

GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – December 9, 2025
Professional Licensing Boards Division of the Secretary of State
3920 Arkwright Rd., Suite 195, Macon, Georgia 31210

Members Present:

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

Member Absent:

- Tommy Davis

* *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 10:10 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, Felicia Wimberly seconded, and the Board voted to approve the December 9, 2025, meeting agenda.

Minutes

Bryant Hightower moved, Bradley Anderson, and the Board voted to approve the November 4, 2025, Open Session minutes and Executive Session minutes.

Ratification List

Licenses Issued 10/30/2025 – 12/3/2025 (Total – 33): Bryant Hightower moved, Bradley Anderson 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
EMB026704	Natalie Nicole Brunson	FD009886	Victoria A Kaplan
FD009882	Natalie Nicole Brunson	EMB026709	Justin Tripp Hardy
FSA007381	April Michelle Caulder	FD009887	Justin Tripp Hardy
FD009883	Cachet Nicole Hammond	FSA007384	Terrius Kadeem Fergsuon
EMB026705	Cachet Nicole Hammond	FSA007385	Tiffany Kalyn Cline
FD009884	Jennifer Smith Workman	EMB026710	Brooklyn Nicole Jacobs
FEST002184	Westover Road Funeral Directors	FD009888	Brooklyn Nicole Jacobs
EMB026706	Tracey Zbierski	FSA007386	Frederick M McLeod II
FD009885	Rafaelina Ford	FD009889	Michaelene Erin Dowers
EMB026707	Rafaelina Ford	EMB026711	Michaelene Erin Dowers
FSA007382	wayne kent saferight	FSA007387	Iman Ruth Jervey
FSA007383	Shaquille Mathis	FSA007388	Daniel Bevan Boyd
EMB026708	Victoria A Kaplan	FD009890	Payton Nicole Twilley

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License #	Licensee	License #	Licensee
EMB026712	Payton Nicole Twilley	EMB026714	Ashleigh Carole Sanger
EMB026713	Ashton Roen Long	EMB026715	Isabelle Brooke Kardoes
FD009891	Ashton Roen Long	FSA007389	Tajhiek Anwar Baoll
FD009892	Ashleigh Carole Sanger		

EXECUTIVE SESSION

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

Appointments

Appearance # 4382990 – W.A.S.F.H.G.C. – Change of FDFCC – Approve pending a receipt of letters of resignation and one grace period request.

Appearance # 4325857 – W.A.W.F.H.R.C. – Change of FDFCC – Approve with receipt of two grace period requests and a public Consent Order to include a \$1,000 fine for operating without an FDFCC.

Appearance # 4387724 – Baker McCullough Funeral Home Hodgson Memorial Chapel – Change of FDFCC from Hubert Baker to Gary Vinson Jr. – Approved.

Appearance # 4387258 / 4465228 – Advantage Funeral & Cremation Services / National Cremation Society Crematory – Change of FDFCC from Regina Tyson to Caitlin McCain – Approved.

Appearance # 4358207 / 4370347 – Southern Cremations & Funerals At Eastlawn Memorial Park – Change of FDFCC from Kashia Webster to Marcquis Phillips – Approved.

Appearance # 4350460 – C.C.O.G. – Change of FDFCC – No show. Deny – FDFCC candidate is not in compliance with license probation.

Appearance # 4358238 – C.F.F.H. – Reinstatement of Facility License – Approve with a public Consent Order to include a fine of \$4,000 and 2 years’ probation for unlicensed practice.

Appearance # FUN260026 – Table for update from facility on renovations to be provided within 90 days.

Applications

Application # 4396382 / 4435278 – Crystal Tolbert – Embalmer / Funeral Director by Reciprocity – Approve.

Application # 4388469 – Richardson Funeral Home – Change of FDFCC from Jacqueline Whitehurst to Jessica Coleman – Approved.

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Application # 4360405 – Consider Cremation, Inc. DBA Boston's Mortuary – New funeral establishment with Clarence Boston as FDFCC – Approved.

Application # 4351830 / 4351826 – Kenneth Belton – Embalmer /Funeral Director by Reciprocity – Approve.

Application # 4388916 – S.M.I. – New Crematory – Approve contingent upon ownership addressing open disciplinary matter. Board amends their vote and approves a public Consent Order with a \$5,000 fine and two years' probation for establishment for the period of operating without an FDFCC.

Complaints

FUN260061 – Refer to the Attorney General's Office for a hearing for a Cease and Desist Order respondent. Additionally, suspend facility license for violation of Board Rule 250-6-.06(2). For suspension to be lifted facility must pass an inspection, pay \$1,350 fine, and pay additional \$500 fine per month that they are out of compliance beginning 11/17/25.

