

**GEORGIA BOARD OF FUNERAL SERVICE**  
**Board Meeting Minutes – January 13, 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

*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 10:08 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**

Tommy Davis moved, Bradley Anderson seconded, and the Board voted to approve the January 13, 2026, meeting agenda.

**Minutes**

Bryant Hightower moved, Tommy Davis seconded, and the Board voted to approve the December 9, 2025, Open Session minutes and Executive Session minutes.

**Ratification List**

Licenses Issued 12/4/2025 – 1/7/2026 (Total – 32): 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.

License #	Licensee	License #	Licensee
FSA007390	Tobin Lee Cofer	FSA007395	Branden Scott Taylor
FSA007391	ShaVon LaSha Reed	FD009896	Isabelle Brooke Kardoes
EMB026716	Crystal LaGrassam Tolbert	EMB026719	Ashley Negron
FD009893	Crystal LaGrassam Tolbert	FD009897	Ashley Negron
FEST002185	Consider Cremation, Inc. DBA Boston's Mortuary	EMB026720	Harold Michael Stewart Sr
EMB026717	Kenneth M Belton Jr	EMB026722	Michael H Pilling
FD009894	Kenneth M Belton Jr	FD009898	Harold Michael Stewart Sr
FSA007392	Sarah Rice	EMB026721	Lamnette Douglas
EMB026718	Jorja Shudon President	FD009899	Lamnette Douglas
FD009895	Jorja Shudon President	FD009900	Michael H Pilling
CREM000207	Southview Mortuary, Inc	FSA007396	Christopher Jalen-Juwan Franklin
FSA007393	Kelvin Darnell Allen	EMB026723	Taylor Chanel Reynolds
FSA007394	Shekinah Anderson	FD009901	Taylor Chanel Reynolds
		EMB026724	Russell Poss

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License #	Licensee	License #	Licensee
FSA007397	Thea Kristin Doss-Johnson	FSA007399	Tyler Aspinwall
FSA007398	Destiney Nichole Birdine	FSA007400	Reginald Legill Pierce Jr.
FD009902	Russell Poss		

**Rules Hearing**

Joe Westbury called the rule adoption hearing to order at 10:15 a.m. and noted that the hearing was being recorded. Executive Director, Brad Coman noted that the only written comment that was received regarding the proposed rules was from Trip Martin on behalf of Earth Funeral, which was received prior to the posting of the proposed rules and addressed recommendations for the Board when promulgating rules as well as standard best practices from states where Natural Organic Reduction facilities are currently operating. The Board reviewed and discussed the written comment, noting that the concerns outlined they felt were addressed in the proposed rules and the standard best practices provided were considered during the drafting of the proposed rules. Executive Director, Brad Coman noted that there were no visitors present who wished to offer comments.

**BOARD RULE CHAPTER 250-1 ORGANIZATION**

The Board believes it is necessary to amend Rule 250-1-.04 in direct response to Senate Bill 241, which amends O.C.G.A. Title 43, Chapter 18 to require licensure and set requirements for organic human reduction facilities. The amended rule is housekeeping in nature and will not have any effect on licensees, applicants, or the general public. The Board has considered multiple variations of this proposed amendment and has determined this to be the most succinct wording while adhering to requirements in the statute.

Bryant Hightower moved that the formulation and adoption of these rules does not impose excessive regulatory cost on any licensee and any cost to comply with the proposed rules cannot be reduced by a less expensive alternative that fully accomplishes the objectives of the applicable laws as required by O.C.G.A. § 50-13-4. Tommy Davis seconded the motion and it carried unanimously.

Bryant Hightower moved to adopt the amendment to Rule 250-1-.04. Tommy Davis seconded the motion and it carried unanimously.

**Chapter 250-1 Organization**

Rule 250-1-.04 Restrictions on Board Members' Activities

- (1) No Board member shall participate in the deliberation or the vote on licensure or registration of any applicant who is employed by, was previously employed by, or is being hired by that Board member.
- (2) No Board member shall participate in the deliberation or the vote on licensure or registration of any applicant:
  - (a) who is known to be a relative of that Board member; or
  - (b) with whom that Board member has a personal relationship which could affect the Board member's judgment.
- (3) No Board member shall participate in the deliberation or the vote on licensure for any establishment, organic human reduction facility, or crematory in which the member has an ownership or management interest.

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- (a) For purposes of administering this rule, "ownership" is determined by whether the Board member has authority and responsibility for making decisions concerning the operations of the organization as a whole. "Ownership" does not include holding an insignificant equity ownership, such as in common stocks and bonds; and
- (b) For purposes of administering this rule, "management interest" is determined by whether the Board member has direct management responsibilities for the establishment involved in the vote or deliberation.

Authority: O.C.G.A. §§ 43-1-25, 43-18-23.

### **BOARD RULE CHAPTER 250-4 APPRENTICESHIP**

The Board believes it is necessary to amend Rules 250-4-.03 and 250-4-.04 to better align the Board Rules with the statute based on the 2022 amendment to O.C.G.A. §43-18-51, which removed language prohibiting renewing an apprentice license more than twice. The Board has considered multiple variations of these proposed amendments and has determined this to be the most succinct wording while adhering to requirements in the statute.

Bryant Hightower moved that the formulation and adoption of these rules does not impose excessive regulatory cost on any licensee and any cost to comply with the proposed rules cannot be reduced by a less expensive alternative that fully accomplishes the objectives of the applicable laws as required by O.C.G.A. § 50-13-4. Tommy Davis seconded the motion and it carried unanimously.

Felicia Wimberly moved to adopt the amendments to Rules 250-4-.03 and 250-4-.04. Bryant Hightower seconded the motion and it carried unanimously.

#### **Chapter 250-4 Apprenticeship**

##### **Rule 250-4-.03 Serving of Apprenticeship**

- (1) Hours and Duration. An apprenticeship period consists of 3,120 hours served in a time period of no less than eighteen (18) months ~~and no more than two (2) renewal cycles~~ as defined in O.C.G.A. § 43-18-50(c).
  - (a) This period shall be measured from the date the application is approved by the Board.
  - (b) The (18) eighteen-month minimum is in addition to the time required to graduate from a college of funeral service accredited by the American Board of Funeral Service Education or other college specifically approved by the Board.
  - (c) An apprentice shall be allowed to serve a maximum of four (4) hours per day for credit towards completion of the apprenticeship period while enrolled in college.
- (2) Business Hours. For purposes of apprenticeship, regular business hours are the hours between 8:00 A.M. and 10:00 P.M.
- (3) Sleeping. An apprentice shall not count hours spent sleeping in a funeral establishment toward the hours of requirement, even if the time spent sleeping occurs during the regular business hours as defined in Rule 250-4-.03(2).
- (4) Reports. Every six (6) months, each apprentice shall furnish to the Board the details of the hours spent in employment as an apprentice on forms approved by the Board. After completing the 3,120 hours for apprenticeship within the specified period, the apprentice shall send the last report to the Board regardless of the date. The information contained in the report shall be certified as correct by the funeral director in full and continuous charge and by the supervising funeral director and embalmer. The report will specify the number of bodies which the apprentice has assisted with embalming and the number of funerals in

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which the apprentice has assisted. This report shall be kept current and made available for inspection upon request.

Authority: O.C.G.A. §§ 43-1-19, 43-1-25, 43-18-23, 43-18-50, 43-18-51, 43-18-54.

