

GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – May 12, 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
- 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

Members Absent:

- Bradley Anderson

* *via teleconference*

Note: Visitors are excused during Executive Session unless scheduled for a personal appearance.

Shanna Jackson Sheats, President, noted that a quorum was present, called the meeting to order at 10:11 a.m., and declared the meeting to be “open” pursuant to the Open and Public Meeting Act, O.C.G.A. §§50-14-1 et seq.

OPEN SESSION

Agenda

Joe Westbury moved, Bryant Hightower seconded, and the Board voted to approve the May 12, 2026, meeting agenda.

Minutes

Joe Westbury moved, Bryant Hightower seconded, and the Board voted to approve the April 14, 2026, Open Session and Executive Session meeting minutes.

Ratification List

Licenses Issued 4/9/2026 – 5/7/2026 (Total – 19): Joe Westbury 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
FD009924	Craig A Pender Sr	FSA007447	Ethan Bunn
EMB026745	Craig A Pender Sr	FSA007448	Whitney Thomas Cathey
EMB026746	Darrell Lee Duggan Jr.	FUNCE000057	Practicum Strategies, LLC
FD009925	Darrell Lee Duggan Jr.	FSA007449	Denise S LaBontee
EMB026747	Victoria Jowanna Britt	FSA007450	Whitney Marie Overstreet
FD009926	Victoria Jowanna Britt	FSA007451	Sumona Nicole Mitchell
FSA007444	Chelsea Marie Shelton	FEST002193	Shepard-Roberson Funeral Home - Camden Chapel
FSA007446	Taylor Gwyn	FSA007453	Robert Hunter Thomas
FSA007445	Katlin Marie Sparks	FSA007452	Chelsea Hope Chapman
FEST002192	Thompson Strickland Waters, Joiner-Anderson Chapel		

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EXECUTIVE SESSION

Bryant Hightower moved, Joe Westbury 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, Shanna Jackson Sheats, 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 4:22 p.m. No votes were taken during Executive Session.

OPEN SESSION

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

Appointments

Appearance # 4672092 – P.C.C. – Change of FDFCC – Approve with the use of two 90-day grace periods pending receipt of a letter of authorization from ownership.

Appearance # 4702075 – Floral Hills Funeral Home and Cremation Services – Change of FDFCC from Jessica Gibbs to Kashia Webster – Approve.

Appearance # 4726188 – Poteat-Wakefield Funeral Directors, LLC – Change of FDFCC from Alonzo McMillian to Samuel Allen – Approve.

Appearance # 4679772 – A.C. – Change of FDFCC – Approve with a Letter of Concern for failure to disclose arrest history.

Appearance # 4675888 – Serenity Funeral Home & Cremation Service of Hinesville Georgia – New Funeral Establishment with Lashawn Landy as FDFCC – Approve.

Appearance # 4728858 – Little Davenport Funeral Home Inc – Change of FDFCC from Ben Mason to Austin Houston – Approve.

Appearance # 4413942 / 4423760 – R.M.E. – Funeral Director / Embalmer by Endorsement – Table for certified documents showing the final disposition of pending disciplinary action.

Applications

Application # 4583415 – P.M./B.M. – Denial Appeal – Rescind previous motion and approve with a public Consent Order for FDFCC candidate, to replace candidate's current order, to include 5 years' probation, inability to sell preneed, requirement that all continuing education courses taken during probationary period be completed in-person, and requirement to submit quarterly reports regarding contracts.

Application # 4709546 – LaShonda Cox – Embalmer by Reciprocity – Approve.

Application # 4575429 / 4589162 – Denisha Richardson – Funeral Director / Embalmer by Exam – Approve.

Application # 4592134 – K.J. – Funeral Director / Embalmer Renewal– Approve with a letter of reservation requiring that licensee provide certified documents showing the final disposition of pending disciplinary action within 10 days of docketing.

Application # 4692617 – L.F.H.– Change of FDFCC – Withdraw application as incomplete as facility license is lapsed/was not renewed. Facility needs to submit an application for reinstatement.

