

GEORGIA BOARD OF FUNERAL SERVICE
Teleconference Board Meeting Minutes – February 2, 2026
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
- Tommy Davis

Others Present:

- Brad Coman, Executive Director
- Melanie Foster, Licensing Supervisor
- Kristin Mitchell, Board Support Specialist
- Robyn Henley, Licensing Analyst
- Craig Pake, Assistant Attorney General

Joe Westbury, President, noted that a quorum was present, called the meeting to order at 10:07 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 February 2, 2026, meeting agenda.

Minutes

Bryant Hightower moved, Bradley Anderson seconded, and the Board voted to approve the January 13, 2026, Open Session minutes and Executive Session minutes.

OTHER BUSINESS

Grace Period Request:

The Board reviewed a grace period request from Cook Brothers Funeral Directors and Cremations (FEST002078) regarding the loss of the Funeral Establishment due to a fire on January 18th. Bryant Hightower moved, Shanna Jackson Sheats seconded, and the Board voted unanimously to approve the 90-day grace period to operate out of Willie A Watkins Funeral Home (FEST001806) while reconstructing the previous location with the requirement that the facility provide the Board with an update before the end of the grace period and request another grace period at that point if one is needed.

Request for Renovations:

The Board reviewed and discussed a request for permission for a Funeral Establishment to operate out of another licensed location temporarily while renovations are being completed. Bryant Hightower moved, Bradley Anderson seconded, and the Board voted unanimously to table the request for the licensee to provide additional information.

Additional Retort Request:

The Board reviewed a request and inspection results for Riverdale Cremation Services, LLC to add an additional cremation device/retort to the Crematory. Bryant Hightower moved, Shanna Jackson Sheats seconded, and the Board voted unanimously to approve the request.

Legislative Discussion:

The Board discussed any updates regarding legislative session and bills that would impact the Board or the profession, as well as legislative changes that the Board feels are needed.

There being no further business, Joe Westbury, President, declared the meeting adjourned at 11:04 a.m.

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The next meeting of the Georgia Board of Funeral Service will be held Tuesday, February 10, 2026, 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: February 10, 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 February 2, 2026, 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 2nd

Day of February 2, 2026


Notary Public

My Commission Expires



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