



# Alabama Board of Funeral Service

## Meeting Minutes

January 8, 2018

### Prior Notice

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

### Call to Order / Election of Officers

Mr. Charles M. Perine, Executive Secretary, called to order the second quarterly meeting of fiscal year 2018 of the Alabama Board of Funeral Service at 9:00 a.m. on January 8, 2018 in Room 304 of the State House, 11 South Union Street, Montgomery, Alabama. Mr. Perine welcomed all in attendance to the second quarterly meeting of fiscal year 2018 of the Alabama Board of Funeral Service.

Mr. Perine stated that on December 31, 2017 the terms of the representatives from districts three, four, six and seven expired. Nominations from the October meeting were presented to the Governor. Lance Brooks, Bart Kirtland, Calvin Meadows, and Annie Bushelon-Holt were appointed by the governor to represent districts three, four, six, and seven. Mr. Perine administered the oath of office to Mr. Brooks, Mr. Kirtland, Mr. Meadows and Mrs. Bushelon Holt. Following the oath Mr. Perine declared all previous offices of the Board vacant due to the new terms which began on January 1, 2018 for chair, vice-chair, treasurer and secretary. Mr. Perine opened the floor for nominations for the office of chair. Mr. Meadows nominated Mr. Mark N. Craddock, seconded by Mr. Wright. With no other nominations, Mr. Perine asked the Question: Mr. Mark Craddock for the position of chair?

Vote:

Yea votes: Mr. Wright, Mr. Brooks, Mr. Kirtland, Mr. Rudder, Mr. Meadows and Mrs. Bushelon-Holt

Nay votes: None

Abstain: None

Absent: None

The motion passed unanimously.

Mr. Perine yielded the chair to Mr. Craddock, who opened the floor for nominations for vice-chair. Mr. Rudder nominated Mr. Calvin Meadows, seconded by Mr. Wright. With no other nominations, Mr. Craddock asked the Question: Mr. Calvin Meadows for the position of vice-chair?

Vote:

Yea votes: Mr. Craddock, Mr. Wright, Mr. Brooks, Mr. Kirtland, Mr. Rudder, and Mrs. Bushelon-Holt

Nay votes: None

Abstain: None

Absent: None

The motion passed unanimously.

Mr. Craddock then opened the nominations for secretary. Mr. Meadows nominated Mr. John C. Rudder, seconded by Mr. Kirtland. With no other nominations, Mr. Craddock asked the Question: Mr. John C. Rudder for position of secretary?

Vote:

Yea votes: Mr. Craddock, Mr. Wright, Mr. Brooks, Mr. Kirtland, Mr. Meadows, and Mrs. Bushelon-Holt

Nay votes: None

Abstain: None

Absent: None

The motion passed unanimously.

Mr. Craddock then opened the nominations for treasurer Mr. Wright nominated Mrs. Bushelon-Holt, seconded Mr. Meadows. With no other nominations, Mr. Craddock asked the Question: Mrs. Bushelon-Holt for the position of treasurer?

Vote:

Yea votes: Mr. Craddock, Mr. Wright, Mr. Brooks, Mr. Kirtland, Mr. Meadows, and Mr. Rudder

Nay votes: None

Abstain: None

Absent: None

The motion passed unanimously.

### **Attendance**

The following members were present: Mark N. Craddock, Lorenzo Wright, Lance Brooks, Bart Kirtland, Calvin Meadows, John C. Rudder and Annie Bushelon-Holt. Staff present; Charles M. Perine, Executive Director, and E. Denise Grogan, Associate Executive Director, recording. Also, present general counsel for the Board T. Cameron McEwen.

The following members were absent: None

All positions were filled and a quorum present.

### **Approval of Minutes**

Mr. Rudder moved to approve the minutes of the October 2, 2017, Board meeting, seconded by Mr. Wright. Being no discussion, the motion passed unanimously.

### **Old Business**

#### **Alabama Funeral Homes**

Mr. Craddock stated that business pertaining to Alabama Funeral Homes would be held over and discussed during Executive Session.



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### 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 and/or cremationist licenses for: Miranda Pixley, April Condiff, Jaynee Fontanez, Sarah Mirabal, Thomas Snell, Shanie Davis, Chenell Martin, Joseph Newman, Corey Gee, Louin Poston, Rashad Pressley, Chad Walters. The motion was made by Mr. Meadows 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: Gina Haynsworth and Wendolyn Jackson. Mr. Meadows moved to approve the re-registration of apprentice funeral director applications 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 Brandy Iriarte and Peter Wren, Sr., for re-registration of permanent license as funeral director and embalmer. Mr. Rudder moved to approve the re-registrations of permanent funeral director and embalmer licenses, seconded by Mr. Meadows. The motion passed unanimously.

##### **4) Establishment Applications:**

Mr. Perine asked the Board to consider the following establishments for licensure: Serenity Funeral Home (Ozark), Harrison Funeral Home (Troy) (Buy Out), Northport Funeral & Cremation Service, Inc. (Reform), Family First Funeral Care, LLC (Dothan), Reese Funeral Home, Inc. (Citronelle). Mr. Meadows moved to approve the license request of the fore stated funeral homes seconded by Mr. Wright. The motion passed unanimously.