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Application # 4579450 – G.B. – Embalmer by Endorsement – Table for applicant to submit petition for rule waiver or variance.

Application # 4633442 – B.F.C.A.C.C. – Change of Name – Deny – Application incomplete and facility license cannot be issued to include “Cremation Center” in the name as it gives the general public the impression that the facility is also licensed to perform cremations.

Application # 4719377 / 4719360 – A.F. – Funeral Director / Embalmer by Endorsement – Approve with a public Consent Agreement to include a \$250 fine for unlicensed practice and public Consent Order for the facility to include a \$250 fine for aiding and abetting unlicensed practice.

Complaints:

FUN260156 – Close – No violation.

FUN260124 – Refer to Attorney General’s Office for a voluntary Cease and Desist for respondent and a public Consent Order of the facility to include a \$500 fine for aiding and abetting unlicensed practice and failing to ensure that a written, signed contract is provided to every customer upon completion of the contract negotiation which is available at the establishment for a period of at least 3 years.

FUN260127 – Close with a Letter of Concern to FDFCC candidate regarding misleading and deceptive advertising.

FUN260157 – Close – Refer to Cemetery Board.

FUN260158 – Close – No jurisdiction.

FUN260041 – Refer to Attorney General’s Office for revocation of respondents Funeral Director and Embalmers licenses due to unethical and unprofessional conduct.

FUN260137 – Close – Refer to Secretary of State for preneed related allegations.

FUN260114 – Refer to Attorney General’s Office for a public Consent Order for FDFCC to include a \$250 fine for aiding and abetting unlicensed practice, and a public Consent Order for facility to include a \$250 fine for aiding and abetting unlicensed practice.

FUN260126 – Close – To be addressed through Change of Location application.

FUN260146 – Close – No jurisdiction.

FUN260144 – Close – Matter resolved.

FUN260142 – Close – No violation.

FUN260141 – Close – No violation.

FUN260134 – Close – No violation.

FUN260130 – Refer to Attorney General’s Office to be combined with open case.

FUN260136 – Close – No violation.

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FUN260103 – Refer to Inspections to visit facilities and obtain additional supporting documents.

FUN260138 – Table for cognizant interview.

FUN260023 – Updated referral to Attorney General’s Office for a hearing for a Cease and Desist for unlicensed respondent, a public Consent Order for the facility and a public Consent Order for the FDFCC, both to include a \$16,250 fine and two years’ probation for failure to maintain signed contracts and incorrect information reflected on contracts.

Executive Session Other Business

D.S. – Approve apprentice hours.

S.G.C.S – Table to next meeting.

C.A.C.F.H. – Change license status to facility closed.

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.

FUN250104 – Close – Fine paid, matter resolved.

FUN250126 – Close – Lack of information.

FUN250131 – Close – Licensee failed to renew.

Continuing Education – Joe Westbury 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
Charles Gregory Cannon	Beyond the Casket Sale	1
Regulatory Support Services	OSHA - You Have Mail	2
Regulatory Support Services	Ethics - Navigating Disposition Authority	1
Regulatory Support Services	Famous Funerals	1
CE Associate	Emerging Disposition Options	1
CE Associate	Serving LGBTQ and transgender deceased and their families	1
CE Associate	Arranger Training Mastering the Arrangement Conference	1
CE Associate	Bloodborne Pathogens and Universal Precautions	1
CE Associate	Ethical Standards in the Funeral Industry	1
CE Associate	FTC Compliance	1
CE Associate	Phone Etiquette and lost calls - Capturing Opportunities from the first ring	1
CE Associate	Pre Planning with purpose - How to Guide Conversation that Matters	1
CE Associate	Reimagining The Final Farewell	1
NFDA	Understanding Ourselves and Others for Leadership	2
NFDA	Mastering Group Dynamics Empowering Emerging leaders in Funeral Service	1
NFDA	Purpose Driven Leadership Making Decisions with Confidence	1

