GEORGIA BOARD OF FUNERAL SERVICE
Board Meeting Minutes – October 13, 2026
Professional Licensing Boards Division of the Secretary of State
3920 Arkwright Rd., Suite 195, Macon, Georgia 31210

Members Present:
- Shanna Jackson Sheats, President
- Bryant Hightower
- Felicia Wimberly *
- Tommy Davis
- Joe Westbury

Member Absent:
- Bradley Anderson

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

* *via teleconference*

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

Shanna Jackson Sheats, President, noted that a quorum was present, called the meeting to order at 10:04 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, Tommy Davis seconded, and the Board voted to approve the October 13, 2026, meeting agenda as presented.

Minutes
Joe Westbury moved, Tommy Davis seconded, and the Board voted to approve the September 8, 2026, Open Session and Executive Session meeting minutes.

Ratification List
Licenses Issued 9/3/2026 – 10/7/2026 (Total – 30)**:** Joe Westbury moved, Tommy Davis 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
FSA007522	Bryan Joseph Melton Jr	FSA007535	Ashley Myreah Dennis
FSA007523	Elizabeth Velasco	EMB026765	Sterlin Hill Sr
FSA007524	Shadarius Fitzpatrick Jr	EMB026766	Thomas C Poteet III
FSA007525	Wendy Teresa Sue Chavalia	EMB026767	Sheneka Mone' Wellington
FSA007526	Christy Scott Blakely	EMB026768	Bralynn Faith Cochran
FSA007527	Pamela Sandrena Jackson	EMB026769	Clarence Edwin Hicks II
FSA007528	Chase Norman Beggs	EMB026770	Madison Poling
FSA007529	Everiest Craig Matthew Turpin	FD009943	Thomas C Poteet III
FSA007530	Sarah Rebecca Hataway	FD009944	Sheneka Mone' Wellington
FSA007531	Jasmine Simone Brown	FD009945	Bralynn Faith Cochran
FSA007532	Natalie L Cochran	FD009946	Clarence Edwin Hicks II
FSA007533	A'Kniya Shameacia Reeves	FD009947	Madison Poling
FSA007534	Christopher J'shaun Harbin	FEST002204	Anderson-Newman Funeral Homes

License #	Licensee
FEST002202	Lester Funeral Home
FEST002203	Cook Brothers Funeral Directors and Cremations LaGrange Chapel
FEST002205	Anderson-Newman Funeral Homes, Cobbtown Chapel
FUNCE000059	A.S. Turner and Sons, Inc.

EXECUTIVE SESSION

Joe Westbury moved, Tommy Davis seconded, and the Board voted to enter Executive Session at 10:06 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 3:20 p.m. No votes were taken during Executive Session.

OPEN SESSION

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

Appointments

Appearance # FUN260172 – No show. Reschedule to next meeting.

Appearance # 4886758 – T.M.W.F.S.S. – Change of FDFCC – Approve with the use of one grace period pending receipt of signed charge sheet.

Appearance # 4881449 – D.F.H.A.C.S. – Change of FDFCC – Approve with the use of one grace period.

Appearance # 4904853 / 4917547 – F.F.F.C. / C.E.C. – Change of FDFCC – No show. Reschedule to next meeting.

Appearance # 4902796 / 4905325 – E.S.F.H. / E.S.C. – Change of FDFCC – Approve pending receipt of signed charge sheet.

Appearance # 4799453 – C.T.F.H. – Funeral Establishment Denial Appeal – Table for another preliminary inspection to be conducted after the applicant has paid reinspection fee.

Appearance # 4909681 – Vance-Brooks Funeral Home – Change of FDFCC from Ashley Smith to Bill Slaughter – Approve.

Appearance # 4925392 – D.L.F.H. – Change of FDFCC – No show. Reschedule to next board meeting.

Applications

Application # 4886187 – G.C.F. – Change of Location – Table for reinspection after the applicant has paid reinspection fee.

Application # 4869760 / 4867519 – R.B. – Funeral Director / Embalmer by Endorsement / Reciprocity – Deny. State that applicant is trying to reciprocate from has less stringent requirements than those in this state and applicant has not been licensed long enough to qualify for endorsement.

Application # 4714686 – J. – New Establishment – Approve pending updating general price list.

Application # 4902028 – J.M. – Funeral Establishment Reinstatement – Table for an applicant interview and additional information.

Complaints:

FUN270010 – Table – Refer to Inspections to obtain a statement from the funeral director and a copy of the case file including the signed cremation authorization.

FUN270051 – Combine with FUN260124, disassociate FDFCC effective 7/25/26, and deny 90-day grace period as request does not list any funeral directors that will serve the facility during the FDFCC's absence. Update referral to Attorney General's Office to reflect that the Board is seeking revocation of the facility license for failure to have an FDFCC.

FUN270033 – Close – No jurisdiction.

FUN270040 – Close pending receipt of proof that death certificate has been filed.

