

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

**Members Present:**

- Joe Westbury, President
- Bryant Hightower
- Shanna Jackson Sheats
- Nancy Kennedy\*
- Bradley Anderson

**Members Absent:**

- Tommy Davis
- 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*

***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 10:11 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, Shanna Jackson Sheats seconded, and the Board voted to approve the October 14, 2025, meeting agenda.

**Minutes**

Bryant Hightower moved, Shanna Jackson Sheats seconded, and the Board voted to approve the September 9, 2025, Open Session minutes and Executive Session minutes.

**Ratification List**

Licenses Issued 9/4/2025 – 10/8/2025 (Total – 44): Bradley Anderson moved, Bryant Hightower 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
EMB026692	Riley Fox Thompson	FD009875	Madeleine Wood
FD009871	Riley Fox Thompson	EMB026696	Madeleine Wood
FSA007347	Matthew Jensen	FSA007352	Ruell Bernard Francis
FSA007348	JaMaiya LaShawn Strait	FSA007353	Brenan Holston
FSA007349	Charis Alexandra Burgess	EMB026697	Cary Paul Grossi
EMB026693	Kimberly Brooke Norton	FD009876	Cary Paul Grossi
FD009872	Kimberly Brooke Norton	FSA007354	Jamila A Jones
FSA007350	Trinity Phillips	FSA007355	Trey D Farmer
EMB026694	Allen Brent Long	FSA007356	Davianna Alencia Campbell
FD009873	Allen Brent Long	FSA007357	Housten Dewayne Campbell
FSA007351	Cortney Storm Upleger	FSA007358	Tabor Dozier Kiser
FD009874	Emily Elizabeth Chmelovski	FSA007359	Lian Wilson
EMB026695	Emily Elizabeth Chmelovski	FSA007360	David Noah Cochran

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License #	Licensee	License #	Licensee
FSA007361	Melissa Brooke Steinhauer	FSA007364	Shantavia Sharnice Neal
FSA007362	Patrick Michael Richard Shanahan	FSA007365	Jurico Moody
FSA007363	Angela Renee Clayborn	FSA007366	Anthony Turner
FD009877	Anthony Lamar Watkins II	FSA007367	Terry Lee Wimberly
EMB026698	Anthony Lamar Watkins II	FSA007368	Lory Wallace
EMB026699	Christopher Lee MacGregor	EMB026701	Joseph Paul Biagini
FD009878	Christopher Lee MacGregor	FD009880	Joseph Paul Biagini
EMB026700	Patrick Aaron Moore	FSA007369	Tyler Lamar Patrick
FD009879	Patrick Aaron Moore	FSA007370	Jordan Loraine Rodgers

**EXECUTIVE SESSION**

Bryant Hightower moved, Bradley Anderson seconded, and the Board voted to enter Executive Session at 10:12 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 4:06 p.m. No votes were taken during Executive Session.

**OPEN SESSION**

Bryant Hightower 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 # 4306503 – T.L.S.F.D. – Change of FDFCC – Approve with a public Consent Order for the Funeral Director to include a \$500 fine for failure to disclose arrest history. A separate referral for the facility, pending receipt of two grace period requests, for a public Consent Order to include a \$2,500 fine for unlicensed practice/operating without an FDFCC.

Appearance # FUN250161 – N.C.S.C. – Refer to Attorney General’s office for a public Consent Order for the Funeral Director to include a \$5,000 fine and 2 years’ probation, and a public Consent Order for the facility to include a \$50,000 fine and 2 years’ probation for knowingly making misleading, deceptive, untrue, or fraudulent representation in the practice of funeral directing or embalming or in any document connected therewith.

Appearance # FUN260029 – C.O.L.F.S. – Refer to Attorney General’s Office for a public Consent Order for the company/owner to include a \$500 fine for unlicensed practice.

Appearance # FUN260026 – H.F.H. – No show. Reschedule to next meeting.