**Rule 250-4-.04 Apprentice Fees and Renewal**

- (1) Each apprenticeship registration expires on March 31 of even-numbered years.
- (2) Renewal. An apprenticeship registration may be renewed for a two-year period and requires submission of an application and fee (see fee schedule), due and payable by March 31 of even-numbered years. ~~An apprenticeship registration shall not be renewed more than two (2) times.~~
- (3) Late Renewal with Penalty. An expired apprentice registration may be renewed between April 1 and April 30 of the renewal year with submission of a renewal form and a penalty fee in addition to the regular renewal fee. The applicant for renewal may not practice as an apprentice during the late renewal period, nor will any hours be credited during the late renewal period.
- (4) Revocation. A registration that is not renewed prior to May 1 of the renewal year shall result in revocation of the registration. Hours served after revocation and prior to reinstatement may not be counted toward the 3,120 hour requirement for an apprenticeship.
- (5) Reinstatement. An apprentice whose registration has been revoked for failure to renew a registration, within one (1) year of the registration expiration date, may apply for reregistration with submission of an application, renewal fee, and penalty fee. The Board reserves the right to refuse to reinstate a registration and shall not reinstate a registration more than twice.

Authority: O.C.G.A. §§ 43-1-19, 43-1-25, 43-18-23, 43-18-50, 43-18-51, 43-18-54.

**BOARD RULE CHAPTER 250-5 PERSONAL LICENSURE**

The Board believes it is necessary to amend Rules 250-5-.10, 250-5-.11, and 250-5-.12 to clarify the subject areas for continuing education to be completed to maintain a license, to add a requirement of at least one hour to be completed in the area of funeral service ethics, at least one hour in the area of cremation, alkaline hydrolysis, and/or natural organic reduction, and update the continuing education hours required to reactivate a license to mirror the amount required for renewal. The Board believes that this amendment is necessary to ensure competent practitioners that are current with the latest developments, skills, and technologies required in the field. The Board has considered multiple variations of these proposed amendments and has determined this to be the most succinct wording while adhering to requirements in the statute.

Shanna Jackson Sheats moved that the formulation and adoption of these rules does not impose excessive regulatory cost on any licensee and any cost to comply with the proposed rules cannot be reduced by a less expensive alternative that fully accomplishes the objectives of the applicable laws as required by O.C.G.A. § 50-13-4. Tommy Davis seconded the motion and it carried unanimously.

Bryant Hightower moved to adopt amendment to Rules 250-5-.10, 250-5-.11, and 250-5-.12. Tommy Davis seconded the motion and it carried unanimously.

**Chapter 250-5 Personal Licensure**

**Rule 250-5-.10 Revocation and Reinstatement - Embalmer; Funeral Director**

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- (1) Failure to renew an embalmer or funeral director license prior to May 1 of the renewal year shall have the same effect as revocation. Any consideration for license reinstatement shall be at the discretion of the Board and shall require submission of a reinstatement application and reinstatement fee.
- (2) The Board in its discretion may reinstate a funeral director license upon receipt of an application, evidence of completion of ~~ten (10)~~ twelve (12) hours of approved continuing education for any applicant who is under 65 years of age and appropriate fees as noted on the Fee Schedule. Additionally, a person applying for reinstatement more than two (2) years after the expiration date of the license shall be required to retake and pass the Board-approved Jurisprudence Examination on Georgia law regarding funeral directing.

Authority: O.C.G.A. §§ 43-1-19, 43-1-22, 43-1-25, 43-18-48, 43-18-49, 43-18-55, 43-18-56.

Rule 250-5-.11 Inactive Status

A person must hold a current Georgia funeral director or embalmer license to apply for inactive status; and

- (a) A funeral director or embalmer who holds a current license and who will not practice funeral directing or embalming in Georgia may apply for inactive status by completing an Application for Inactive Status and submitting the appropriate fee (see Fee Schedule) to the Board. Once the license is in Inactive Status, an embalmer or funeral director shall not practice embalming or funeral directing in the State of Georgia while that license is on Inactive Status; and
- (b) To request that a license be placed on Inactive Status, the license must be in good standing and the licensee must show that they have attained the continuing education hours which will be required at their next renewal; and
- (c) A funeral director or embalmer who wishes to reactivate an Inactive Status license must submit to the Board an Application to Reactivate, appropriate fee, and documentation of continuing education:
  1. If the request to reactivate is received more than two (2) years but less than four (4) years from the date on which Inactive Status was approved, the licensee must document ~~five (5)~~ twelve (12) continuing education hours;
  2. If the request to reactivate is received four (4) or more years after the date on which Inactive Status was approved, the licensee must document ~~ten (10)~~ twenty four (24) continuing education hours and take and pass the State Laws and Rules Examination, notwithstanding the fact that they may have passed the Laws and Rules Examination on a prior date.

Authority: O.C.G.A. §§ 43-18-23, 43-18-46, 43-18-55, 43-18-56.

Rule 250-5-.12. Continuing Education Requirements; Provider Approval

- (1) ~~Ten (10)~~ Twelve (12) hours of continuing education are required biennially (every two (2) years) to renew an embalmer or funeral director license. At the time of renewal, each licensee shall submit an Application for License Renewal and a report in writing, under oath, noting the number of hours of continuing education completed during the two (2) years preceding the renewal.

At least ~~five (5)~~ six (6) hours of the total ~~ten (10)~~ twelve (12) hours required must be obtained in-person or via live webinar that is instructor led with student interaction, where student participation is monitored and verified. At least one (1) hour of the total twelve (12) hours must be in Funeral Service Ethics, and at least one (1) hour of the total twelve (12) hours must be in Cremation/Alkaline Hydrolysis/Natural Organic Reduction.

- (a) Continuing education shall be in any or all of the following subject areas:
  1. FTC Funeral Rule Compliance

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2. Embalming and Restorative Arts
  3. Leadership and Development
  4. ~~Crematory~~ Cremation/Alkaline Hydrolysis/Natural Organic Reduction
  5. OSHA Requirements
  6. Advertising/Social Media/Technology
  7. Funeral Directing/Aftercare
  8. Funeral Service Ethics
- (2) All licensees must obtain ~~ten (10)~~ twelve (12) hours whether they hold ~~one or two licenses~~ an embalmer license and/or funeral director license.
- (3) Funeral directors or embalmers who are licensed by the Board within the second year of the renewal cycle (after April 1 of the odd numbered year) will not be required to submit continuing education hours for their first license renewal.
- (4) Hardship, Disability and Age Requirement. The continuing education requirement shall be waived for persons who hold an Inactive Status license or for licensed individuals age 65 or older; and
- (a) The Board may waive the continuing education requirement in cases of hardship, disability, illness, or under such circumstances as the Board deems appropriate. The waiver must be requested in writing to the Board and must be accompanied by acceptable documentation.
- (5) The Board shall be authorized to approve courses offered by educational institutions, specialty societies, professional or other organizations, or government agencies upon submission of an application and non-refundable fee. For the purpose of this rule, 'government agencies' means federal, state or local government agencies, public school systems and licensed hospitals.
- (6) The Board may, in its discretion, accept continuing education hours that are approved in another state. The Board may require the licensee to submit information concerning the course(s), and proof of successful completion.
- (7) Board Approved Providers. Continuing education hours may be obtained by participating in activities sponsored by Board-Approved Providers. Board-Approved Providers shall offer programs only in the topic areas for which they have been approved. The provider shall certify the number of clock hours of educational content in each continuing education activity.
- (a) To qualify for initial approval, to renew approval or to qualify for approval in additional topic areas, a provider must submit to the Board:
    1. a Funeral Service Board-Approved Continuing Education Provider Application and non-refundable fee (See fee schedule); and
    2. a description of the topic areas in which the provider plans to sponsor continuing education activities; and
    3. the names of all instructors currently offering continuing education activities, a description of the topic areas in which the instructor is qualified to teach along with a resume or other evidence demonstrating that each instructor is qualified in the identified topic area; and
    4. program outlines, including instructors, objectives, schedules and instructional material.
  - (b) Board-Approved Provider status shall expire March 31 of even numbered years. The Provider must submit a new application and non-refundable application fee for the next renewal cycle. The Board retains the right to monitor continuing education programs sponsored by Board-Approved Providers and will withdraw approval from providers who do not maintain Board standard.
- (8) Board Approved Instructors. Continuing Education Instructors must meet minimum qualifications for instructor certification.
- (a) In order to qualify for initial Board approval or to renew Board approval, a provider must submit the following to the Board:
    1. a Funeral Service Board Approved Instructor Application and non-refundable fee (see fee schedule); and