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Provider	Course	Points
NFDA	From Individuals to Impact Harnessing Group Dynamics for Effective Leadership	1
NFDA	Annual FTC Review	2
NFDA	When A Child Dies Compassion in Life's Fragile Moments	1

OTHER BUSINESS

Docketed Orders – Joe Westbury moved, Bryant Hightower seconded, and the Board voted to accept the docketed orders as presented:

Type	Licensee	License/Application #	Docket #	City
OAFM	Hanley Shelton Funeral Home	FEST001170	2026-0394	Marietta
OAFM	Moss-Stovall-Neal Funeral Home Inc	FEST001050	2026-0497	Toccoa
OAFM	Roscoe Jenkins Funeral Home Inc	FEST001667	2026-0500	Newnan
OAFM	William Gayleano Murray and Sons Funeral Home	FEST001731	2026-0501	Atlanta
OAFM	Gregory B Levett & Sons Dekalb Chapel	FEST001538	2026-0498	Decatur
OAFM	Sewell Mortuary	FEST001665	2026-0499	Grantville
OAFM	JL Litman Memorial Funeral Service.	FEST001501	2026-0414	Albany
OAFM	Fluker Funeral Home	FEST001405	2026-0395	Homerville
Consent Order	Lambs International Funeral Home	FEST001932	2026-0412	Columbus
Consent Order	Celebration of Life Memorial, LLC	FEST002085	2026-0415	Gray
Consent Order	Senetra Knight	FD005172	2026-0417	Jonesboro
Consent Order	Walker Funeral Home	FEST000367	2026-0496	Carrollton
Consent Order	Hart's Mortuary	FEST001702	2026-0495	Macon
Consent Order	Brunswick Funeral Home	FEST000982	2026-0436	Brunswick
Consent Order	Crowe-Fields Funeral Home	FEST000013	2026-0416	Millen

Grace Period Request:

The Board reviewed a grace period request from Grissom-Clark Funeral Home (FEST001696). Joe Westbury motioned, Bryant Hightower seconded, and the Board voted unanimously to approve the second grace period request.

Facility Change of Ownership:

The Board reviewed the following change of ownership:

Facility	License #	Seller	Purchaser	Notification Date
Celebration of Life Memorial, LLC	FEST002085	Kenya Stubbs	Kohaleth Knight	12/9/2025

Fee Discussion:

The Board discussed the implementation of the requirements for Organic Human Reduction facilities, noting that these facilities as well as Crematories, once licensed, should have an option to apply to add, replace, or remove a cremation device or organic human reduction container. Bryant Hightower motioned, Joe Westbury seconded, and the Board voted unanimously to adopt a \$100 application fee (plus agency processing fee) for the license amendment application to add or replace a cremation device or organic human reduction container, but no fee should be required to remove a cremation device or organic human reduction container.

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.

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Board Meeting Minutes – March 17, 2026
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The Board discussed the outcome of the recent license renewals and reviewed a list of facility licenses that failed to renew. The Board asked that for facilities that failed to renew, if a reinstatement application has not already been submitted, staff should have an inspector visit the facility to perform closing inspection or direct the facility to submit a reinstatement application, reminding them of the laws regarding unlicensed practice.

There being no further business, Shanna Jackson Sheats, President, declared the meeting adjourned at 4:44 p.m.

The next meeting of the Georgia Board of Funeral Service will be held Tuesday, June 9, 2026, at 10:00 a.m. at the 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: June 9, 2026.


Shanna Jackson Sheats, 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 Shanna Jackson Sheats, 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. 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 May 12, 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:

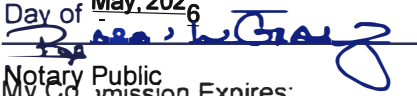
Applications and other personal information submitted by the applicants, information, Favorable or unfavorable, submitted by a reference source concerning an applicant; and Deliberations of the Board with respect to an application, an examination, a complaint, an Investigation, or a disciplinary proceeding.

FURTHER THE AFFIANT SAYETH NOT.


PRESIDING OFFICER

Sworn to and subscribed before me this 12th

Day of May, 2026


Notary Public
My Commission Expires



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