Appearance # 4356334 C.A.R.S.M.C. – Change of FDFCC – Approve with receipt of two grace period requests.

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Appearance # 4257629 – William Moore – Funeral Service Apprentice – Approve.

Appearance # 4291146 – Pineridge Cremation Service, LLC – Change of FDFCC from Charles Blanchard to Jeb Turner – Approve.

Appearance # 4347591 C.F.H.A.C.A.M.M.P. – Change of FDFCC – Approved pending clarification of last date served as FDFCC.

Appearance # 4356316 / 4357988 Roswell Funeral Home / American Crematory – Change of FDFCC from Morgan Eubanks to DeLeon Mosely – Approve.

**Applications**

Application # 4272634 / 4272608 – Kimberly McClure – Funeral Director and Embalmer by Endorsement – Approved.

Application # 4312612 / 4320258 – Rafaelina Ford – Funeral Director and Embalmer by Endorsement – Approved.

Application # 4333110 – Jennifer Workman – Embalmer by Reciprocity – Approved.

Application # 4321097 / 4319802 – R.F. – Funeral Director and Embalmer by Reciprocity or Endorsement – Deny – Applicant does not qualify for Endorsement or Reciprocity.

Application # 4321705 / 4328959 – Cachet Hammond – Funeral Director and Embalmer by Endorsement – Approve.

Application # 4309153 / 4321117 – Pamela Sing – Funeral Director and Embalmer by Reciprocity – Approved.

Application # 4304328 – R.M.C. – Change of FDFCC – Approve with a public Consent Order to include a \$500 fine for unlicensed practice/operating without an FDFCC.

Application # 4329175 – Cochran-McDaniel Funeral Home – Change of FDFCC from Max Cochran to Matthew McDaniel – Approve.

Application # 4340343 – Jackson McWhorter Funeral Home – Change of FDFCC from William Jackson to Shanna Sheats – Approve. Shanna Jackson Sheats recused.

Application # 4308949 – Boston's Funeral & Cremation Service – Change of name from Boston's Funeral & Cremation Service to Boston Hill Funeral & Cremation Service and Change of FDFCC from Krystal Hill to Clarence Boston – Approve.

Application # 4325207 – Hope Cremations, LLC – New Crematory with Hope Ellison as FDFCC – Approve.

Application # 4321433 – McCray Family Funeral Service and Cremation, LLC – New Funeral Establishment with Zenia Murray-McCray as FDFCC – Approve.

Application # 4329381 – Augusta Cremation & Funeral Care – New facility with Larry Williams as FDFCC – Approve.

Application # 4340926 / 4340922 – Michaelene Dowers – Funeral Director and Embalmer by Endorsement – Approve.

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Application # 4359149 / 4359353 – Lamnette Douglas – Funeral Director and Embalmer by Endorsement – Approve.

**Complaints**

FUN260034 – Table – Refer to Inspections to obtain a statement and supporting documents from the FDFCC.

FUN260041 – Table – Refer to Investigations to obtain a statement from respondent and additional information.

FUN260051 – Table for staff to request that complainant provide additional information.

FUN260044 – Table – Refer to Inspections to obtain a statement from the FDFCC and a copy of the customer file.

FUN260038 – Table – Refer to Inspections to obtain a statement from the FDFCC and a copy of the customer file.

FUN260009 – Table – Refer to Inspections to obtain a statement from the FDFCC and a copy of the customer file.

FUN260013 – Close – No violation.

FUN250158 – Close with a Letter of Concern to the FDFCC regarding failure to provide a copy of all paperwork for preneed services to the customer.

FUN260045 – Table for complainant to provide supporting documents.

FUN260048 – Close – No violation.

FUN260050 – Table – Refer to Inspections to perform a routine inspection and obtain additional information.

FUN260054 – Table – Refer to Inspections to obtain a statement from the FDFCC and a copy of the customer file.

FUN260040 – Table – Refer to Inspections to obtain a statement from the FDFCC and a copy of the customer file.