Mr. Perine stated that Community Mortuary (Mobile) had been granted a temporary business license from the city of Mobile which had expired. Mr. Perine requested that the establishment application be tabled until Community Mortuary obtained a current business license. Mr. Wright,

made a motion seconded by Mr. Meadows, to table the establishment application of Community Mortuary until requested documents were presented to the board's office. The motion passed unanimously.

### **Executive Secretary Financial Report**

Mr. Perine reported the following to the Board for the 1st Quarter of fiscal year 2018 as of January 1, 2018.

Total Budget: \$591,108.27

Revenue: \$393,560.00 (\$233,655.00 deferred revenue included)

Expenses: \$130,554.24

Cash on Hand: \$1,418,935.79

Licensed Establishments: 474 active

Licensed Funeral Directors: 1523 active

Licensed Embalmers: 815 active

Cremationist: 1 active

Licensed Practical Embalmers: 58 active

Apprentice Funeral Directors: 198 active

Apprentice Embalmers: 128 active

Special Work Permit Funeral Director: 1

Special Work Permit Embalmer: 0

Mr. Perine informed the Board that there were currently 168 certificates and 84 licenses in lapsed status. Mr. Perine stated for a lapsed license to be reinstated, licensees must complete the application for reactivation of license, meet the current requirements of the law for original license and be approved by the Board.

Mr. Perine outlined the proposed 2019 budget totaling \$469,455.00.

Mr. Meadows made a motion to accept the financial report and the 2019 proposed budget as presented by Mr. Perine, seconded by Mr. Wright. The motion passed unanimously.

### **2018 Annual meeting of the International Conference of Funeral Examining Boards**

Mr. Perine presented the Board with the proposed expense report for the upcoming 2018 114<sup>th</sup> Annual Meeting of The Conference and requested \$5,047.20 for the expenses of E. Denise Grogan, Lance Brooks and Annie Bushelon-Holt. Mr. Perine informed the Board, that as a Board member of The Conference his expenses would be paid by The Conference. Mr. Wright made a motion, seconded by Mr. Kirtland to accept the amount requested for the 2018 114<sup>th</sup> Annual Meeting of The Conference. The motion passed unanimously.



# **Alabama Board of Funeral Service**

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### **Consent Agreements**

None

### **Continuing Education**

Mrs. Grogan presented the Board with a list of courses for approval totaling 226.75 hours of instructional time available to licensees. Pursuant to Alabama Funeral Service Administrative Code 395-X-1-.04, Mr. Perine gave interim approval to one course. Mrs. Grogan requested approval for Funeral Service Academy and B & L Cremation Systems as new providers for the 2016-2018 reporting period.

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

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

### **Executive Session**

Mr. Perine requested that Executive Session be held over until Other Business on the agenda had been concluded.

### **Other Business**

#### **Advertisements and Establishment Names containing "Cremation"**

Mr. Perine reminded the Board of the new statute 34-13-110(c)(1) requiring establishments using the word cremation or cremation services in advertisements or signs and that do not own a crematory must use the disclosure "this establishment does not own a crematory". Stating the new statute went into effect on the 1<sup>st</sup> of August, Mr. Perine requested that the Board recommend a reasonable time frame for establishments to be in compliance with 34-13-110(c)(1). Following discussion Mr. Meadows made a motion, seconded by Mr. Wright to allow establishments 180 days (July 8, 2018), to comply with the new statute. The motion passed unanimously.

### **Examiner of Public Accounts**

Mr. Perine informed all present that the Examiner of Public Accounts had concluded their compliance audit of the Board's office. During the exit conference with the Examiner, Board members and staff, it

was stated the board's office was in full compliance with statues and regulations with no findings or irregularities.

### **Other Business**

Mr. Perine informed the Board that technical errors were present in HB212 which was passed during the 2017 legislative session. Mr. Perine stated that legislation would be drafted for the 2018 session to correct the errors.

### **2018-2019 Board Meeting Dates**

Mr. Perine informed the Board of the proposed dates for the 2018-2019 Board meetings.

April 9, 2018

July 16, 2018

October 9, 2018

January 14, 2019

Mr. Meadows made a motion, seconded by Mrs. Bushelon-Holt to accept the above dates for the 2018-2019 Board meetings. The motion passed unanimously.

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

Vote:

Yes votes: Mr. Craddock, Mr. Wright, Mr. Brooks, Mr. Kirtland, Mr. Meadows, Mr. Rudder, and Mrs. Bushelon-Holt

Nay votes: None

Abstain: None

Absent: None

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 10:12 a.m.

Mr. Meadows made a motion seconded by Mr. Ruder to return to Executive Session for an additional 30 minutes to discuss potential legal issues.

Vote:

Yes votes: Mr. Craddock, Mr. Wright, Mr. Brooks, Mr. Kirtland, Mr. Meadows, Mr. Rudder, and Mrs. Bushelon-Holt

Nay votes: None

Abstain: None



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Absent: None

The motion passed unanimously.

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

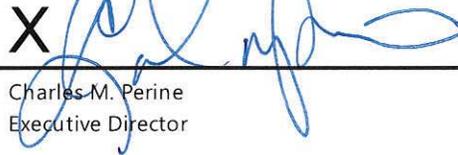
### Adjournment

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 April 9, 2018, Mr. Wright moved to adjourn the meeting at 10:50 a.m., seconded by Mr. Rudder. The motion passed unanimously.

Minutes submitted by: E. Denise Grogan

X 

Mark N. Craddock  
Chair

X 

Charles M. Perine  
Executive Director