



Alabama Board of Funeral Service

Meeting Minutes

October 9, 2018

Prior Notice

Prior notice of the Board meeting was given through the October newsletter that was distributed to licensees on September 15, 2018 and was posted on the Secretary of State website in January 2018.

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, 2018. Nominations were taken for the membership positions of District 1, 2 & 5 which would become vacant on December 31, 2018. The following nominations were made:

District 1	District 2	District 5
Mark Craddock-Citronelle	Lorenzo Wright- Prattville	John C. Rudder-Scottsboro
Allen Rice- Prichard	Howard Skeen-Troy	Karen Smith-Huntsville
Leslie Hanke-Mobile	Jeremy Wade-Millbrook	Perry Thomas-Meridianville

Mr. Perine informed the licensees present that three (3) individuals had been nominated for District 1, District 2 and District 5. The three (3) names nominated for each district would be submitted to the Governor for consideration in accordance with §34-13-20, Code of Alabama, 1975.

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, Lance Brooks, and Annie Bushelon-Holt. 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: None

Call to Order

With a quorum established, Mr. Craddock called to order the first quarterly meeting of fiscal year 2019 of the Alabama Board of Funeral Service at 9:05 a.m. on October 9, 2018 in Room 304 of the State House, 11 South Union Street, Montgomery, Alabama.

Approval of Minutes

Mr. Meadows moved to approve the minutes of the July 16, 2018, Board meeting, seconded by Mr. Wright. Being no discussion, the motion passed unanimously.

Old Business

Resolution 18-02

Mr. Perine reminded the Board of Resolution 18-02 requesting an opinion from the Attorney General to determine if Alabama law needed to be amended to give authority to the Alabama Board of Funeral Service to purchase a building or property for the Board to use as office space. Mr. Perine stated that the resolution had been sent to the Attorney General, but no opinion had been received as of today's meeting.

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 requested to dispense with the reading of each applicant's name and that the individuals listed be considered for approval based on having 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 be approved for a funeral director, and/or embalmer, and/or cremationist licenses. Applicants for licensure: Lawrence E. Jackson, Cassandra A. Webster, Timothy E. Rigsby, Leo D. Gross, Michael A. Morrison, Lyndsey S. Turner, Jessica G. Stanley, Cody M. Burns, Delbert G. Preuninger, Dominique D. Harris, Brandon E. Fitts, William M. Roach, Jerry Caylor, Latricia E. Pritchett, Ronald L. Ogle, Stanley L. Vinson, Brandy Roberts, LaTronica A. Gavin, Delores V. Smith, Samuel C. Hood, Buffy Johnston, Thomas L. Morgan, Danah J. Minges, Sandra Terrell, William H. Gullledge, Amy S. Millette, Wesley S. Alldredge, Mark E. West, Ann N. Williams, Jared M. Stanton, J. Douglas Williams, Jerry Caylor, William M. Roach, William A. Helms, Vincent P. Dooley, Ronald Goins, Bruce Bailey, Thomas Snell, Lance Shepard, Christopher McCarty, Donald Dimond, Donald Dimond, Miranda Pixley, Tracie McGhee, Heath Bowen, Terry Day, John Gordon, Robert Turk, Tammy Sharp, Kimberly Jones, Leonard Oliver, Herbert Pate, John Justice, Michael Morrison, Michael Morrison, Randall Suttles, Mashelleous Jones, Michael Leath, Joe Kent, James Thompson, James Thompson, Scotty White, Sherry Allen, Brodie Snapp, Brandon Roberson, Dustin Blocker, Edward Noojin, Brian Gallion, Kenna Donnelly, Caleb Roberts, Ronald Highfield, Nonal Cutcher, Joseph Comeau, Jodi Weinzatl, William Core, Kesha Lusain, Daniel Shockley, William Trant, William Burdett, Amber Danelutt, Marius Chasen, T. Grimsley, Carson Grimsley, Kenneth Aud, John Hughes, L. Hughes, Gregory Long, R. Bedford, Mark McCrory, Gary Simms, Melissa Bottari, Carey Boals, Lance Millette, Jed Nagel, Andrew Byrd, William Henshaw, Kelly Owens, Donald Swords, Wesley Pursley, Corey Schuler, Willie West, Music Singleton, Beth Johnson



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The motion was made by Mr. Meadows and seconded by Mr. Brooks. The motion passed unanimously.

2) Establishment Applications:

Mr. Perine asked the Board to consider the following establishments for licensure: Serenity-Trawick Funeral Home (Ozark)(Buy Out). Christian Memorial Funeral Home (Pell City), Anniston Memorial Funeral Home (Anniston)(Buy Out). Mr. Meadows moved to approve the license request of the fore stated funeral homes seconded by Mr. Kirtland. The motion passed unanimously.

