



Alabama Board of Funeral Service

Meeting Minutes

October 3, 2016

Prior Notice

Prior notice of the Board meeting was given through the October newsletter that was distributed to licensees on September 6, 2016 and was posted on the Secretary of State website in January 2016.

Nominations

Prior to the regular business meeting, Mr. Perine accepted nominations from funeral directors and embalmers of the state pursuant to Alabama Funeral Service Laws for membership positions of districts which terms will expire December 31, 2016. The following nominations were made and will be submitted to the Honorable Robert Bentley, Governor, for appointment:

District 1	District 2	District 5
Mark Craddock - Citronelle	Lorenzo Wright- Prattville	John C. Rudder- Scottsboro
Allen Rice- Prichard	Carrol Ann Wyatt- Opp	Mark Slaton- Athens
Leslie Hanke- Mobile	Sarah Webster- Montgomery	Karen Jones Smith- Huntsville

Attendance

Mr. Craddock, Chair asked Mrs. Grogan for a roll call to establish a quorum. The following members were present: Mark Craddock, Lorenzo Wright, Calvin Meadows, Bart Kirtland, John C. Rudder, and Sammy Seroyer. Staff present; Charles M. Perine, Executive Secretary, and E. Denise Grogan, Associate Executive Secretary, recording. Also present general counsel for the Board T. Cameron McEwen.

The following member was absent: Jason Wyatt

Mr. Perine asked that Mr. Wyatt's absents be excused.

The Board unanimously excused Mr. Wyatt's absence.

Following a roll call with 6 members present a quorum was established.

Call to Order

Mr. Craddock called to order the fourth quarterly meeting of fiscal year 2016 of the Alabama Board of Funeral Service at 9:05 a.m. on October 3, 2016 in Room 304 of the State House, 11 South Union Street, Montgomery, Alabama.

Approval of Minutes

Mr. Wright moved to approve the minutes of the July 11, 2016, Board meeting, seconded by Mr. Meadows. Being no discussion the motion passed unanimously.

Old Business

Merit Raises

Mr. Perine reminded the Board of Mr. Rudder's motion to table Merit raises for Charles M. Perine, E. Denise Grogan and T. Cameron McEwen until additional Board members were present and given the opportunity to vote. Mr. Rudder made a motion to approve a 2-step merit raise for Mr. Perine, Mrs. Grogan and Mr. McEwen, seconded by Mr. Meadows. Mr. Craddock requested a roll call vote with the following results.

Yes votes: Mr. Craddock, Mr. Wright, Mr. Seroyer, Mr. Kirtland, Mr. Rudder, Mr. Meadows.

Nay votes: None

Abstain: None

Absent: Mr. Wyatt

The motion passed unanimously.

New Business

Approval of Licenses:

1) Applicants having met all qualifications for licensure:

Having passed the state law exam, and having met the passing criteria of the International Conference under the new testing format, Mr. Perine stated that the following individuals had met the qualifications for licensure in the State of Alabama in accordance with Title 34 Chapter 13 of the *Code of Alabama, 1975* and Administrative Code 395 and asked the Board to consider for approval the funeral director and/or embalmer licenses for; David B. Young, Kenneth Dawkins, Theresa Jean Bowden, Aubrey Leon Larkin, Jr., Cynthia Austin Wingo, Erika L. Terry, Orlando Farrington, Cimino Tarvis Jones, Ashely Duanne Wilson, Carly Christine Beresky, Melinda Sue Miller-Moats, Stevlen Dickerson, Deborah Sue Greene, Ronald Bradley Goins. The motion was made by Mr. Rudder and seconded by Mr. Kirtland. The motion passed unanimously.

2) Apprentice Funeral Director with Previous Time Credited:

Mr. Perine asked the Board to consider for approval the re-registration of apprentice funeral director applications with previous time served as an apprentice credited to the current registrations for; Albert Stinson, Jr., Reginald W. Calvert, and Mary T. Adams. Mr. Meadows moved to approve the re-registration of apprentice funeral director applications



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with previous time served credited to the current registration, seconded by Mr. Kirtland. The motion passed unanimously.

3) **Permanent Funeral Director and Embalmer License Re-registration:**

Having paid all fees and penalties, Mr. Perine asked the Board to consider Jeffrey M. Cook for re-registration of permanent licenses as a funeral director and embalmer. Mr. Meadows moved to approve the re-registration of permanent funeral director and embalmer license, seconded by Mr. Kirtland. The motion passed unanimously.

1) **Establishment Applications:**

Mr. Perine asked the Board to consider the following establishments for licensure: Bell Funeral Home, Forestdale (Buy Out), Dunklin & Daniels Funeral Home, Greenville (Buy Out), Dunklin & Daniels Funeral Home, Camden (Buy Out), K. L. Brown Funeral Home and Crematory, Jacksonville (Buy Out), K. L. Brown Memorial Chapel, Anniston (Buy Out). Mr. Wright moved to approve the license request of the fore stated funeral homes seconded by Mr. Meadows. The motion passed unanimously.