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2. a description of the topic areas in which the instructor is qualified to teach along with a resume or other evidence demonstrating that each instructor is qualified in the identified topic area; and
  3. evidence of a minimum of five (5) years supervisory experience in the Funeral Service Profession; or
  4. evidence of any other experience or education which may qualify applicant for certification upon the discretion of the Board.
- (b) Board-approved instructor status shall expire March 31 of even-numbered years. The instructor must submit a new application and non-refundable fee for the next renewal cycle.
- (9) Reporting and Documentation. Each licensee shall maintain documentation of their continuing education activities.
- (a) Each licensee shall attest, on the biennial license renewal application, that the licensee has satisfied the continuing education requirements. Documentation of these activities shall be retained for three (3) years by the licensee and shall be provided to the Board only upon the Board's request. False attestation of satisfaction of the continuing education requirements on a renewal application may subject the licensee to disciplinary action, including license revocation; and
  - (b) The Board will audit a fixed percentage of the renewal applications. Licensees whose applications are audited will be required to provide documentation of having met the continuing education requirements; and
  - (c) An audited licensee who fails to provide the Board with acceptable documentation of the hours attested to in the renewal application shall not have their license renewed. In the event the person seeks a new license, the Board may in its discretion review and take into consideration all files, including investigative files and/or reports, related to the person and/or establishment.

Authority: O.C.G.A. §§ 43-1-25, 43-18-23, 43-18-46, 43-18-55, 43-18-56.

**BOARD RULE CHAPTER 250-6 ESTABLISHMENT/CREMATORY/ORGANIC HUMAN REDUCTION FACILITY LICENSURE AND REGULATIONS**

The Board believes it is necessary to amend Rules 250-6-.01, 250-6-.02, 250-6-.05, 250-6-.06, 250-6-.08, 250-6-.09, and adopt Rule 250-6-.10 in direct response to Senate Bill 241, which amends O.C.G.A. Title 43, Chapter 18 to require licensure and set requirements for organic human reduction facilities. These proposed rules and amendments set requirements to obtain and maintain a license for an organic human reduction facility, close an organic human reduction facility, set inspection requirements and penalties for citations, similar to those for funeral establishments and crematories, as well as set requirements for individuals who will be performing organic human reduction. The Board has spent considerable time reviewing other states' statutes, rules and regulations relating to organic human reduction. The Board has considered multiple variations of these proposed rules and amendments and has determined this to be the most succinct wording while adhering to requirements in the statute.

Bryant Hightower moved that the formulation and adoption of these rules does not impose excessive regulatory cost on any licensee and any cost to comply with the proposed rules cannot be reduced by a less expensive alternative that fully accomplishes the objectives of the applicable laws as required by O.C.G.A. § 50-13-4. Tommy Davis seconded the motion and it carried unanimously.

Bryant Hightower moved to adopt amendment to Rules 250-6-.01, 250-6-.02, 250-6-.05, 250-6-.06, 250-6-.08, and 250-6-.09, and proposed Rule 250-6-.10. Tommy Davis seconded the motion and it carried unanimously.

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**Chapter 250-6 Establishment/Crematory/Organic Human Reduction Facility Licensure and Regulations**

Rule 250-6-.01 Funeral Establishment / Crematory / Organic Human Reduction Facility Licensure Requirements

- (1) A funeral establishment, organic human reduction facility or crematory may be operated only if it possesses a license valid for that establishment, organic human reduction facility or crematory. Application to the Board for licensure shall be made on a Board-approved form and shall require submission of the proper fee. The application must be complete in its entirety and must be received at least fifteen (15) days prior to the Board meeting at which it will be considered. The Board shall accept or reject each application by majority vote.
- (2) A license for a funeral establishment, organic human reduction facility or crematory is issued to that particular establishment, organic human reduction facility or crematory under a specified name, at a specified location, and under a specified funeral director in full and continuous charge.
- (3) An establishment shall operate only under the name in which the license was issued.
- (4) A license may be issued to a funeral establishment, organic human reduction facility or crematory only if the business has a licensed Funeral Director in Full and Continuous Charge. See O.C.G.A. § 43-18-71 and Rule 250-6-.08 for the requirements concerning the Funeral Director in Full and Continuous Charge.
- (5) An inspection of a funeral home, organic human reduction facility or crematory shall be made by a Board Inspector prior to licensure. Inspection must be completed after the application has been administratively reviewed, is determined to have no deficiencies, and prior to Board meeting at which it will be considered. Requirements of inspection for funeral establishment, organic human reduction facility and crematories are listed in Rule 250-6-.06, ~~and~~ Rule 250-6 .07, ~~and~~ Rule 250-6-.10 ~~respectively~~. If reinspection is required, an additional fee shall be payable prior to reinspection. Refer to Fee Schedule.
- (6) A crematory or organic human reduction facility may be operated only if it possesses a separate license for such purpose. ~~However, a funeral establishment for which a valid license to operate is in effect on July 1, 2002, shall not be required to obtain a separate license to operate a crematory until on and after the renewal date to operate a funeral establishment must comply with the minimum equipment and facilities requirements and all other statutes, rules and regulations relating to crematories.~~
- (7) An applicant for a crematory must disclose to the Board the number and type of cremation devices at that establishment, and may not operate any other cremation devices without first notifying the Board and submitting proof to the Board of completion of Board approved training relevant to the operation of the cremation device. This training must be completed by the Funeral Director in Full and Continuous Charge, and any other employee which will operate the cremation device.
- (8) An applicant for an organic human reduction facility must disclose to the Board the number and type of organic human reduction containers at that establishment, and may not use any other organic human reduction containers without first notifying the Board. All organic human reduction containers must be designed to promote aerobic reduction and minimize odors and vectors. The Funeral Director in Full and Continuous Charge for the organic human reduction facility, and any other employee which will operate the organic human reduction facility, must submit proof to the Board of completion of Board approved training relevant to the operation of the organic human reduction facility.

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Authority: O.C.G.A. §§ 43-18-23(1), (3), (5); 43-18-71(a)(1), 43-18-72(a)(1)(D), (d).

