



Alabama Board of Funeral Service

Meeting Minutes

October 2, 2017

Prior Notice

Prior notice of the Board meeting was given through the October newsletter that was distributed to licensees on September 8, 2017 and was posted on the Secretary of State website in January 2017.

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 would expire December 31, 2017. Nominations were taken for the membership position of District 7 which would become vacant on December 31, 2017. The following nominations were made:

District 3	District 4	District 6
Lance Brooks-Phenix City	Bart Kirtland-Boaz	Calvin Meadows-Montevallo
Tony Taylor-Phenix City	Ronny Wilson-Ft Payne	Heath Bowen-Alabaster
Darrell Seroyer-LaFayette	Ann Williams-Cullman	Byronda Williams-Bessemer
	Jennie Buggs- Attalla	
	Mark Bement-Hanceville	

District 7
Howard G. Johnson-Bessemer
Annie Bushelon Holt-Fairfield
Jimmy O'Bryant-Thomasville
Mary McInnis-Eutaw

Mr. Perine informed the licensees present that five (5) individuals had been nominated in District 4, and four (4) individuals had been nominated in District 7, only three (3) names could be submitted to the Governor for consideration as stated in §34-13-20, Code of Alabama, 1975, a ballot vote was taken and counted by Cameron McEwen, legal counsel for the Board and witnessed by: Sherrye Dawson, Administrative Assistant for the Board. The following table shows the results of the vote:

District 4		District 7	
Bart Kirtland	23	Jimmy O'Bryant	21
Ann Williams	20	Annie Bushelon Holt	18
Jennie Buggs	19	Mary McInnis	14
Mark Bement	3	Howard G. Johnson	12
Ronny Wilson	2		

District 3 nominees that will be submitted to the governor are: Lance Brooks, Tony Taylor, and Darrell Seroyer

District 4 nominees that will be submitted to the governor are: Bart Kirtland, Ann Williams, and Jennie Buggs

District 6 nominees that will be submitted to the governor are: Calvin Meadows, Heath Bowen, and Byronda Williams

District 7 nominees that will be submitted to the governor are: Jimmy O'Bryant, Annie Holt, and Mary McInnis

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 Jason Wyatt. 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: Sammy Seroyer

Mr. Craddock, Chair, excused Mr. Seroyer's absence.

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

Call to Order

Mr. Craddock called to order the first quarterly meeting of fiscal year 2018 of the Alabama Board of Funeral Service at 9:20 a.m. on October 2, 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 July 13, 2017, Board meeting, and the September 6, 2017 Public Hearing, seconded by Mr. Meadows. Being no discussion, the motion passed unanimously.

Old Business

ABFS17-0025

Mr. McEwen informed the Board that ABFS-0025 was scheduled for a status conference on September 29, 2017, but the counsel for the respondent requested a continuance which was granted for medical reasons. The status conference was rescheduled for November 20, 2017. Mr. McEwen also informed the Board the Donald Phillips had obtained his own counsel, admitted guilt and accepted the consent agreement offered on behalf of the Board.



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Administrative Rule

Mr. Perine explained that the proposed changes to the Administrative Rule were submitted and published in the July 31st publication of the Alabama Administrative Monthly. The proposed changes were distributed electronically to all licensees, allowing 35 days for any comments and concerns. A special called public hearing was held on September 6, 2017, at 9:00 a.m. where comments received were discussed. The Board voted to adopt the proposed Administrative Rule with changes. Mr. Perine stated the proposed rules with changes were adopted, certified with LRS (Legislative Reference Services) and would go into effect on October 27, 2017.

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: Chenell M. Martin, April N. Condiff, Andrea Maxwell, Warren C. Cauthen, Samuel C. Hood, Timothy G. Cole, George M. Mallory, Shaun C. Burnett, Vernon L. Langley, Larry W. White, Thomas B. Snell, and Shanie T. Davis. The motion was made by Mr. Wyatt and seconded by Mr. Wright. The motion passed unanimously.

2) Apprentice Embalmer with Previous Time Credited:

Mr. Perine asked the Board to consider for approval the re-registration of apprentice embalmer application with previous time served as an apprentice credited to the current registrations for: Ronnie L. Lambert. Mr. Meadows moved to approve the re-registration of apprentice embalmer application with previous time served credited to the current registration, seconded by Mr. Rudder. The motion passed unanimously.