Executive Secretary Financial Report

Mr. Perine reported the following to the Board for the 4th quarter fiscal year 2016: October 1-September 30, 2016.

Annual Appropriations: \$534,043.00

Unobligated Expenses: \$104,601.66

Total Obligations: \$429,441.34

Licensed Establishments: 347 active

Licensed Funeral Directors: 1136 active

Licensed Embalmers: 583 active

Licensed Practical Embalmers: 51 active

Apprentice Funeral Directors: 99 active

Apprentice Embalmers: 62 active

Mr. Rudder made a motion to accept the financial report as presented by Mr. Perine, seconded by Mr. Kirtland. The motion passed unanimously.

Consent Agreements

Mr. Perine informed the Board of proposed settlements that were agreed on between July 11, 2016 and October 3, 2016 involving unlicensed practice, aiding and abetting unlicensed practice.

Case Number	Penalty
ABFS16-028	Fined \$3,000.00 3-month probation for the Managing Funeral Director 1-year probation for the Establishment

Mr. Meadows made a motion to accept the consent agreement as stated and was seconded by Mr. Wright. The motion passed unanimously.

Continuing Education

Mrs. Grogan presented the Board with a list of courses for approval totaling 73 hours of instructional time available to licensees. Pursuant to Alabama Funeral Service Administrative Code 395-X-1-.04, Mr. Perine gave interim approval to one course. Mrs. Grogan requested approval for Cost Segregation Services Inc., and The North American Division of the British Institute of Embalmers as new providers.

Mr. Rudder made a motion, seconded by Mr. Meadows to approve the continuing education Providers, Courses, and Instructors that were presented, denying approval of the two courses from the National Funeral Professional Association; “The Grave Digger” (duplicate course), and “Alabama Funeral Service Law” (Thompson). The motion passed unanimously.

Executive Session

Mr. Seroyer made a motion seconded by Mr. Kirtland to go into Executive Session for 60 minutes to discuss the good name and character of potential licensees.

Yes votes: Mr. Craddock, Mr. Wright, Mr. Seroyer, Mr. Kirtland, Mr. Rudder, Mr. Meadows.

Nay votes: None

Abstain: None

Absent: Mr. Wyatt

The motion passed unanimously.

The Board members moved to an adjoining conference room at 9:30 a.m. to allow the Board to discuss the good name and character of potential licensees. The audience was also informed that the regular business meeting would resume at the conclusion of executive session. After all parties were called back into the room, Mr. Craddock called the Board meeting back to order at 10:20 a.m.

Mr. Rudder made a motion, seconded by Mr. Wright to accept the funeral director and embalmer apprenticeship applications of Amanda Jean Driver. Mr. Craddock requested a roll call vote with the following responses:



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Yes votes: Mr. Craddock, Mr. Wright, Mr. Seroyer, Mr. Kirtland, Mr. Rudder, Mr. Meadows.

Nay votes: None

Abstain: None

Absent: Mr. Wyatt

The motion passed unanimously.

Mr. Meadows made a motion to deny the funeral director and embalmer apprenticeship applications of William Peter Morris, seconded by Mr. Wright. Mr. Craddock requested a roll call vote with the following responses:

Yes votes: Mr. Craddock, Mr. Wright, Mr. Seroyer, Mr. Kirtland, Mr. Rudder, Mr. Meadows.

Nay votes: None

Abstain: None

Absent: Mr. Wyatt

The motion passed unanimously

Mr. Wright made a motion to table the reactivation of the permanent funeral director and embalmer license of Timothy Ellison, seconded by Mr. Meadows. Mr. Craddock requested a roll call vote with the following responses:

Yes votes: Mr. Craddock, Mr. Wright, Mr. Seroyer, Mr. Kirtland, Mr. Rudder, Mr. Meadows.

Nay votes: None

Abstain: None

Absent: Mr. Wyatt

The motion passed unanimously

Other Business

Mr. Perine informed the Board and audience that The International Conference of Funeral Service Examining Board would be increasing the fee for the state funeral director and state embalmer to \$250.00 per exam as of January 1, 2017. The Conference stated this would put the fee for the state exam in line with the National exam fee.

Adjournment

Being no other business, and no questions from the audience, Mr. Craddock asked for a motion to adjourn and reconvene at 9:00 a.m. on January 9, 2017, Mr. Meadows moved to adjourn the meeting at 10:30 a.m., and seconded by Mr. Rudder. The motion passed unanimously.

Minutes submitted by: E. Denise Grogan

X *Mark Craddock*

Mark Craddock
Chair

X *Charles M. Perine*

Charles M. Perine
Executive Secretary