Rule 250-6-.02 Change in Name, Address, Location, Ownership, and/or Addition of Cremation Device or Organic Human Reduction Container

- (1) Name. A change in the name of a funeral establishment, organic human reduction facility, or crematory shall require submission of an application and appropriate fee to the Board. Upon Board approval, a new license number shall be issued.
- (2) Address or Location. A change in the address and/or location of a funeral establishment, organic human reduction facility, or crematory shall require submission of an application and appropriate fee to the Board. Upon Board approval, a new license number shall be issued.
- (3) Ownership. A change of ownership of a funeral establishment, organic human reduction facility, or crematory shall require submission of an application and appropriate fee to the Board within fifteen (15) days of the change in ownership of the said funeral establishment, organic human reduction facility, or crematory. The notification must be signed by both the seller and the purchaser, and the signatures must be notarized.
- (4) Funeral Director in Full and Continuous Charge.
  - (a) Any change in the Funeral Director in Full and Continuous Charge must be reported to the Board in writing within five (5) days. The Board shall request the new Funeral Director in Full and Continuous Charge and the owner(s) and/or corporate officer(s) of the establishment, organic human reduction facility, or crematory to appear before the Board to determine if the requirements for a Funeral Director in Full and Continuous Charge have been met. If the owner(s) and/or corporate officer(s) are not able to appear before the Board, they may appoint a representative through written authorization on company letterhead signed by the owner and/or corporate officer to represent them before the Board for the Funeral Director in Full and Continuous Charge interview. In the event the Funeral Director in Full and Continuous Charge applicant is also an owner of that funeral or crematory establishment or organic human reduction facility, the requirement to appear before the Board may be waived; and
  - (b) A funeral establishment, organic human reduction facility, or crematory temporarily without a Funeral Director in Full and Continuous Charge shall notify the Board in writing within five (5) days following the last day of the funeral director's service, requesting a 90-day grace period before the establishment, organic human reduction facility, or crematory license is revoked or terminated. The Board at its discretion may grant one additional 90-day grace period upon proof of good cause, but grace periods may not total over 180 days in any two-year period starting from the first day of the first grace period. A grace period shall be terminated upon approval by the Board of a Funeral Director in Full and Continuous Charge.
- (5) Destruction. A funeral establishment, organic human reduction facility or crematory temporarily destroyed by fire, flood or other natural catastrophe, shall notify the Board in writing within (5) five days following the catastrophe, requesting a 90-day grace period to use a temporary location while reconstructing the previous location, provided the establishment, organic human reduction facility, or crematory meets the requirements of the Code and Rules of the Board. The Board, at its discretion, may grant additional 90-day grace periods, upon proof of good cause. All services provided to the public during any grace period shall be provided by or under the supervision of a licensed funeral director.

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(6) A licensed crematory that seeks to add a cremation device to the facility must notify the Board in writing, and may not operate any new cremation devices before passing an inspection by a representative of the Professional Licensing Boards Division and submitting proof to the Board of completion of Board approved training relevant to the operation of the cremation device. This training must be completed by the Funeral Director in Full and Continuous Charge, and any other employee who may operate the cremation device.

(7) A licensed organic human reduction facility that seeks to add an organic human reduction container to the facility must notify the Board in writing, and may not use any new organic human reduction containers before passing an inspection by a representative of the Professional Licensing Boards Division and submitting proof to the Board of completion of Board approved training relevant to the use of the organic human reduction container. This training must be completed by the Funeral Director in Full and Continuous Charge, and any other employee who may perform organic human reduction.

Authority: O.C.G.A. §§ 43-18-23(1), (3), (5); 43-18-71(a)(1), 43-18-72(a)(1)(D), (d).

Rule 250-6-.05 Renewal: Funeral Establishment / Crematory / Organic Human Reduction Facility

- (1) Each funeral establishment, organic human reduction facility, or crematory license expires on March 31 of even-numbered years. A license may be renewed with the submission of an application plus renewal fee prior to expiration.
- (2) During the period between April 1 and April 30 immediately following the expiration of a license, the license may be renewed upon submission of an application and a late renewal fee in addition to the regular renewal fee. After April 1 and before April 30 the Board staff will notify the Funeral Director in Full and Continuous Charge in writing, at the address on file with the Board, of their failure to renew.
- (3) Failure to renew a funeral establishment, organic human reduction facility, or crematory license prior to May 1 following the late renewal period shall have the same effect as revocation. Thereafter, the owner must submit a new application, the establishment must pass an inspection, and the owner and Funeral Director in Full and Continuous Charge, at the Board's discretion, may be required to appear before the Board to gain licensure. Any establishment, organic human reduction facility, or crematory failing to renew prior to May 1 will be subject to fines and disciplinary action by the Board.

Authority: O.C.G.A. §§ 43-1-4, 43-1-19, 43-1-23, 43-1-25, 43-18-43, 43-18-46, 43-18-49, 43-18-73, 43-18-75.

Rule 250-6-.06 Funeral Establishment Inspections; Fines

- (1) A representative of the Board shall regularly inspect establishments between the hours of 9:00 A.M. and 4:30 P.M., Monday through Friday, with the exception of State government-mandated holidays. Although the funeral director in full and continuous charge need not be present for the inspections, the establishment must be available during these hours for inspection. Upon finding a funeral establishment unavailable during an inspection attempt, the Board representative shall contact the establishment at the telephone number of record with the Board, or an alternative telephone number conspicuously posted at the establishment. If the establishment is not made available for an inspection by an establishment employee within sixty (60) minutes of the telephone contact, or if telephone contact is unsuccessful, the Board representative shall issue a written warning notifying that an inspection attempt was made. Any funeral establishment not inspected during a calendar year may have the establishment license suspended, revoked, or put on probation, or fines may be imposed by the Board.

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- (2) Any violation under this section shall be deemed a violation of minimum standards and threat to the health, safety, and welfare of the public. A funeral establishment licensed by the Board shall be required to pay a fine to the Board for each violation of this section. At the time of inspection, a citation shall be issued by an inspector or representative of the Board which shall list each violation. Following the issuance of the citation, the licensee shall either remit the amount of the fine to the Board or submit a written request for an appearance before the Board. A request for an appearance before the Board must be received by the Board within thirty (30) days after issuance of the citation. Failure to either pay the fine or request an appearance before the Board within thirty (30) days from the issuance of the citation shall cause further disciplinary proceedings to be instituted against the licensee. The requirements for inspections and the fines for violations under this section are as follows:
- (a) all outside openings must be screened where left open for ventilation. The fine for a violation of this subsection shall be \$50.00.
  - (b) all embalming rooms shall be equipped with the following:
    - 1. hot and cold running water; the fine for a violation under this subsection shall be \$200.00;
    - 2. non-absorbent sanitary floor and walls; the fine for a violation under this subsection shall be \$200.00;
    - 3. permanently installed ventilation; the fine for a violation under this subsection shall be \$200.00;
    - 4. a non-absorbent preparation table; the fine for a violation of this subsection shall be \$200.00;
    - 5. preparation table equipped with receptacle and a non-porous sanitary cover or dedicated drain directly connecting into a sewerage or septic tank; the fine for a violation under this subsection shall be \$200.00;
  - (c) each embalming room shall be equipped with a sink for disinfecting of hands and a separate sink or other Board-approved method for disinfecting of instruments. The fine for a violation under this subsection shall be \$50.00;
  - (d) Each embalming room, including all instruments and tables, shall be kept in a sanitary and clean condition at all times. The fine for a violation of this subsection shall be \$200.00;
  - (e) Each embalming room shall contain instruments and supplies for the preparation and embalming of dead bodies. Instruments and equipment must consist of the following:
    - 1. at least one scalpel; the fine for a violation of this subsection shall be \$50.00;
    - 2. at least two aneurysm needles; the fine for a violation of this subsection shall be \$50.00;
    - 3. at least two cannulas; the fine for a violation of this subsection shall be \$50.00;
    - 4. embalming machine, or gravity bottle or bulb or hand pump; the fine for a violation of this subsection shall be \$50.00;
    - 5. 24 bottles arterial fluid and 24 bottles cavity fluid; the fine for a violation of this subsection shall be \$50.00;
    - 6. suture; the fine for a violation of this subsection shall be \$50.00;
    - 7. 1 suture needle; the fine for a violation of this subsection shall be \$50.00;
    - 8. trocar; the fine for a violation of this subsection shall be \$50.00;
    - 9. hydro aspirator or electric aspirator; the fine for a violation of this subsection shall be \$50.00; and

