

**GEORGIA BOARD OF FUNERAL SERVICE**  
**Board Meeting Minutes – September 9, 2025**  
Professional Licensing Boards Division of the Secretary of State  
237 Coliseum Drive, Macon, Georgia 31217

**Members Present:**

- Tommy Davis \*
- Bryant Hightower
- Felicia Wimberly
- Joe Westbury, President
- Shanna Jackson Sheats
- 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:**

- Bradley Anderson

***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 10:03 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, Shanna Jackson Sheats seconded, and the Board voted to approve the September 9, 2025, meeting agenda.

**Minutes**

Bryant Hightower moved, Felicia Wimberly seconded, and the Board voted to approve the August 12, 2025, Open Session minutes and Executive Session minutes.

**Ratification List**

Licenses Issued 8/7/2025 – 9/3/2025 (Total – 29): Bryant Hightower 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
EMB026686	Sharol Denise Bowens	FSA007338	Chanleigh Erin Thursby
FD009865	Sharol Denise Bowens	CREM000205	Ronald Victor Hall
FSA007335	Mallary Danielle crew	FD009869	Brian Cummings
FSA007336	Jasmine Aida Salazar	EMB026689	Robert L. Barnes
FSA007337	Stephen Anthony Dowd II	FD009868	Robert L. Barnes
EMB026687	Nicholas Edward Page	EMB026690	Brian Cummings
FD009866	Nicholas Edward Page	FSA007339	Katrina Lashaunn Collins
EMB026688	Kaylin Renee Hill	FSA007341	Lakeicha Latrice Goodrum
FD009867	Kaylin Renee Hill	FSA007340	Zahra Abdullah
CREM000203	Willie A Watkins	FSA007343	Silas Jamal Patrick Danielson
FEST002179	Charlie Bland Mathews Jr.	FSA007342	Donald Dickerson
CREM000204	Charlie Bland Mathews Jr.	EMB026691	Dewina L Thompson
FEST002180	Ephraim Louis George	FD009870	Dewina L Thompson

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License #	Licensee	License #	Licensee
FSA007344	Jacob Tyler Kroening	FSA007346	Amari Krishaun Williams
FSA007345	Brittany Danielle Martin		

**EXECUTIVE SESSION**

Bryant Hightower moved, Felicia Wimberly seconded, and the Board voted to enter Executive Session at 11:28 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 2:21 p.m. No votes were taken during Executive Session.

**OPEN SESSION**

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

**Appointments**

Appearance # 4302417 – SouthCare Cremation & Funeral Society – Change of FDFCC from La-Mont Smalls to Nayya McKoy-El – Approve.

Appearance # 4222490 / 4222394 – M.F. – Reinstatement of Funeral Director / Embalmer – Deny – Aiding and abetting unlicensed practice and failure to notify the Board of resignation as FDFCC.

Appearance # 4297601 – L.I.F.H – Reinstatement of Facility – No show. Reschedule for the next Board meeting.

Appearance # 4332823 – S.F.H. – Change of FDFCC – Approve with receipt of two 90-day grace period requests.

**Applications**

Application # 4257629 – W.M. – Funeral Service Apprentice – Schedule for an applicant interview.

**Complaints**

FUN250165 – Close – No violation.

FUN250172 – Close – With a Letter of Concern regarding best practices and unprofessional conduct.

FUN250174 – Close – With a Letter of Concern regarding unprofessional conduct and allegations of holding a body for payment.

FUN260023 – Table – Refer to Inspections to obtain statements.

FUN250161 – Table – Schedule a Cognizant Interview.

FUN260029 – Table – Schedule a Cognizant Interview.

FUN260026 – Table – Schedule a Cognizant Interview.

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FUN250115 – Table – Refer to Inspections to obtain a statement from the FDFCC and additional documentation.

FUN260030 – Table – Refer to Investigations to obtain a statement from the FDFCC and the coroner’s office and additional information.

FUN260004 – Close – No violation.

FUN260003 – Close – No violation.

FUN240025 – Close – Refer to Secretary of State related to potential pre-need related violations.

FUN250164 – Close – Final Decision docketed 5/30/25. License revoked.

**Executive Session Other Business**

86672 – Refer to Inspections to obtain a copy of the most recent retort inspection and documentation of repairs made.

**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.

FUN250064 – Reduce fine from \$500 to \$250.

FUN250066 – Respondent deceased. Refer to Inspections to offer a voluntary Cease and Desist Order.