3) Permanent Funeral Director License Re-registration:

Having paid all fees and penalties, Mr. Perine asked the Board to consider Mims Hacketts, and Cecil A. Lawrence for re-registration of permanent license as a funeral director. Mr. Meadows moved to approve the re-registrations of permanent funeral director license, seconded by Mr. Kirtland. The motion passed unanimously.

4) Permanent Funeral Director and Embalmer License Re-registration:

Having paid all fees and penalties, Mr. Perine asked the Board to consider Tiffany J. Pettis, Matthew E, Roper and Brian K. Fuller for re-registration of permanent license as funeral director and embalmer. Mr. Meadows moved to approve the re-registrations of permanent funeral director and embalmer licenses, seconded by Mr. Wyatt. The motion passed unanimously.

5) Establishment Applications:

Mr. Perine asked the Board to consider the following establishments for licensure: Dunklin & Daniels Funeral Home, Camden (Buy Out), Dunklin & Daniels Funeral Home, Greenville (Buy Out), Ward Wilson Funeral Home, Dothan (Buy Out), Norwood Funeral Homes, Sulligent (Buy Out), and Norwood Funeral Homes, Guin, (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 of fiscal year 2017 as of September 29, 2017, which did not include the 13th accounting period which would be reported in fiscal year 2018.

Total Budget: \$559,708.66

Revenue: \$43,666.00

Expenses: \$89,37.25

Cash on Hand: \$1,418,935.79

Licensed Establishments: 472 active

Licensed Funeral Directors: 1567 active

Licensed Embalmers: 833 active

Licensed Practical Embalmers: 61 active

Apprentice Funeral Directors: 275 active

Apprentice Embalmers: 198 active

Special Work Permit Funeral Director: 2

Special Work Permit Embalmer: 0

Mr. Perine informed the Board that there were currently 286 certificates and 161 licenses in lapsed status. Mr. Perine stated for a lapsed license to be reinstated, licensees would have to complete the application for reactivation of license, meet the current requirements of the law for original license and be approved by the Board.

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



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Consent Agreements

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

Case Number	Penalty
ABFS17-0023	Fined \$200.00
ABFS17-0025	Fined \$3000.00 Funeral Director and Embalmer licensees suspended for 30 days (9-30-17 to 10-30-17) 1 year probation

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

Continuing Education

Mrs. Grogan presented the Board with a list of courses for approval totaling 64.75 hours of instructional time available to licensees. Pursuant to Alabama Funeral Service Administrative Code 395-X-1-.04, Mr. Perine gave interim approval to four courses. Mrs. Grogan requested approval for Jefferson County Funeral Director & Morticians Association as a new provider and International Cemetery, Cremation and Funeral Association as a provider seeking re-approval for the 1618 reporting period.

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

Mr. Meadows made a motion, seconded by Mr. Wright to approve the providers seeking approval for the 1618 reporting period. The motion passed unanimously.

Mr. Meadows made a motion, seconded by Mr. Wyatt to approve the providers seeking re-approval for the 1618 reporting period. The motion passed unanimously.

Executive Session

Mr. McEwen stated the he would like to address the Board in executive session to address legal matters that may affect the Board. Mr. Wright made a motion seconded by Mr. Wyatt to go into Executive Session for 30 minutes to discuss potential legal issues.

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

Nay votes: None

Abstain: None

Absent: Mr. Seroyer

The motion passed unanimously.

The Board members moved to an adjoining conference room at 9:45 a.m. to allow the Board to discuss potential legal issues. 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 10:15 a.m. with no action to be taken following Executive Session.

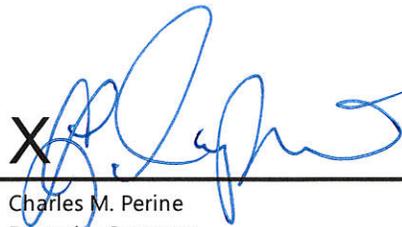
Adjournment

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 8, 2018, Mr. Meadows moved to adjourn the meeting at 10:20 a.m., seconded by Mr. Wright. The motion passed unanimously.

Minutes submitted by: E. Denise Grogan

X 

Mark Craddock
Chair

X 

Charles M. Perine
Executive Secretary