FUN260079 – Refer to Inspections to visit facility, obtain statement, and offer a voluntary Cease and Desist. Staff to refer to the Coroner's office, state & local vital records, and law enforcement regarding license lapsing.

FUN260069 – Close – Facility license has been summarily suspended. Staff to refer to the Coroner's office, state & local vital records, and law enforcement regarding license being summarily suspended.

FUN260050 – Refer to Attorney General's Office for a public Consent Order for the facility to include a fine of \$4,000 and 2 years' probation for knowingly making misleading, deceptive, untrue, or fraudulent representation in the practice of funeral directing or embalming or documents connected therewith.

FUN260062 – Table – Schedule for cognizant interview.

FUN260045 – Close – Letter of Concern to FDFCC for allegations of aiding and abetting unlicensed practice.

FUN260034 – Close – No violation.

FUN260038 – Close – No violation.

FUN260040 – Table – Refer to Inspections to obtain statement from FDFCC.

FUN250057 – Close – Matter resolved. Staff to refer to Coroner's office, state & local vital records, and law enforcement regarding license lapsing.

FUN260070 – Close – Matter resolved.

FUN260068 – Close – Matter resolved.

FUN250112 – Table 30 days for signed order and fine payment.

FUN260076 – Refer to Inspections to obtain statement from owner.

FUN260077 – Refer to Inspections for closing inspection and statement from owner.

FUN260078 – Refer to Inspections for closing inspection and statement from owner.

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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.

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
National Funeral Directors Association	Green Light on Green Funerals	1
National Funeral Directors Association	Understanding the Legal Landscape of Alternative Disposition Methods	1
National Funeral Directors Association	The Importance of Proper Paperwork	1
National Funeral Directors Association	Natural Organic Reeducation 101	1
National Funeral Directors Association	Meeting Families Where They Are Alkaline Hydrolysis in Practice	1
National Funeral Directors Association	The US Navy Burial at Sea Program	1
National Funeral Directors Association	Cremation Certification Program	7
National Funeral Directors Association	Certified Preplanning Consultant Program	15
South Carolina Funeral Directors Association	SFCDA - Ignite the Powerhouse in You to Prevent Burnout in the Funeral Profession –	2
South Carolina Funeral Directors Association	SCFDA-Funeral Service Marketing in an Ethical and Professional Manner	1
South Carolina Funeral Directors Association	SCFDA-Know What You're FOR-A Growth Strategy for Funeral Homes, An Even Better Strategy for Life	1
South Carolina Funeral Directors Association	SCFDA-Old School and New School Embalming-Why Both Need Each Other	1
Wilbert Funeral Services	The Cremation of Sam McGee A Profile of the Modern Cremation Consumer	1
International Cemetery, Cremation & Funeral Association	ICCFA DEADTalks 2026	11
The Independent Funeral Group	Generational Gaps, AI and Preneed Trends	1
The Independent Funeral Group	Understanding the Preneed Insurance and Cremation Consumer	1
The Independent Funeral Group	Funding Prearranged Funerals	1

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
Consent Order	Dawson’s Mortuary	FEST000112	2025-1236	Warrenton
Consent Order	James R. Barnes Mortuary	4164776	2025-1235	Statesboro
Consent Order	CJ Edwards Funeral Home	FEST001938	2025-1142	Fort Valley
Consent Order	Mackey Wilson Jennings	FEST000894	2025-1215	Lagrange

Request to Lift Probation:

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

ABFSE COA Actions:

The Board reviewed the October 2025 actions of the American Board of Funeral Service Education’s Committee on Accreditation.

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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 an overhaul of the plumbing system. Bryant Hightower motioned, Felicia Wimberly seconded, and the Board voted unanimously to approve the grace period extension, 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
Advantage Funeral & Cremation Services	Approved	FEST001819	Lilburn	10/26/2025
National Cremation Society Crematory	Approved	CREM000043	Lilburn	12/26/2025
Southern Cremations & Funerals At Eastlawn Memorial Park	Approved	FEST002112	McDonough	1/28/2026
Southern Cremations & Funerals At Eastlawn Memorial Park	Approved	CREM000185	McDonough	1/28/2026
McLean-Litman Funeral Service Inc	Approved	FEST000269	Douglas	9/22/2025

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 4:19 p.m. The next meeting of the Georgia Board of Funeral Service will be held Tuesday, January 13, 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: January 13, 2026.


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 December 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.

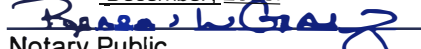
FURTHER THE AFFIANT SAYETH NOT.



PRESIDING OFFICER

Sworn to and subscribed before me this 9th

Day of December, 2025


Notary Public

My Commission Expires:



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