orders.

**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 1:44 p.m. The next meeting of the Georgia Board of Funeral Service will be held Tuesday, March 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: March 11, 2025.

  
Joe Westbury, Vice 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 February 11, 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 11th  
Day of February, 2025.

*Renae L. Gray*  
Notary Public

My Commission Expires:

