

GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – August 12, 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
- Joe Westbury, President
- 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:

- Nancy Kennedy

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

Joe Westbury, President, noted that a quorum was present, called the meeting to order at 10:00 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

Tommy Davis moved, Bradley Anderson seconded, and the Board voted to approve the August 12, 2025, meeting agenda.

Minutes

Tommy Davis moved, Bryant Hightower seconded, and the Board voted to approve the July 8, 2025, Open Session minutes and Executive Session minutes.

Ratification List

Licenses Issued 7/7/2025 – 8/6/2025 (Total – 31): Bradley Anderson moved, Tommy Davis 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
FSA007316	Queistrelle Quetario Chipp Brown	FD009861	Kyle Anthony Coffin
FSA007317	Madison Grace Kinard	FSA007325	Leslie Lee Gaddis IV
FSA007318	Donzell Monroe Hennigan	FD009862	Martha Jane Hudson Payne
FSA007319	Mason Isaac McDaniel	EMB026684	Malia Ceylon George
CREM000201	Renata Williams Boston	FD009863	Malia Ceylon George
FSA007320	Coreyontae Fountain	FEST002178	Joseph J Burnett
FSA007321	Samuel Strickland	FSA007326	Sherry Ann Malik
FSA007322	Simon Strickland	FSA007327	Jimmy Alan Duren
FEST002176	Gerald Walter Coffman Jr	FSA007328	Mckenzie L Manigault
CREM000202	Gerald Walter Coffman Jr	FSA007329	Laura Elizabeth Beach
FEST002177	Larry Snead Sr	FD009864	Aubrey Larkin Jr
FSA007323	Andrew James Parliament	EMB026685	Aubrey Larkin Jr
FSA007324	April Shante Roots	FSA007330	Isaiah Holcomb
EMB026683	Kyle Anthony Coffin	FSA007331	Tana Margaret Dunford

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License #	Licensee	License #	Licensee
FSA007332	Alexis I.S. Fluellen	FSA007334	Jodie Laurel McDonald
FSA007333	Curtis Melvin Haney Sr		

EXECUTIVE SESSION

Tommy Davis moved, Bryant Hightower seconded, and the Board voted to enter Executive Session at 10:01 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, Joe Westbury, 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 2:46 p.m. No votes were taken during Executive Session.

OPEN SESSION

Tommy Davis moved, Shanna Jackson Sheats seconded, and the motion was carried by the Board to ratify the following recommendations made during the Executive Session:

Appointments

Appearance # 4263172 – Floral Hills Funeral Home and Cremation Services – Change of FDFCC from Mary Kirk to Jessica Gibbs – Approve.

Appearance # 4256249 – Bill Head Funeral Homes & Crematory Inc – Change of FDFCC from William Branson to Jimmie Lewis – Approve.

Appearance # 4196134 – Serenity Cremation Services LLC – New crematory with Farris Watkins as FDFCC – Approve.

Appearance # 4271638 – G.M.P.F.H. – Change of FDFCC – Approve pending receipt of a 2nd 90-day Grace Period Request and a public Consent Order for Funeral Director to include a \$500 fine for failure to disclose arrest history.

Appearance # 4222394 / 4222490 – M.F.– Funeral Director/Embalmer by Reinstatement – No show. Reschedule for the next board meeting.

Appearance # 4274722 – H M Patterson & Son Funeral Directors – Change of FDFCC from Larry Mashburn to Matthew Taylor. – Approve.

Appearance # 4295471 – Hill's Mortuary Inc – Change of FDFCC from Carlton Maye to Joshua Gibbons – Approve.

Appearance # 4301614 – Thomas Poteet & Son Funeral Directors – Change of FDFCC from Thomas Poteet Sr. to Stephen Poteet – Approve.

Appearance # 4287675 – SouthCare Cremation & Funeral Society – Change of FDFCC from James Folsom to Corey Gaddy – Approve.

Appearance # 4251599 / 4251636 – Joiner-Anderson Funeral Home & Crematory – New funeral establishment and New Crematory with Charlie Mathews as FDFCC – Approve.

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Board Meeting Minutes – August 12, 2025
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Appearance # 4257054 – J.A.F.H.S.C. – New Funeral Establishment – Approve, pending receipt of employment questionnaires, with a public Consent Order for Funeral Director to include a \$500 fine for falsifying application by failure to disclose other employment.

Appearance # 4298483 – C.A.R.S.M.F.H. – Change of FDFCC – Approve with a 2nd Grace Period Request once facility has resolved all disciplinary matters.

Appearance # 4279255 – E.L. George Funeral Home Inc. – New Funeral Establishment with Richard Giffe as FDFCC – Approve.

Applications

Application # 4278895 – Cochran-McDaniel Funeral Home – Change of FDFCC from Max Cochran to Matthew McDaniel – Approve.

Application # 4302650 / 4302644 – Brian Cummings – Embalmer / Funeral Director by Reciprocity – Approve.

Application # 4220358 – T.P.L.F.H. – Change of FDFCC – Withdrawn at applicant’s request.

Application # 4270963 / 4271471 – Robert Barnes – Embalmer / Funeral Director by Reciprocity – Approve.

Application # 4237036 – Ronald V. Hall Funeral Home Inc. – New Crematory with Ronald Hall as FDFCC – Approve.

Complaints

FUN250160 – Close – No jurisdiction.

FUN250175 – Close – No jurisdiction.

FUN260021 – Staff to obtain certified death certificate from Vital Records and refer to the Attorney General’s Office for revocation of the facility license for fraud and operating without an FDFCC.

FUN250145 – Close – Matter resolved.

FUN260002 – Close – Lack of information.

FUN260006 – Close – No violation.

FUN260004 – Table – Refer to Inspections to obtain a statement from the FDFCC.

FUN250167 – Close with a Letter of Concern for unprofessional conduct.

FUN260009 – Table – Refer to Inspections to obtain a statement from the FDFCC.

FUN250158 – Table – Refer to Inspections to obtain a statement from the FDFCC.

FUN250155 – Close – No violation.

FUN260013 – Table – Refer to Inspections to obtain a statement from the FDFCC. Additionally, forward complaint to the Georgia Coroner's Training Council.

GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – August 12, 2025
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FUN250143 – Close with a Letter of Concern to the facility regarding unprofessional conduct and best practices when dealing with unclaimed remains.

FUN260022 – Close – No jurisdiction.

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.

FUN250057 – Refer to Inspections to verify unlicensed practice and offer voluntary Cease & Desist Order.

4232491 – Deny application for Change of FDFCC for unwillingness to sign proposed Consent Order for unlicensed practice/operating without an FDFCC. Refer to Attorney General’s Office for revocation of facility license for unlicensed practice/operating without an FDFCC/aiding and abetting unlicensed practice.

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
The Independent Funeral Group	The Science of Separation, UT Body Farm and the Quest for Individual Identity	2
The Independent Funeral Group	From Elevated Jars to Modern Mortuary, Gravity's Enduring Influence on Embalming	1
The Independent Funeral Group	Matthews Crematory Operator Certification Program	5
Wilbert Funeral Services	Pet Loss Care A Natural Extension of Your Compassionate Calling	1
NFDA	Uncommon Injection Points	1
The Dodge Institute for Advanced Studies	2025 Dodge Technical	9

OTHER BUSINESS

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

Type	Licensee	License/Application #	Docket #	City
OAFM	Hicks and Sons Mortuary	FEST001534	2025-0772	Fort Valley
OAFM	Johnson and Son Funeral Home	FEST002105	2025-0775	Dawson
OAFM	Forest Lawn Funeral Home & Memorial Gardens	FEST001914	2025-0791	Atlanta
OAFM	Coastal Camden Funeral Home	FEST001733	2025-0776	Kingsland
OAFM	Alfonso Dawson Mortuary	FEST001571	2025-0814	Atlanta
OAFM	HM Patterson and Son Funeral Directors	FEST001449	2025-0774	Atlanta
Consent Order	John Lawson	FD005400	2025-0686	Tifton
Consent Order	Thomspon Strickland Walters Funeral Home	FEST001042	2025-0790	Sylvania
Consent Order	Bynes Royall Funeral Home	FEST000066	2025-0815	Savannah
Consent Order	South Georgia Crematory	CREM000102	2025-0687	Tifton
Voluntary Surrender	Stan Henderson and Sons	FEST002071	2025-0675	Stockbridge

Correspondence:

The Board reviewed and discussed correspondence received asking that during the rule making process for Organic Human Reduction facilities the Board consider those that would like to open independent facilities that are not traditional funeral homes, and have no desire to function as such.

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Grace Period Requests:

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

Type	Decision	License / App #	City	Expiration
McLeighton Funeral Service Inc	Approved	FEST001833	Roberta	11/22/25

Rules Review – Board Rule 250-5-.12:

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

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. Felicia Wimberly moved, Tommy Davis seconded, and the Board voted unanimously to table discussion to the next Board meeting.

Open Records Request:

The Board reviewed an open records request from law enforcement seeking application, complaint, and license related documents. Tommy Davis moved, Shanna Jackson Sheats seconded, and the Board voted unanimously to approve the release of the requested documents.

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, Joe Westbury, President, declared the meeting adjourned at 3:09 p.m. The next meeting of the Georgia Board of Funeral Service will be held Tuesday, September 9, 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: September 9, 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 August 12, 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.



PRESIDING OFFICER

Sworn to and subscribed before me this 12th

Day of August 2025.


Notary Public
My Commission Expires:



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