

**GEORGIA BOARD OF FUNERAL SERVICE**  
**Board Meeting Minutes – November 4, 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
- Bradley Anderson
- 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 10:06 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.

Joe Westbury notified the Board that Nancy Kennedy resigned from the Board and thanked her for her more than 19 years of dedicated service as a member of the board.

**OPEN SESSION**

**Agenda**

Bryant Hightower moved, Tommy Davis seconded, and the Board voted to approve the November 4, 2025, meeting agenda.

**Minutes**

Bryant Hightower moved, Tommy Davis seconded, and the Board voted to approve the October 14, 2025, Open Session minutes and Executive Session minutes.

**Ratification List**

Licenses Issued 10/9/2025 – 10/29/2025 (Total – 18): Tommy Davis 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.

<b>License #</b>	<b>Licensee</b>	<b>License #</b>	<b>Licensee</b>
FSA007371	Tiffany Wilbourn	EMB026702	Jennifer Smith Workman
FSA007372	Marcus Anthony Reid	EMB026703	Pamela Beshia Sing
FSA007373	William Moore Jr.	FD009881	Pamela Beshia Sing
FSA007374	Bradley Moody	CREM000206	Hope Cremations
FSA007375	Skyler Austin Richards	FEST002183	Augusta Cremation & Funeral Care
FSA007376	Whitney Ensley	FEST002181	Boston Hill Funeral & Cremation Service
FSA007377	Gretchen Louise Durnwald	FEST002182	McCray Family Funeral Service and Cremation, LLC
FSA007378	Megan Elizabeth Atkins	FUNCE000055	CE Associate
FSA007379	Lauryn Audè Gathers		
FSA007380	Chance E Lynn		

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**EXECUTIVE SESSION**

Tommy Davis moved, Bradley Anderson seconded, and the Board voted to enter Executive Session at 10:07 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 3:26 p.m. No votes were taken during Executive Session.

**OPEN SESSION**

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

**Appointments**

Appearance # 4334118 – Westover Road Funeral Directors – New funeral establishment with Colburn Shelton as FDFCC – Approved.

Appearance # 4353505 – S.S.C. – Change of FDFCC – Approve pending receipt of two 90-day grace period requests.

Appearance # 4325857 – W.A.W.F.H.R.C. – Change of FDFCC – No show. Reschedule to next meeting.

Appearance # 4381906 / 4383845 – S.C.C.A.F.S. / C.S.O.T.S.E.L. – Change of FDFCC – Approved pending receipt of 2nd 90-day grace period request.

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

Appearance # FUN260023 – Table – Issue Letter of Concern to respondent regarding aiding and abetting unlicensed practice. Staff to obtain additional information, and refer to Investigations to obtain copies of signed contracts and offer a voluntary Cease and Desist Order to respondent.

**Applications**

Application # 4362918 – Tracey Zbierski – Embalmer by Reciprocity – Approved.

Application # 4380093 – Jennifer Workman – Funeral Director by Reciprocity – Approved.

**Complaints**

FUN260059 – Close – No violation.

FUN260061 – Table to next meeting.

FUN260045 – Table – Refer to Inspections to obtain statement from FDFCC.

FUN250066 – Close – Matter resolved.

FUN260051 – Table to next meeting.

FUN260044 – Close – No violation.

FUN260009 – Close – No jurisdiction / civil matter.

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FUN260050 – Table – Staff to reach out to complainant for additional information.

FUN260054 – Close – No violation.

FUN250057 – Table – Refer to Inspections to offer a voluntary Cease and Desist Order with the direction to remove any signage or advertisements.

**Executive Session Other Business**

S.W.G.C.S. – Table – Staff to obtain additional documentation.

F.F.H. – Update. Case open in Attorney General’s Office.

R.F.H.O.P. – Update. Case open in Attorney General’s Office.

C.A. – Staff to request update on investigation.

**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.

FUN250084 – Attorney General to obtain additional information and then schedule cognizant interview with owner.

FUN250126 – Staff to refer to Investigations to obtain additional information.

FUN260033 – Order must be signed before December Board meeting with fine to be paid by 3/31/26.

**Continuing Education** – Felicia Wimberly moved, Bradley Anderson 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
Wilbert Funeral Services	Compassion Without Collapse How Funeral Professionals Can Avoid Burnout	1
Wilbert Funeral Services	The Answer Is In the Numbers	1
Wilbert Funeral Services	Unclaimed Cremated Remains	1
Wilbert Funeral Services	Back to Basics 101	1
Georgia Funeral Directors Association	GFDA 2025 District Meetings	4

**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
Summary Suspension	The Promise Land Funeral Home, LLC	FEST002058	2025-1100	Albany

**Request to Lift Probation:**

The Board reviewed a request to lift probation for Darrell McQueen – (FD005825, EMB005424). Bryant Hightower moved, Tommy Davis seconded, and the Board voted unanimously to approve the request as the licensee has complied with all requirements of probation.

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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
Community Mortuary	Approved	FEST001321	Blakely	1/13/2026

**Draft Verification of Employment Form:**

The Board reviewed and discussed a proposed verification of employment form to be used by applicants for Funeral Director or Embalmer licensure by Endorsement. The Board discussed the need for a form to help minimize application deficiencies. Tommy Davis motioned, Bryant Hightower seconded, and the Board voted unanimously to update the application to require submission of the form.

**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 3:40 p.m. The next meeting of the Georgia Board of Funeral Service will be held Tuesday, December 9, 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: December 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 November 4, 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.

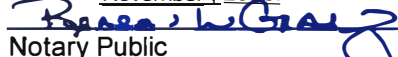
FURTHER THE AFFIANT SAYETH NOT.



PRESIDING OFFICER

Sworn to and subscribed before me this 4th

Day of November, 2025

  
Notary Public

My Commission Expires



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