



Alabama Board of Funeral Service Meeting Minutes

July 13, 2017

Prior Notice

Prior notice of the Board meeting was given through the July newsletter that was distributed to licensees on June 1, 2017 and was posted on the Secretary of State website in January 2016.

Attendance

The following members were present: Mark Craddock, Lorenzo Wright, Calvin Meadows, Bart Kirtland, and John C. Rudder. 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 members were absent: Mr. Seroyer, Mr. Wyatt

Call to Order

Following a roll call to establish a quorum, Mr. Craddock called to order the fourth quarterly meeting of fiscal year 2017 of the Alabama Board of Funeral Service at 9:00 a.m. on July 13, 2017 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 April 3, 2017, Board meeting, and the May 8, 2017 Special called meeting seconded by Mr. Meadows. Being no discussion, the motion passed unanimously.

Old Business

ABFS17-0025

Mr. McEwen informed the Board that Alabama Funeral Homes had appealed the Board's decision and a status conference hearing that he would be attending had been scheduled for September 19, 2017.

ABFS17-0023

Mr. McEwen informed the Board that a continuance had been granted due to the fact the Keahey had filed for bankruptcy.



Alabama Board of Funeral Service

Meeting Minutes

July 13, 2017

HB212

Mr. Perine stated the current legislation for the funeral service profession, HB212 had passed, was enacted and signed by the governor. Mr. Perine stated the bill was set to go into effect on August 1, 2017 and the changes needed in the Administrative Rule would be addressed later in the meeting.

Bobby Don Rogers

Mr. Perine reminded the Board that Mr. Rogers had submitted an application that was tabled at the last board meeting to be readdressed during this meeting. Mr. Perine stated that Mr. Rogers was working on resolving issues that were brought up with this application. Mr. Rogers has not contacted the Board to readdress his application, Mr. Perine recommended that the Board indefinitely table Mr. Rogers application until he contacts the Board. Mr. Wright made a motion, seconded by Mr. Kirtland.

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

Nay votes: None

Abstain: None

Absent: Mr. Seroyer, 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: William T. Clark

Gerald P. Harrington, Laura K. Sullivan, Alexis D. Roby, Derrick W. Purvis, Andrew R. Byrd, Lindsay B. Thompson, Bill A. Reeves, Joshua J. Moore. The motion was made by Mr. Meadows and seconded by Mr. Rudder. The motion passed unanimously.

2) Apprentice Funeral Director and Embalmer with Previous Time Credited:

Mr. Perine asked the Board to consider for approval the re-registration of apprentice funeral director and embalmer applications with previous time served as an apprentice credited to the current registrations for Jacob C. Moody. Following discussion, Mr. Meadows moved to approve the



Alabama Board of Funeral Service

Meeting Minutes

July 13, 2017

re-registration of apprentice funeral director and embalmer applications with previous time served credited to the current registration, seconded by Mr. Wright. 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 Robert J. Veselits for re-registration of permanent licenses as a funeral director and embalmer. Following discussion, Mr. Meadows moved to approve the re-registration of permanent funeral director and embalmer license, seconded by Mr. Rudder. The motion passed unanimously

4) Establishment Applications:

Mr. Perine asked the Board to consider the following establishments for licensure: Kenmar Family Funeral Home, Mobile, Kenmar Family Mortuary Service, Mobile, Grace Memorial Chapel, Sylacauga, Vance Brooks Funeral and Cremation Services, Phenix City, (Buy Out). Mr. Meadows moved to approve the license request of the fore stated funeral homes seconded by Mr. Wright. The motion passed unanimously.

Executive Secretary Financial Report

Mr. Perine reported the following to the Board for the 3rd quarter of fiscal year 2017: April 1-July 1, 2017.

Total Budget: \$559,708.66

Revenue: \$35,625.00

Expenses: \$79,555.34

Cash on Hand: \$1,275,941.13

Licensed Establishments: 460 active

Licensed Funeral Directors: 1553 active

Licensed Embalmers: 825 active

Licensed Practical Embalmers: 61 active

Apprentice Funeral Directors: 249 active

Apprentice Embalmers: 165 active

Special Work Permit Funeral Director: 2

Special Work Permit Embalmer: 0

Mr. Perine informed the Board as of March 31, 2017, all licenses that had not been renewed were now in a lapsed status.



Alabama Board of Funeral Service Meeting Minutes

July 13, 2017

Licensed Establishments: 0 lapsed
Licensed Funeral Directors: 102 lapsed
Licensed Embalmers: 55 lapsed
Licensed Practical Embalmers: 4 lapsed
Apprentice Funeral Directors: 179 lapsed
Apprentice Embalmers: 107 lapsed

Mr. Perine stated in order for a lapsed license to be reinstated, licensees would have to complete the application for reactivation of permanent license, meet the current requirements of the law for original license and be approved by the Board. Mr. Perine informed the Board of the expense report for the 113th International Conference of Funeral Service Examining Board's annual conference. \$4026.92 was requested and the actual expense incurred by the Board was \$3890.04. Mr. Perine stated his expenses were covered by the Conference as a Board member.