FUN260023 – Table – Schedule cognizant interview.

FUN250115 – Close – No violation.

**Executive Session Other Business**

J.P. – Create a complaint and refer to Investigations to obtain a statement from respondent and additional information.

S.W.G.C.S. – Table – Request that facility provide a statement.

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**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.

FUN260021 – Summarily suspend the facility license for fraud and unlicensed practice/operating without a FDFCC as the Board feels that there is an immediate threat to public health and safety. Staff to obtain certified copies of death certificates.

Rules Review – The Board reviewed the Attorney General’s memorandum of authority for proposed Rules and changes to Chapters 250-1, 250-4, 250-5, and 250-6. The Board recommended that suggested changes from the Attorney General’s office be made, proposed rules and amendments be posted for public comment, and a public rules hearing be scheduled for the January 2026 Board meeting.

**Continuing Education** – Nancy Kennedy 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
ICCFA	2025 ICCFA Fall Leadership Summit	9
NFDA	Cremation It's Not About Price	1
NFDA	Mastering the Media Turning Interviews into Opportunities	1
NFDA	How to Talk About Adding Services to Direct Dispositions	1
Continuing Vision	Embalming Long Term Holds and International Ship-Outs	1

**OTHER BUSINESS**

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

Type	Licensee	License/Application #	Docket #	City
OAFM	Hall’s Funeral Home	FEST000158	2025-0986	Fitzgerald
Consent Order	Jordan Scott	FD005528	2025-0987	Dallas
Consent Order	C A Reid Sr Memorial Funeral Home	FEST001319	2025-1001	Augusta

**Request to Lift Probation:**

The Board reviewed a request to lift probation for Demarien Hawk – (FD005685 / EMB005286). Bryant Hightower moved, Shanna Jackson Sheats seconded, and the Board voted unanimously to approve the request as the licensee has complied with all requirements of probation.

The Board reviewed a request to lift probation for Norman Cason III – (FD004721 / EMB004312). Bryant Hightower moved, Shanna Jackson Sheats seconded, and the Board voted unanimously to deny the request as the licensee has not complied with all requirements of probation.

The Board reviewed a request to lift probation for Atlanta Mortuary Service – (FEST002090). Bryant Hightower moved, Shanna Jackson Sheats seconded, and the Board voted unanimously to approve the request as the licensee has complied with all requirements of probation.

The Board reviewed a request to lift probation for Todd Hunter – (FD003813 / EMB003382). Bryant Hightower moved, Shanna Jackson Sheats seconded, and the Board voted unanimously to approve the request as the licensee has complied with all requirements of probation.

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**Correspondence:**

The Board reviewed correspondence pertaining to whether or not funeral concierge services would be subject to licensure or registration in the state of Georgia. Bryant Hightower moved, Shanna Jackson Sheats seconded, and the Board voted unanimously to direct the questioner to the Board's laws and rules, noting that the Board cannot provide business or legal advice or interpret the laws or rules for them.

**Proposed Meeting Dates** – Bryant Hightower, Bradley Anderson seconded, and the Board unanimously voted to approve the following meeting dates for 2026:

- January 13, 2026
- February 10, 2026
- March 17, 2026
- April 14, 2026
- May 12, 2026
- June 9, 2026
- July 14, 2026
- August 11, 2026
- September 8, 2026
- October 13, 2026
- November 10, 2026
- December 8, 2026

**Correspondence:**

The Board reviewed correspondence pertaining to online funeral homes. Bryant Hightower moved, Bradley Anderson seconded, and the Board voted unanimously to direct the questioner to the Board's laws and rules, noting that the Board cannot provide business or legal advice or interpret the laws or rules for them.

**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 4:27 p.m. The next meeting of the Georgia Board of Funeral Service will be held Tuesday, November 4, 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: November 4, 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 October 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.



PRESIDING OFFICER

Sworn to and subscribed before me this 14th

Day of October, 2025.

  
Notary Public

My Commission Expires:



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