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10. a permanently installed back flow preventer for the hydro aspirator; the fine for a violation of this subsection shall be \$50.00.
- (f) The embalming room of an establishment shall be used only for the purpose of embalming of dead human bodies. The fine for a violation of this subsection shall be \$200.00;
  - (g) An establishment must maintain on the premises a display room containing actual adult caskets, or models, mockups, or sections of caskets if all such caskets are available and in stock for purchase at the establishment or can be delivered within twenty-four (24) hours. Each funeral establishment shall maintain on the premises at each of its locations an adequate stock of funeral caskets which shall not be less than eight (8) and which shall meet other criteria as necessary to protect the public; The fine for a violation under this subsection shall be \$100.00 per casket short of the minimum;
  - (h) The establishment shall have a room with adequate seating for a minimum of thirty (30) people in which funeral services may be conducted. The fine for a violation under this subsection shall be \$100.00;
  - (i) One (1) operable motor hearse or combination hearse/ambulance with current Georgia registration for the transportation of casketed human remains must be maintained at each establishment. The fine for a violation under this subsection shall be \$100.00;
  - (j) One (1) church truck. The fine for a violation of this subsection shall be \$50.00;
  - (k) A funeral establishment shall not be located in the same facility as public cafes, restaurants or any place where food is prepared and sold for public consumption. The fine for a violation of this subsection shall be \$500.00;
  - (l) A funeral establishment whose funeral director resides in the funeral establishment in order to satisfy the requirements of funeral director in full and continuous charge must include in his or her living quarters furnished sleeping quarters, cooking, refrigerating, and bathing facilities. The fine for a violation of this subsection shall be \$200.00;
  - (m) An establishment must have at least one sanitary rest room facility for public use. The fine for a violation of this subsection shall be \$200.00;
  - (n) A new establishment must submit proof of having met zoning requirements and public health standards of its local municipalities;
  - (o) An establishment must be maintained in a state of clean, sound, safe, and acceptable repair and condition at all times;
  - (p) A funeral home shall have a card or brochure in each casket stating the price of the casket. When the client has decided on the type of service desired, the funeral director must provide, at the time the arrangements are completed and prior to the time of rendering the service or providing the merchandise, a written statement that has been signed and certified by a licensed funeral director showing:
    - 1. the price of the service that the person or persons has selected and what is included therein;
    - 2. the price of each of the supplemental items of service and merchandise requested; and
    - 3. the amount involved for each of the items for which the funeral home will advance monies as an accommodation to the family.The fine for failure to comply fully with the requirements of this subsection shall be \$200.00.

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- (q) A current license for the establishment, embalmer, funeral director and any apprentices must be conspicuously displayed in the establishment. The Funeral Director in Full and Continuous Charge for each funeral establishment, organic human reduction facility, and crematory establishment shall conspicuously display his/her name and current active license in all designated arrangement offices. The fine for a violation of this subsection shall be \$100.00.
  - (r) For purposes of identification of the body or remains of a deceased person for tagging purposes as required by OCGA 43-18-8, tags or labels must be attached to the deceased human body in the funeral establishment at the time the body is placed in the casket or shipping container, or prior to leaving the funeral establishment to go to the crematory or organic human reduction facility. The fine for failure to comply fully with the requirements of this subsection shall be \$100 per occurrence; and
  - (s) The Board may issue a Cease and Desist order and, at the Board's discretion, a monetary penalty for unsanitary conditions.
- (3) The Board shall require funeral establishments to pass an inspection of the establishment prior to the closure of an establishment. The Board shall be notified of the establishment's intent to close fifteen (15) days prior to the intended closure. The inspection shall verify:
- (a) the status of any preneed contracts;
  - (b) that cremains/remains/organically reduced remains, biohazards, and any items detrimental to the public or the environment have been removed from the establishment;
  - (c) that all signs and indications of the establishment have been removed;
  - (d) that the establishment has notified their local County Coroner/Medical Examiner and Vital Records registrar that establishment intends to close;
  - (e) that all death certificates and SSA-721 forms have been filed; and
  - (f) that all known personal property of all deceased have been returned to the family or individual(s) authorized to direct disposition.

Authority: O.C.G.A. §§ 43-1-19, 43-1-25, 43-18-2, 43-18-10, 43-18-23, 43-18-46, 43-18-70, 43-18-71, 43-18-75, 43-18-76.

Rule 250-6-.08 Determination of Funeral Director in Full and Continuous Charge

- (1) The Board shall have the authority to evaluate each application for a funeral establishment, organic human reduction facility, or crematory license to determine whether the funeral director has the ability to be accessible and available to the community if the funeral director does not spend a minimum of forty (40) hours per week in the employ and operation of the establishment. The Board may then approve an application where the funeral director does not satisfy the specific requirement to spend a minimum of forty (40) hours per week in the employ and operation of the establishment, organic human reduction facility, or crematory if the Board is satisfied that the funeral director will be accessible and available to the community.
- (2) The individual approved by the Board to serve as the Funeral Director in Full and Continuous Charge may only serve in this capacity at one (1) funeral establishment, but may also serve as the Funeral Director in Full and Continuous Charge at a an organic human reduction facility and/or crematory if the organic human reduction facility and/or crematory is located at the same physical address as the approved funeral establishment, provided that the funeral establishment and organic human reduction facility and/or crematory are licensed under the same ownership. If the organic human reduction facility and/or crematory offers their services directly to the public, a different Funeral Director in Full and Continuous

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Charge would be required. In determining whether the funeral director possesses the ability to be accessible and available to the community, the Board will consider;

- (a) the proximity of the funeral director's other employment and/or residence to the funeral establishment;
  - (b) the funeral director's ability to obtain leave from his/her other job in order to attend to the affairs of the funeral establishment; and
  - (c) any other information which relates to the ability of the funeral director to adequately supervise the operation of the funeral establishment.
- (3) A funeral director may not serve as Funeral Director in Full and Continuous Charge if they are currently serving criminal probation for any felony or crime of moral turpitude, unless the funeral director is the owner of the establishment where they serve or plan to serve as Funeral Director in Full and Continuous Charge. Additionally, a funeral director may not serve as Funeral Director in Full and Continuous Charge if they have been disciplined or sanctioned by any licensing authority in any state, including Georgia, without first appearing before the Board, and such discipline or sanction may be a basis for denial of the application to serve as Funeral Director in Full and Continuous Charge.
- (4) A funeral director may not be approved as Funeral Director in Full and Continuous Charge until they have been employed as a licensed funeral director for a minimum of three (3) years. Individuals who are in a position of ownership at the funeral establishment, organic human reduction facility, or crematory where they are seeking to be approved as the Funeral Director in Full and Continuous Charge are exempt from this requirement.

Authority: O.C.G.A. §§ 43-1-23, 43-18-71.

Rule 250-6-.09 Responsibilities of the Funeral Director in Full & Continuous Charge

- (1) The Funeral Director in Full & Continuous Charge shall:
- (a) Ensure that the establishment is licensed properly with the Board and maintains the license in active status at all times, as required by OCGA §§ 43-18-5(a), 43-18-46(25), & 43-18-73.
  - (b) Ensure that the funeral establishment complies with the provisions of OCGA § 43-18-70 and Rule 250-6-.06.
  - (c) Ensure that the crematory complies with the provisions of OCGA § 43-18-72 and Rule 250-6-.07.
  - (d) Ensure that every individual who will serve as embalmer, director, or apprentice is licensed properly with the Board and maintains the appropriate license at all times while they are in the employ of the establishment, as required by OCGA §§ 43-18-5(a)& 43-18-46(18), (25).
  - (e) Ensure that no one employed by or representing the establishment gives or contracts to give any person or business entity anything of value to induce such person or entity to persuade someone to use the services of the establishment or any embalmer or director employed by the establishment. Such practice is prohibited by OCGA §§ 43-18-5(d)& 43-18-46(7).
  - (f) Ensure that no one employed by or representing the establishment accepts anything of value to influence, persuade, or suggest to family members as to where a body should or should not be buried. Such practice is prohibited by OCGA § 43-18-5(e).
  - (g) Ensure that all deceased human bodies are released to the legally authorized person upon request of that person, in accordance with OCGA §§ 43-18-5(f)& 43-18-46(16).

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- (h) Ensure that every deceased body serviced by the establishment is properly tagged prior to interment, organic human reduction or cremation and that all cremated remains and organically reduced remains are labeled in accordance with the provisions of OCGA § 43-18-8(a).
- (i) Ensure that the certificate of cremation or organic human reduction is completed with notarized signature and presented to the legally authorized person at the time of delivery or release, in accordance with OCGA § 43-18-8(b).
- (j) Ensure that the licenses or wall certificates issued by the Board to the establishment and all licensed people employed by the establishment are posted in a conspicuous place in the establishment, as required by OCGA § 43-18-44.
- (k) Ensure that the name of the proper embalmer and funeral director is listed on all death certificates. If the name of the embalmer and/or funeral director is signed on the death certificate, it must be the actual signature of the person, in accordance with OCGA § 43-18-46(4), (9).
- (l) Ensure that charges for merchandise and services rendered are in compliance with the General Price List, casket price list, outer burial container list, or the funeral services contract price list, as required by 16CFR 453.2 & OCGA § 43-18-46(17).
- (m) Ensure that the General Price List is provided upon request, regardless of the reason for the request, as required by 16CFR 453.2.
- (n) Ensure that a written, signed contract is provided to every customer upon completion of the contract negotiation and is available at the establishment for a period of 3 years.
- (o) Ensure compliance with the terms of the funeral services contract, as required by OCGA § 43-18-46(12).
- (p) Ensure that all statements made regarding services, merchandise, and legal requirements are accurate, in accordance with OCGA § 43-18-46(11), (23). The FDFCC must ensure that all employees are educated regarding services, merchandise, and legal requirements so as to provide accurate information and to avoid misleading the public.
- (q) Safeguard the decedent's dignity, right to privacy, or right to confidentiality, unless compelled by law to do otherwise, in accordance with OCGA § 43-18-46(13).
- (r) Ensure that assigned benefits in excess of the charges incurred are remitted to the assignee of the deceased within 10 working days of the receipt of the assigned funds, as required by OCGA § 43-18-46(15), (26).
- (s) Ensure that the establishment refrains from involvement in burial societies, burial associations, burial certificate plans, or burial membership plans, which are prohibited by OCGA § 43-18-46(19).
- (t) Ensure that all employees and agents of the establishment refrain from soliciting as defined in OCGA § 43-18-1(21). Soliciting is prohibited by OCGA § 43-18-46(20).
- (u) Ensure that all apprenticeship service reports and affidavits of embalming and directing for apprentices of the establishment are accurate and signed by the appropriate supervisor(s), in accordance with OCGA §§ 43-18-46(21)& 43-18-52.
- (v) Ensure that apprentices of the establishment work under the direct supervision of the supervisor(s) on record with the Board, in accordance with OCGA § 43-18-50. It is mandatory that the FDFCC ensure that any changes in the supervision of apprentices are reported on the application provided by the Board and are approved by the Board prior to the apprentices working under the new supervisor(s).

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- (w) Ensure that the Board is notified upon the termination of an apprentice employed by the establishment.
- (x) Ensure that the establishment complies with all federal, state, and local regulations as listed in OCGA § 43-18-46(22).
- (y) Ensure that discrimination, as described in OCGA § 43-18-46(24), is not tolerated in the establishment.
- (z) Ensure that all personal properties obtained from dead human remains are safeguarded and disposed of as directed by the legally authorized person, in accordance with OCGA § 43-18-46(25).
- (aa) Ensure that all employees of the establishment conduct themselves in a professional, moral, ethical manner, and report any misconduct to the Board promptly with an explanation of any disciplinary action taken, as required by OCGA § 43-18-46(14), (27).
- (bb) Ensure that the prohibition of activities by a funeral director who is also a coroner or minister, found in OCGA § 43-18-46(28), is adhered to by employees of the establishment with such dual roles.
- (cc) Ensure that all embalmers and funeral directors employed by the establishment comply with the provisions of OCGA § 43-18-55 and 43-18-56, regarding continuing education.
- (dd) Ensure that the FDFCC complies with the responsibilities detailed in OCGA § 43-18-71 by assuming full responsibility for the supervision and operation of the funeral establishment, acting as FDFCC only for the establishment for which the FDFCC was approved, and spending a minimum of 40 hours per week in the employ and operation of the establishment and being accessible and available to the community. The FDFCC for each funeral establishment, organic human reduction facility, and/or crematory establishment shall conspicuously display his/her name and current active license in all designated arrangement offices.
- (ee) Ensure that the Board is notified within 5 days of the FDFCC's separation from the establishment, as required by OCGA § 43-18-71(b).
- (ff) Ensure that the Board is notified within 15 days prior to a change of ownership in the establishment, as required by OCGA § 43-18-73(b).
- (gg) Ensure that the Board is notified within 5 days of the destruction of the establishment by fire, flood, or other natural cause, in accordance with OCGA § 43-18-78. If the establishment wishes to operate from a temporary location, the FDFCC must ensure that a letter requesting a 90-day grace period is submitted to the Board. The FDFCC will be responsible to update the Board within 90 days on the status of rebuilding efforts and to request subsequent 90-day grace periods if necessary to continue operating from the temporary site approved by the Board.
- (hh) Ensure that the establishment is made available for inspection by representatives of the Professional Licensing Boards Division, as required by OCGA § 43-18-75(a) & Rule 250-6-.06.
- (ii) Ensure that violations found by inspectors are corrected promptly and fines levied resulting from violations are paid or appealed to the Board in writing within 30 days as stated on the citation report.
- (jj) Ensure that cremated remains and organically reduced remains are disposed of in accordance with the provisions of OCGA § 43-18-80.
- (kk) Notify the Board within 5 days of an inspection by the manufacturer or authorized ~~crematory~~ repair company indicating less than satisfactory results, and ensure that necessary repairs are made immediately, not to exceed 30 days without approval by the Board.

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(ll) Ensure that any employee who operates a cremation device is certified as a crematory operator from a course approved by the Board prior to operating such cremation device.

(mm) Ensure that the organic human reduction facility complies with the provisions of OCGA § 43-18-72.1 and Rule 250-6-.10.

(nn) Ensure that any employee who performs organic human reduction holds a natural organic reduction operations certification from a course approved by the Board prior to performing organic human reduction.

(2) Revocation of funeral director in full and continuous charge appointment may be considered for any funeral establishment violation(s), especially repeat and/or habitual violations.

Authority: O.C.G.A. §§ 43-18-71(a)(1).

Rule 250-6-.10 Organic Human Reduction Facility Inspections

(1) A representative of the Board shall regularly inspect organic human reduction facilities no less frequently than annually between the hours of 8:00 A.M. and 4:30 P.M., Monday through Friday. The funeral director in full and continuous charge need not be present for the inspection, but the organic human reduction facility must be open during these hours for inspection. Requirements of inspections are as follows:

- (a) A room with seating for a minimum of thirty (30) people in which funeral services may be conducted; the fine for a violation under this subsection shall be \$100.00;
- (b) A display room containing an adequate supply of urns; the fine for a violation under this subsection shall be \$50.00;
- (c) One (1) operable motor hearse with current Georgia registration for the transportation of human remains which must be either owned or leased by said firm; the fine for a violation under this subsection shall be \$100.00;
- (d) At least one (1) operable organic human reduction container; the fine for a violation of this subsection shall be \$200.00;
- (e) At least one (1) operable processing station for grinding of organically reduced remains; the fine for a violation of this subsection shall be \$200.00;
- (f) At least one (1) church truck; the fine for a violation of this subsection shall be \$50.00;
- (g) A current license for the organic human reduction facility and funeral director, which must be conspicuously displayed; the fine for a violation of this subsection shall be \$100.00;
- (h) The provisions of paragraphs (a), (b), and (f) of this Rule shall not apply to organic human reduction facilities which provide organic human reduction services only to funeral establishments; and
- (i) The Funeral Director in Full and Continuous Charge for each organic human reduction facility shall conspicuously display their name and valid license in all designated arrangement rooms; the fine for a violation of this subsection shall be \$100.00.
- (j) An organic human reduction facility shall:
  1. Collect material samples for analysis that are representative of each instance of organic human reduction using a sampling method such as described in the U.S. Composting Council 2002 Test Methods for the Examination of Composting and Compost, Method 02.01-A through E;

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2. Analyze each instance of organically reduced remains for physical contaminants. Reduced remains must have less than 0.01 mg/kg dry weight of physical contaminants which include, but are not limited to, intact bone, dental fillings, and medical implants;
3. Analyze, using a third-party laboratory, the organic human reduction facility's organically reduced remains according to the following schedule:
  - (i.) The organic human reduction facility's initial 20 instances of organically reduced remains for the parameters identified in Table 500-A, and any additional instances of organically reduced remains necessary to achieve 20 organically reduced remains meeting the limits identified in Table 500-A;
  - (ii.) Following 20 organically reduced remains meeting limits outlined in Table 500-A, analyze, at minimum, 25 percent of a facility's monthly instances of organically reduced remains (not to be less than one) for the parameters identified in Table 500-A;
  - (iii.) The Board may require tests for additional parameters under 2 and 3 of this subsection;
4. Not release any human remains that exceed the limits identified in Table 500-A;
5. Prepare, maintain, and provide upon request by the Board, an annual report each calendar year. The annual report must detail the facility's activities during the previous calendar year and must include the following information:
  - (i.) Name and address of the facility;
  - (ii.) Calendar year covered by the report;
  - (iii.) Annual quantity of organically reduced remains;
  - (iv.) Results of any laboratory analyses of organically reduced remains; and
  - (v.) Any additional information required by the Board; and
6. Test for arsenic, cadmium, lead, mercury, and selenium, and either fecal coliform or salmonella in organically reduced remains to meet the testing parameters and limits identified in Table 500-A.

**Table 500-A**  
**Testing Parameters**

<u>Metals and other testing parameters</u>	<u>Limit (mg/kg dry weight), unless otherwise specified</u>
<u>Fecal coliform</u>	<u>&lt; 1,000 Most probable number per gram of total solids (dry weight)</u>
<u>or</u>	-
<u>Salmonella</u>	<u>&lt; 3 Most probable number per 4 grams of total solids (dry weight)</u>
<u>and</u>	-
<u>Arsenic</u>	<u>&lt; 20 ppm</u>
<u>Cadmium</u>	<u>&lt; 10 ppm</u>

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<u>Lead</u>	<u>&lt; 150 ppm</u>
<u>Mercury</u>	<u>&lt; 8 ppm</u>
<u>Selenium</u>	<u>&lt; 18 ppm</u>

- (2) A representative of the Board shall be authorized to obtain information on the organic human reduction container(s) used by the establishment for organic human reduction. The information shall include, but not be limited to:
- (a) Manufacturer's name and description of each container;
  - (b) Year installed;
  - (c) Date of most recent manufacturer's inspection;
  - (d) Copy of most recent inspection report from manufacturer; and
  - (e) Documentation regarding necessary repairs to the facility.
- (3) The Board shall require organic human reduction facilities to have inspections of all organic human reduction containers once every five years by the manufacturer or other authorized repair company to ensure proper operations. The Funeral Director in Full and Continuous Charge shall notify the Board within 5 (five) days of the inspection of a less than satisfactory report by presenting the Board with a copy of the inspection report. The Board shall require organic human reduction facilities to make necessary repairs to the organic human reduction containers immediately, not to exceed thirty (30) days without approval by the Board. Any organic human reduction facility that does not make the necessary repairs noted on the manufacturer's inspection within the time allowed by the Board shall be subject to immediate suspension of licensure until the Board is satisfied that proper repairs have been made.
- (4) The Board shall require the Funeral Director in Full and Continuous Charge to hold a natural organic reduction operations certification from a course approved by the Board.
- (5) The Board shall require organic human reduction facilities to pass an inspection of the facility prior to the closure of the facility. The Board shall be notified of the organic human reduction facility's intent to close fifteen (15) days prior to the intended closure. The inspection shall verify:
- (a) the status of any preneed contracts;
  - (b) that organically reduced remains, biohazards, and any items detrimental to the public or the environment have been removed from the facility;
  - (c) that all signs and indications of the facility have been removed;
  - (d) that the facility has notified their local County Coroner/Medical Examiner and Vital Records registrar that facility intends to close;
  - (e) that all death certificates and SSA-721 forms have been filed; and
  - (f) that all known personal property of all deceased have been returned to the family or individual(s) authorized to direct disposition.

Authority: O.C.G.A. §§ 43-1-2, 43-1-19, 43-18-23, 43-18-46, 43-18-47.

The rules adoption hearing was adjourned at 10:25 a.m.

**EXECUTIVE SESSION**

Bryant Hightower moved, Bradley Anderson seconded, and the Board voted to enter Executive Session at 10:42 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.

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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 3:13 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 # 4356510 – M.F.S. – Change of FDFCC – Approve with a Letter of Concern to FDFCC candidate for failure to disclose arrest history.

Appearance # 4415513 – Community Funeral Home – Change of FDFCC from Emmett Graham to Sharonda Murphy – Approve.

