

GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – July 8, 2025
Professional Licensing Boards Division of the Secretary of State
237 Coliseum Drive, Macon, Georgia 31217

Members Present:

- Tommy Davis
- Bryant Hightower
- Felicia Wimberly
- Bradley Anderson
- 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*

Members Absent:

- Joe Westbury, President
- Shanna Jackson Sheats

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

Tommy Davis, acting 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

Bryant Hightower moved, Bradley Anderson seconded, and the Board voted to approve the July 8, 2025, meeting agenda.

Minutes

Bryant Hightower moved, Bradley Anderson seconded, and the Board voted to approve the June 10, 2025, Open Session minutes and Executive Session minutes.

Ratification List

Licenses Issued 6/5/2025 – 7/6/2025 (Total – 30): 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
FD009853	Andrew O'Keefe Carter	CREM000199	Memorial Park South Crematory
EMB026672	Danny Eason	FSA007307	Alivia M Hughes
FD009852	Danny Eason	FEST002172	Divine Preservation, LLC
EMB026673	Andrew O'Keefe Carter	FSA007308	Alexandra Herring
FD009854	John Travis Hill	EMB026677	Martha Jane Hudson Payne
EMB026674	John Travis Hill	EMB026678	Brandy Lea Carlson
EMB026675	Corey L Gaddy	FD009857	Brandy Lea Carlson
EMB026676	Orlando Rodriquez Johnson	FSA007309	Isabella Renae Wolfe
FD009855	Orlando Rodriquez Johnson	FSA007310	Taylor J Clifton
FSA007305	Richard De'Angelo Mar'Quise Garvin	FSA007311	Shannon Renea Puryear
FD009856	Corey L Gaddy	FSA007313	Wendy Denise Marshall
FSA007306	Phaedra Parks Nida	EMB026681	William Samuel Hinks

GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – July 8, 2025
Professional Licensing Boards Division of the Secretary of State
237 Coliseum Drive, Macon, Georgia 31217

License #	Licensee	License #	Licensee
FD009859	William Samuel Hinks	EMB026682	Angela J Gardner Cartwright
FSA007314	Travaski Adams	FD009860	Angela J Gardner Cartwright
FEST002175	Peoples Funeral Home	FSA007315	Jumoke Saidah Evans-Hallouche

EXECUTIVE SESSION

Bryant Hightower moved, Bradley Anderson seconded, and the Board voted to enter Executive Session at 10:13 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, acting 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 3:02 p.m. No votes were taken during Executive Session.

OPEN SESSION

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

Appointments

Appearance # 4246744 – Southeast Cremation Center LLC – New Crematory with Russell Page as FDFCC – Approve.

Appearance # 4246723 – C.J.E.F.H. – Change of FDFCC – Approve with a public Consent Order to include a fine of \$1,000 for unlicensed practice/operating without an FDFCC.

Appearance # 4255615 / 4255660 – S.C.C.A.F.S. / C.S.O.T.S. – Change of FDFCC – No show. Reschedule for the next meeting.

Appearance # 4252553 – P.C. – Change of FDFCC – Approve with one grace period.

Appearance # 4256249 – B.H.F.H.A.C. – Change of FDFCC – Table to the next meeting.

Appearance # 4270890 – C.F.H. – Change of FDFCC – Approve with one grace period.

Appearance # 4255016 – F.C.C.F.H.A.R.S. – New Funeral Establishment – Approve pending passing preliminary reinspection.

Appearance # 4256264 – V.B.F.H. – Change of FDFCC – Approve pending proof of ownership stake in the business.

Appearance # 4196134 – S.C.S. – New Crematory – No show. Reschedule for the next meeting.

Applications

Application # 4222394 / 4222490 – M.F. – Funeral Director/Embalmer by Reinstatement– Table – Schedule for applicant interview.

Application # 4247475 / 4747471 – Rachel Doris – Funeral Director/Embalmer by Endorsement – Approve.

GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – July 8, 2025
Professional Licensing Boards Division of the Secretary of State
237 Coliseum Drive, Macon, Georgia 31217

Application # 4256511 – Coffman Funeral Home and Crematory – New Crematory with Gerald Coffman Jr. as FDFCC – Approve.

Application # 4251905 – C.F.H.A.C. – Funeral Establishment Change of Name – Approve pending passing inspection.

Application # 4252834 – Durden-Hudson Funeral Directors Inc – Change of FDFCC from Faith Vedder to Michael Smith – Approve.

Application # 4258094 / 4258065 – Cary Grossi – Funeral Director/Embalmer by Endorsement – Approve.

Application # 4259660 – CJ Edwards Funeral Home – Change of Name from CJ Edwards Funeral Home to Community Funeral & Cremation Services – Approve.

Application # 4209513 / 4209517 – J.B. – Funeral Director/Embalmer by Endorsement – Approve pending receipt of DD-214 and proof of service disability related treatment.

Complaints

FUN250165 – Table – Refer to Inspections to obtain a statement from the FDFCC and additional documentation.

FUN250171 – Table for complainant to provide additional information.

FUN250147 – Close with a Letter of Concern for refusing to release a dead human body to a legally authorized person upon request of that person.

FUN250177 – Close – Lack of information.

FUN250087 – Close – No violation.

FUN250144 – Refer to the Attorney General’s office for a public Consent Order to include a fine of \$500 for refusing to release a dead human body to a legally authorized person upon request of that person.

FUN250163 – Close as duplicate.

FUN250167 – Merge with complaint FUN250171.

FUN250172 – Table – Refer to Inspections to obtain a statement from the FDFCC, copy of contract, and copy of the general price list.

FUN250174 – Table – Refer to Inspections to obtain a statement from the FDFCC, copy of customer file, and copy of the general price list.

FUN260001 – Merge with FUN240102.

FUN250161 – Table – Refer to Inspections to obtain a copy of certificates of cremation issued by the facility.

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.

FUN240100 – Reduce fine to \$800.

GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – July 8, 2025
Professional Licensing Boards Division of the Secretary of State
237 Coliseum Drive, Macon, Georgia 31217

FUN240102 – Accept voluntary surrender.

FUN250057 – Applicant refused to sign public Consent Agreement. Deny facility application and refer to Attorney General’s Office for a hearing for revocation for individual licenses for aiding and abetting unlicensed practice.

FUN250120 – Change fine to \$1,250 for facility and \$250 for FDFCC.

FUN250111 – Close – Facility lapsed and FDFCC is deceased.

FEST002106 – Refer to Inspections to perform closing inspection.

FUN250133 – Staff to confirm when facility closed. Facility must address all unresolved violations prior to closing facility.

Continuing Education – Felicia Wimberly moved, Bryant Hightower 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
Continuing Vision	The Skills of Listening and Building Connection with Client Families	1
Continuing Vision	Out of The Box Arranging	1
NFDA	It’s Not a Competition A United Front in Funeral Service	1
NFDA	Washington Update How Federal Politics Are Shaping the Future of Funeral Service	1
NFDA	How to do More with Less AI	1
NFDA	Breakout by Office	1
NFDA	Ask AI Anything	1
NFDA	Leadership that Lasts Developing the Next Generation of Funeral and Association Professionals	1
NFDA	The Real Work of Leadership	1
NFDA	Engagement Leads to Membership Rethinking Traditional Models to Build Stronger Connections	1
NFDA	Legal Issues Affecting Your Business	1
NFDA	Beyond Tradition Charing the Future of Funeral Service	1
ICCFA	ICCFA University 2025 College of Hospitality and Customer Experience	23
GFSPA	Natural Organic Reduction 101	2

OTHER BUSINESS

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

Type	Licensee	License/Application #	Docket #	City
OAFM	Hillside Chapel Funeral Home and Cremation Service	FEST001909	2025-0576	Gainesville
OAFM	Holloway Mortuary	FEST002101	2025-0575	Dawson
OAFM	Strong Funeral Home	FEST000341	2025-0574	Moultrie
Consent Order	In Their Honor Funerals and Cremations	FEST002171	2025-0542	Fairmount
Consent Order	Burnett Funeral Home	FEST000997	2025-0568	Wrens
Consent Order	William Rainwater	FD002393	2025-0595	Summerville
Consent Order	Misty Hamilton	FD005856	2025-0541	Canton
Summary Suspension	David Batts	EMB004196	2025-0570	Avera

GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – July 8, 2025
Professional Licensing Boards Division of the Secretary of State
237 Coliseum Drive, Macon, Georgia 31217

Grace Period Requests:

The Board reviewed a grace period request from CM Brown Funeral Home (FEST001993). The facility noted that the building requires renovations that requires that embalming be moved to another licensed facility. Bryant Hightower motioned, Felicia Wimberly seconded, and the Board voted unanimously to approve the request, advising the facility that they must comply with all other laws and rules and provide the Board with an update on the status of the renovations before the end of the 90-day grace period.

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

Type	Decision	License / App #	City	Expiration
American Crematory	Approved	CREM000029	Roswell	10/3/25
Roswell Funeral Home	Approved	FEST001259	Roswell	10/3/25

Correspondence:

The Board reviewed and discussed correspondence from a licensed Funeral Establishment, noting the Board of planned renovations that will not impact their ability to serve the community.

Correspondence:

The Board reviewed and discussed correspondence from West Georgia Technical College regarding plans for a new Mortuary Science Program.

Correspondence:

The Board reviewed and discussed correspondence regarding a mortuary removal tech association and upcoming convention and expo, including an agenda and invitation to Board members to attend.

Petition Rule Waiver:

Joseph Biagini – Waiver of Rules 250-5-.06 (3) and 250-5-.03(1)(d) which require that the applicant has been engaged in the active practice of funeral service as a licensed embalmer and funeral director for a minimum of three (3) years immediately preceding the submission of an application for licensure in Georgia, in accordance with the provisions of O.C.G.A. § 43-18-42(a)(2). For the purposes of the rule, "immediately preceding" shall mean that the applicant must submit the appropriate application to the Board office within six (6) months of leaving the state in which he or she has been actively engaged in the active practice of funeral service. Bryant Hightower moved, Bradley Anderson seconded, and the Board voted unanimously to approve the petition pending receipt of the applicant’s DD-214 and proof of service disability related treatment, as the Board feels that the purpose of the underlying statute upon which the rule is based has been achieved, and that strict application of the rule would create a substantial hardship to the applicant.

Petition Rule Waiver:

Ashley Murphy, Lance Brooks – Waiver of Rules 250-6-.08(4) which requires that the candidate for FDFCC has been employed as a licensed funeral director for a minimum of 3 years to be eligible to be FDFCC, unless they are in a position of ownership at the funeral establishment or crematory where they are seeking to be approved as the FDFCC. Bryant Hightower moved, Bradley Anderson seconded, and the Board unanimously voted to deny the petition as it did not demonstrate compelling rationale that strict application of the rule would create a unique, substantial hardship to the petitioner.

Rules Review – Board Rule 250-5-.12:

The Board reviewed and discussed potential updates to Board Rule 250-5-.12. Bryant Hightower moved, Felicia Wimberly seconded, and the Board voted unanimously to table discussion to the next Board meeting.

GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – July 8, 2025
Professional Licensing Boards Division of the Secretary of State
237 Coliseum Drive, Macon, Georgia 31217

Funeral Director Duties and Responsibilities Discussion:

The Board discussed questions received from licensees regarding Funeral Director duties and responsibilities and discussed potential rule changes, policy statements, or FAQs that could provide clarification to licensees and the general public. Bryant Hightower moved, Felicia Wimberly seconded, and the Board voted unanimously to table discussion to the next Board 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, Tommy Davis, acting President, declared the meeting adjourned at 3:29 p.m. The next meeting of the Georgia Board of Funeral Service will be held Tuesday, August 12, 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: August 12, 2025.


Joe Westbury, 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 8, 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 8th
Day of July, 2025.

Renae L. Gray
Notary Public

My Commission Expires



RENEA L. GRAY
Notary Public, Georgia
Houston County
My Commission Expires
June 01, 2027