FUN270058 – Close and refer to Secretary of State's office.

FUN270005 – Close – No violation.

FUN270050 – Close – No violation.

FUN270060 – Table – Refer to Attorney General's Office for a public Consent Order for the facility to include a $500 fine for aiding and abetting unlicensed practice. Also schedule a hearing for a Cease and Desist Order for respondent employee.

FUN270023 – Table – Schedule cognizant interview before the Board at the next meeting.

FUN260201 – Create a separate complaint as complaint includes two respondent facilities. Obtain additional information from Vital Records.

Executive Session Other Business

Closing Inspection – F.L.S.F.H. – Close and accept closing inspection.

FUN270021 – Schedule cognizant interview before the Board at the next meeting.

Inspection Report – L.W.J.A.F.M. – Schedule cognizant interview before the Board at the next meeting.

Routine Inspection – S.F.H. – Table for update on renovations to be provided every 30 days.

Retort Inoperable – S.W.G.C.S.– Close and accept inspection report.

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.

4719377 / 4719360 – A.F. – Amend prior motion to update referral for a public Consent Agreement to include $250 fine and two years' probation for unlicensed practice.

Continuing Education – Joe Westbury 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:

Provider	Course	Points
NFDA	Strategy in a World of Disruption	2
NFDA	The Power of Gathering with Purpose	1
NFDA	28,000 Days What Death Teaches Us About Truly Living	1
NFDA	NFDA International Convention Expo Hall	1
NFDA	How Funeral Homeowners Can Comply with Wage-Hour Guidelines	1
NFDA	Strategic Debt Turning Leverage into Growth	1
Wilbert Funeral Services	An Embalmer's View of Emmett Till How Funeral Service Helped Lay a Foundation for the Civil Rights Movement	1
Wilbert Funeral Services	What Does Gathering Look Like for You	1
Wilbert Funeral Services	Embalming a Long Bone Donation Case	2
Wilbert Funeral Services	An Embalmer's View of Emmett Till How Funeral Service Helped Lay a Foundation for the Civil Rights Movement –	1
Funeral Directors Life	Today's Family and Funeral Director Disconnects	1

OTHER BUSINESS

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

Type	Licensee	License/Application #	Docket #	City
OAFM	Strong Funeral Home	FEST000341	2026-1088	Moultrie
OAFM	Hurley Funeral Home Inc	FEST000399	2026-1111	Athens
OAFM	Bruton Mortuary	FEST001369	2026-1114	Bainbridge
OAFM	Bentley Funeral Home	FEST001291	2026-1112	Roberta
OAFM	Bentley's Crematory	CREM000087	2026-1113	Roberta
Consent Order	Leonard's Funeral Home	FEST000744/4767761	2026-1042	Talbotton
Consent Order	Peachtree Cremation	CREM000082	2026-1081	Lawrenceville
Consent Order	Duane Johnsont	FD003902	2026-1082	Port Wentworth
Consent Order	SouthEast Death Care & Cremation Services	FEST001804	2026-1110	Savannah
Consent Order	Crowell Brothers Peachtree Chapel Funeral Home	FEST001165	2026-1083	Norcross
Consent Order	Spencer Brit Crowell	FSA006327	2026-1084	Duluth
Consent Order	Samuel James Lay	FSA006311	2026-1085	Peachtree Corners
Consent Order	Kim Jeff Crowell	FD003447	2026-1086	Norcross
Consent Order	Carry Allen Crowell	FD003387	2026-1087	Norcross

Request to Lift Probation:
The Board reviewed a request to lift probation for Jamika Booth (EMB026588 / FD00978). Bryant Hightower moved, Joe Westbury seconded, and the Board voted unanimously to approve the request as the licensee has complied with all requirements of probation.

The Board reviewed a request to lift probation for Darlene Wright (FD004909). Bryant Hightower moved, Joe Westbury seconded, and the Board voted unanimously to approve the request as the licensee has complied with all requirements of probation.

Grace Period Requests:
Joe Westbury moved, Tommy Davis seconded, and the Board voted unanimously on the following 2nd 90-day grace period requests:

Type	Decision	License / App #	City	Expiration
Georgia Memorial Park Funeral Home	Rejected as application for change of FDFCC is pending and grace period might not be needed.	FEST001518	Marietta	n/a
Bruton Mortuary	Approved	FEST001369	Bainbridge	12/17/2026
E.L. George Funeral Home Inc.	Rejected as application for change of FDFCC is pending and grace period might not be needed.	FEST002180	Macon	n/a
Love & Peace Funeral Services LLC	Approved	FEST002153	Alma	12/23/2026

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, Shanna Jackson Sheats, President, declared the meeting adjourned at 3:40 p.m.

The next meeting of the Georgia Board of Funeral Service will be held Tuesday, November 10, 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: November 10, 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. 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 October 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 October, 2026.

Notary Public
My Commission Expires:

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