**Continuing Education** – Felicia Wimberly moved, Nancy Kennedy 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:

<b>Provider</b>	<b>Course</b>	<b>Points</b>
NFDA	Caring for Ourselves	4
NFDA	Delivering Superhero Service	1
NFDA	Stop Selling Sadness	1
NFDA	Enhancing Open Casket Viewing Techniques for Severe Trauma Cases	4
NFDA	Navigating the First Solo Embalming Bridging the Gap for Apprentice	1
NFDA	Secrets from an Event Planners Playbook	1
NFDA	Cremations. Let’s Have a Conversation	1
NFDA	Mapping a Customer Experience from Greeting to Goodbye	1
NFDA	Customer Experience in the age of Leave Me Alone	1
NFDA	Color Theory and Airbrush Cosmetics	1
NFDA	Honoring Our National Service Members Sacrifice	1
NFDA	Death Education Elevate and Educate	1
NFDA	What Can Be Done with Cremated Remains	1
NFDA	Navigating Advocacy in 2025 Staying Ahead in a Rapidly Changing Washington DC	1
NFDA	The History of Human Remains	1
NFDA	Preserving Legacy Why We Embalm	1
NFDA	Building Trust and Connection Crafting Authentic Personal Brands	1
NFDA	Attract Retain and Empower Your Workforce	1
NFDA	The Power of Human Connection	1
NFDA	The Value of Viewing Marketta's Legacy	1
NFDA	Navigating Psychological Injury in the Funeral Profession	1

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NFDA	Customer Loyalty It's in the Details	1
NFDA	Virtuoso Living the Virtuoso Life	1
NFDA	NFDA International Convention and Expo Floor	1
NFDA	Outshine the Competition Thriving in a Market of Low-Cost Competitors	1
NFDA	Futureproof Yourself Innovate and Thrive in Times of Uncertainty	1
NFDA	Trust Catalyst the Formula for Building a High Trust High Impact Culture	1
NFDA	Timely Preservation Preparing Delayed Cases and Long-Term Holds	2
NFDA	Disenfranchised Grief and Contemporary Deathcare	2
NFDA	Inside the Mind of the Consumer	2
NFDA	Boost Profits Reduce Stress and Build a Happier Team	1
NFDA	Discovering and Living Your Personal Leadership Brand	1
NFDA	Return to Earth Embracing the Power of Natural Organic Reduction	1
NFDA	Uncommon Injection Points	1
NFDA	Surviving the Life or Death Gap	1
NFDA	Meeting Modern Expectations Redefining the Consumer Experience	1
NFDA	Funeral Rule Update	1
NFDA	Nurturing the New License the Importance of Mentoring	1
NFDA	When Words Matter Most Crisis Communication	1
Wilbert Funeral Services	Real Stories, Real Trust The power of Video in Funeral Service	1
Wilbert Funeral Services	The Heart of Service	1
Wilbert Funeral Services	Upper Extremity Graft Recovery and Donor Care for Funeral Professionals	1
Wilbert Funeral Services	Embalming Ethics	1
Wilbert Funeral Services	Deathcare for Pets What's Now and What's Next	1
CE Associate	Ethics in Pre-Need Sales	3
CE Associate	FTC Compliance	2
CE Associate	Pre Planning with Purpose	2
CE Associate	The Art of Listening Building Trust in Funeral Planning	2

**OTHER BUSINESS**

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

Type	Licensee	License/Application #	Docket #	City
OAFM	Watkins Funeral Home	FEST001734	2025-0866	Jonesboro
OAFM	Cremation Society of the South	CREM000020	2025-0947	Marietta
OAFM	Advantage Funeral & Cremation Services	FEST001819	2025-0945	Lilburn
OAFM	Northside Chapel Funeral Directors & Crematory	FEST001442	2025-0946	Roswell
OAFM	Charles E Huffs International Funeral	FEST001039	2025-0944	Columbus
OAFM	KL Close Funeral Home	FEST002098	2025-0977	Bainbridge
OAFM	Vidalia Funeral Home	FEST000363	2025-0948	Vidalia
OAFM	RW Andrews Mortuary	FEST001653	20250922	Atlanta
Consent Order	Timothy Pinson	FD005252	2025-0940	Dawsonville

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**Funeral Director Duties and Responsibilities Discussion:**

The Board discussed questions received from licensees regarding Funeral Director duties and responsibilities and discussed if there was any need for rule changes, policy statements, or FAQs related to this that could provide clarification to licensees and the general public.

**Rules Review – Board Rule 250-5-.12:**

The Board reviewed and discussed potential updates to Board Rule 250-5-.12. Bryant Hightower moved, Nancy Kennedy seconded, and the Board voted unanimously to refer the proposed rule changes to the Attorney General’s Office for a memorandum of statutory authority.

**Rules Review – Rule Chapter 250-4:**

The Board reviewed and discussed potential updates to Board Rule Chapter 250-4. Bryant Hightower moved, Nancy Kennedy seconded, and the Board voted unanimously to refer the proposed rule changes to the Attorney General’s Office for a memorandum of statutory authority.

**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 2:46 p.m. The next meeting of the Georgia Board of Funeral Service will be held Tuesday, October 14, 2025, at 10:00 a.m. at the new Board office at 3920 Arkwright Rd. Suite 195, Macon, Georgia.

Minutes recorded by: Kristin Mitchell, Board Support Specialist  
Minutes reviewed and edited by: Brad Coman, Executive Director  
Minutes approved on: October 14, 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 September 9, 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 9th

Day of September 2025

  
Notary Public

My Commission Expires



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