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

Consent Agreements

Mr. Perine informed the Board of the following consent agreements that were entered between May 8, 2017 and July 1, 2017.

Case Number	Penalty
ABFS17-0038	Fined \$1,225.00 Managing Funeral Director on probation for 2 years Establishment on probation for 2 years
ABFS17-0040	Fined \$1,225.00 Managing Funeral Director on probation for 2 years. Establishment on probation for 2 years.

Mr. Meadows made a motion, seconded by Mr. Wright to accept the consent agreements as entered. The motion passed unanimously.



Alabama Board of Funeral Service

Meeting Minutes

July 13, 2017

Continuing Education

Mrs. Grogan requested approval of the following providers/sponsors seeking re-approval for the 1618 reporting period.

Provider
The Independent Funeral Group

Mrs. Grogan requested approval of the following providers/sponsors seeking approval for the 1618 reporting period.

Provider
Funeral-Smart.com

Mr. Rudder made a motion, seconded by Mr. Wright to approve the providers/sponsors seeking re-approval and approval for the 1618 reporting period. The motion pass unanimously.

Mrs. Grogan presented the Board with a list of 88 courses and requested approval of the courses totaling 180.25 hours of instructional time available to licensees.

Mr. Meadows made a motion, seconded by Mr. Rudder to approve the continuing education courses that were presented, the motion passed unanimously.

Crematory Training

Mr. Perine informed the Board that a new statue will require that crematory operators and cremationist complete a crematory operator training course of no less than seven hours prior to licensing. Mr. Perine informed the Board that individuals who could show proof of completion of a seven-hour crematory operator training course in the last four years, would not be required to complete an additional training course prior to licensing.

Mr. Perine stated the crematory and legislative committees felt it necessary that if an individual's date of course completion exceeded four years, the individual should be required to complete a refresher course. Mr. Perine stated that the National Funeral Directors Association (NFDA) had developed a four-hour refresher course with additional providers in the process of developing refresher courses as well. Mr. Perine informed the Board of the specifics of the NFDA course and requested that the Board approve the crematory operator refresher course as offered. Following discussion, Mr. Meadows made



Alabama Board of Funeral Service

Meeting Minutes

July 13, 2017

a motion, seconded by Mr. Kirtland to accept the NFDA crematory operator refresher course. The motion passed unanimously.

Executive Session

Mr. Meadows made a motion, seconded by Mr. Kirtland to go into Executive Session for 20 minutes to discuss the good name and character of potential licensees.

Yes votes: Mr. Craddock, Mr. Wright, Mr. Kirtland, Mr. Rudder, Mr. Meadow.

Nay votes: None

Abstain: None

Absent: Mr. Seroyer, Mr. Wyatt

The motion passed unanimously.

The Board members moved to an adjoining conference room at 9:35 a.m. to allow the Board to discuss the good name and character of potential licensees. The audience was informed that the regular business meeting would resume after the executive session. After all parties were called back into the room, Mr. Craddock called the Board meeting back to order at 9:50 a.m.

Mr. Wright made a motion to approve the apprentice funeral director and embalmer application of Hubert Brown, seconded by Mr. Meadows.

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

Nay votes: None

Abstain: None

Absent: Mr. Seroyer, Mr. Wyatt

The motion passed unanimously.

Other Business

Administrative Rule Changes

Mr. Perine informed the Board that as a result of the passage of HB212 the Administrative Rule must be amended to agree and clarify the new statutes. Mr. Perine informed the Board and all in attendance of the Administrative Rule making process. The Board reviewed the proposed changes and after much discussion Mr. Meadows made a motion, seconded by Mr. Wright to publish the proposed changes. Mr. Perine explained that the proposed changes would be submitted for publication in the July 31st



Alabama Board of Funeral Service Meeting Minutes

July 13, 2017

publication of the Administrative Monthly. These proposed changes would be distributed electronically to all licensees, allowing 35 days for any comments and concerns. A special called meeting to include a public hearing would be scheduled for September 6, 2017, at 9:00 a.m. to discuss comments received and to vote on the adoption of the proposed changes. Mr. Perine further explained, once the proposed rules were adopted and certified they would become law after 45 days. The new statues will not be enforced until the Administrative Rules have been amended and agree with the statues.

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

Nay votes: None

Abstain: None

Absent: Mr. Seroyer, Mr. Wyatt

The motion passed unanimously.

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 September 6, 2017, Mr. Wright moved to adjourn the meeting at 11:50 a.m. seconded by Mr. Meadows. The motion passed unanimously.

Minutes submitted by: E. Denise Grogan

X 

Mark Craddock
Chair

X 

Charles M. Perine
Executive Secretary