Appearance # 4406774 / 4486564 – Flanders Morrison Funeral Home Inc. / Flanders Powell Funeral Operations LLC – Change of FDFCC from Tommy Flanders to William Powell – Approved.

Appearance # 4440927 / 4493853 – Carlson & Riggs Funeral Services LLC / Carlson and Riggs Funeral Home – Change of FDFCC from Heather Riggs to Michael Danis. – Approved with one Grace Period.

Appearance # 4222394 / 4222490 – M.F. – Denial Appeal – No show. Reschedule to next meeting.

Appearance # 4429111 – South Forsyth Memorial Chapel Funeral and Cremation Services – New Funeral Establishment with Robert Graham as FDFCC – Approve.

Appearance # 4453953 – S.M.O.S. – New Funeral Establishment – Approve pending receipt of proof of Georgia residency and ownership, with a public Consent Order for the facility to include a \$500 fine for falsifying application by indicating that the candidate for FDFCC is a Georgia resident and has been licensed and employed as a Funeral Director for a minimum of 3 years.

**Applications**

Application # 4387545 – H.J. – Embalmer by Endorsement – Deny – Does not qualify for Endorsement or Reciprocity.

Application # 4370801 – Wilkes Funeral Home Crematory – New Crematory with owner Benjamin Wilkes as FDFCC – Approved.

Application # 4463794 – Tracey Zbierski – Funeral Director by Reciprocity – Approved.

Application # 4415090 – Harrington Memorial Tribute Center, LLC – New Funeral Establishment with Felecia Harrington as FDFCC. – Approve.

**Complaints**

FUN250131 – Refer to Attorney General’s Office for revocation of respondent’s Funeral Director and Embalmers licenses for felony conviction that relates to the practice of funeral service.

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FUN260082 – Close – Refer to South Carolina Board of Funeral Service.

FUN250112 – Table for 30 days.

FUN260056 – Close – No violation.

FUN260072 – Close – No violation.

FUN260073 – Close with Letter of Concern regarding misleading or deceptive advertising.

FUN260080 – Close – No violation.

FUN260076 – Refer to Attorney General’s Office for suspension of facility license for operating without an FDFCC.

FUN260077 – Close – Refer to Coroner’s office, state & local vital records, and law enforcement regarding license lapsing.

FUN260079 – Table for outcome of pending application.

FUN260040 – Close with a Letter of Concern regarding best practices for charges from the funeral home and any funding company’s fees associated with filing.

FUN260078 – Table for 30 days.

FUN260055– Refer to Attorney General’s Office for suspension of the facility license for violation of Board Rule 250-6-.06(2).

**Executive Session Other Business**

S.W.G.C.S. – Close – Facility to notify the Board and pass an inspection once the retort is installed.

Request to Appeal Inspection Citation – S.W.F.H. – Approve to waive citation.

Request to Appeal Inspection Citation – T.F.H.I. – Approve to waive citation.

Request to Appeal Inspection Citation – M.F.S. – Approve to partially waive citation.

Unable to Inspect – C.O.L.M.– Schedule cognizant interview.

Unable to Inspect – R.T.M. – Schedule cognizant interview.

**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. The Board made the recommendation to release the Attorney General’s Memorandum of Authority for Amendments to Rules Chapters 250-1, 250-4, 250-5 and 250-6.

**Continuing Education** – Felicia Wimberly moved, Tommy Davis 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:

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<b>Provider</b>	<b>Course</b>	<b>Points</b>
NFDA	Back to the Basics in the Prep Room	1
NFDA	Professional Ethics in Funeral Service NFDAs Code of Professional Conduct	1
NFDA	Ten Tools for Stress Relief	3
NFDA	Understanding the Practice of the FTC Funeral Rule	3
NFDA	Offering Funeral Packages in Compliance with the FTC Funeral Rule	2
NFDA	The Funeral a Chance to Touch a Chance to Serve a Chance to Heal	4
NFDA	Embalming the Obese Case	3
NFDA	Approaching Trauma Cases with Confidence	3
NFDA	Conflict Management for Funeral Directors Successful Interpersonal Communication Practices	4
NFDA	Deathcare Marketing 25 FAQs	6
NFDA	Demonstration of Soft Tissue Repair	4
NFDA	Embalming Perspectives and Paradigms Challenged	6
NFDA	Embalming Risk Management	2
NFDA	Funeral Service Ethics	2
NFDA	How to Conduct an Effective Job Interview	1
NFDA	Marketing a Funeral Home for Long Term Profitability –	3
NFDA	Mastering the Art of Funeral Home Etiquette	1
NFDA	Relevance of Restorative Art	3
NFDA	RSVP I'll See You at My Living Funeral	2
NFDA	Supporting Pregnancy Loss Families	3
NFDA	Understanding a Childs Grief	3
NFDA	Understanding and Managing Grief	6
NFDA	Do It Yourself Memorials with a little help from the funeral director	2
The Independent Funeral Group	Compassionate Financial Conversations in Funeral Service	1
Betty R. Hill	10 Continuing Education Presentations for Funeral Service Professionals	2
Betty R. Hill	Death and Dilemmas- Navigating the Ethics of Funeral Professionals	2
Betty R. Hill	Consideration for Public Safety and Crowd Risks in Funeral Service	2
Betty R. Hill	Dead Serious-OSHA Guidelines for Funeral Service Professionals	2
Betty R. Hill	The Manager Professional Development for Funeral Professionals and their Staff	2
Betty R. Hill	Operating a Funeral Home Essential Knowledge for Managers and Owners	2
Betty R. Hill	Surviving the Storm - Navigating Difficult Families as a Funeral Director	2
Betty R. Hill	Death and Documentation Navigating Funeral Home Recordkeeping requirements	2
Betty R. Hill	The Vital Role of Funeral Professionals Navigating Collaboration and Requirements	2
Betty R. Hill	Beyond the Veil - The Importance of Ethical Practices and Confidentiality in the Funeral Industry	2
Betty R. Hill	The Anatomy of a Funeral File	2
AG Associates	From Resistance to Resilience - Developing an Adaptive Mindset	1
AG Associates	Ethics and Empathy in Funeral Service	1
AG Associates	Culture Is Your Product - Creating Teams That Thrive	1
ICCFA	ICCFA DEAD Talks 2026	11

**OTHER BUSINESS**

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

Type	Licensee	License/Application #	Docket #	City
OAFM	Ryan Funeral Home	FEST000879	2025-1272	Trenton
OAFM	Sellers-Smith Funeral Home	FEST000921	2025-1273	Newnan
OAFM	Langston Funeral Home	FEST000220	2025-1328	Carrollton
OAFM	Walker Funeral Home	FEST000367	2025-1274	Carrollton
Consent Order	Rainge Memorial Chapel	FEST001637	2025-1276	Blackshear
Consent Order	George Relihan	FD002661	2025-1275	Pearson
Consent Order	Wheeler’s Funeral Home	FEST002016	2025-1345	Sandersville
Consent Order	Southview Mortuary	FEST001646	2025-1346	Adel

**CE Broker Presentation:**

Teanne Rose, Senior Client Success Manager with CE Broker, presented to the Board on the process to claim a licensee’s account in CE Broker, report proof of CE completion, merge licenses into one account in CE Broker, and report CEs to multiple licenses at the same time, noting that the law now requires that the agency use a CE tracking solution for individuals to renew their license.

**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 3:35 p.m. 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 2, 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 January 13, 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 13th

Day of January 2026

Notary Public

My Commission Expires



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