License request

William L. Britt, Jr

Mr. Perine stated the office had received a letter from William L. Britt, Jr. requesting the Board reactivate his funeral directors license. Mr. Perine stated in accordance with 34-13-55(b), Mr. Britt who allowed his license to lapse, would have to comply with the provisions relating to the issuance of an original license in addition to payment of all fees and penalties. Mr. Meadows made a motion, seconded by Mr. Wright to deny the reactivation request of Mr. Britt. The motion passed unanimously.

Mary Woods

Mr. Perine stated the office had received a letter from Mary Woods the widow of Cornelius Woods, Sr. requesting that the requirement for an apprenticeship be waived, and she be allowed to sit for the funeral director's exam and issued a special operating permit to operate Memorial Funeral Home. Following the recommendation of General Counsel, Mr. Perine requested that the Board table the request until the ownership of Memorial Funeral Home had been determined by the appropriate authorities. Mr. Wright made a motion, seconded by Mr. Rudder to table the request until ownership had been determined by the appropriate authorities. The motion passed unanimously.

Resolution 18-03

Mr. Perine requested that the Board enter Resolution 18-03 into the record following its reading and adoption by the Board. Mr. Rudder moved to adopt Board Resolution 18-03 recognizing Ronald David Self as an Honorary Funeral Director The motion was seconded by Mr. Brooks. The motion passed unanimously. Mr. Self was completing his mortuary science studies at Jefferson State Community College, when he lost his life in an automobile accident on September 20, 2018.

Executive Secretary Financial Report

Mr. Perine reported the following to the Board for the 4th quarter of fiscal year 2018 as of October 1, 2018, which did not include the 13th accounting period which would be reported in fiscal year 2019.

Total Budget: \$591,108.27

Revenue: \$42,494.00

Expenses: \$82,521.43

Cash on Hand: \$1,266,106.10

Licensed Establishments: 415 active

Licensed Mortuary Service: 1 active

Licensed Funeral Directors: 1321 active

Licensed Embalmers: 722 active

Licensed Practical Embalmers: 49 active

Cremationists: 155 active

Apprentice Funeral Directors: 127 active

Apprentice Embalmers: 80 active

Special Work Permit Funeral Director: 0

Special Work Permit Embalmer: 0

Continuing Education Providers: 32

Mr. Perine informed the Board that there were currently 168 certificates, 426 licenses, and 29 providers in an expired status. Mr. Perine stated if these certificates or licenses are not renewed by November 1, 2018, the licenses and/or certificates would lapse. The certificate holders and licensees would have to complete the application for reactivation, meet the current requirements of the law for original issue, pay the back fees and penalties, and be approved by the Board.

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

IGOV

Mr. Perine stated that the contract with IGov Solution for hosting and maintenance of the Board's licensing system ended in July. Mr. Perine stated he was informed by IGov that credit card companies had increased their processing fees and IGov stated they had to charge a fee for hosting and maintenance of the licensing system. Mr. Perine stated the fee was to be covered by the 4% from credit card transactions, but IGov informed Mr. Perine that this was not enough to cover expenses and a fee of \$1,200.00 per month would be charged to the Board for hosting and maintenance of the licensing system. With no current contract in place, IGov could "turn off" the licensing system currently in use. Mr. Perine stated fees to licensees would not increase and recommended that the Board approve the



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hosting and maintenance contract for 12 months providing the opportunity to explore other options. The motion was made by Mr. Brooks, and seconded by Mr. Wright. The motion passed unanimously.

Consent Agreements

Mr. Perine informed the Board of the following consent agreements that were entered between July 1, 2018 and October 1, 2018.

Case Number	Penalty
ABFS18-0016	Fined \$1,250.00 1-year probation
ABFS18-0026	Fined \$7,500.00 Establishment, managing funeral director and managing embalmer license on 2-year probation
ABFS18-0027	Fined \$7,500.00 Establishment and managing funeral director license on 12-year probation
ABFS18-0029	Fined \$2,500.00
ABFS18-0030	Fined \$1,500.00 Establishment Fined \$1,500.00 Managing Funeral Director Fined \$500.00 Apprentice A Fined \$500.00 Apprentice B 6 months' probation Establishment

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

Continuing Education

Mrs. Grogan informed the Board that 33 providers had paid the 2018-2020 Administrative fee. Mrs. Grogan presented the Board with a list of 2016-2018 courses for approval totaling 71.00 hours of instructional time available to licensees. Pursuant to Alabama Funeral Service Administrative Code 395-X-1-.04, Mr. Perine gave interim approval to 18 courses.

Mrs. Grogan requested approval for Homesteaders Life Company, American Online Insurance School and American Crematory Equipment Company as new providers for the remaining 1618 reporting period.

Mrs. Grogan presented the Board with a list of 2018-2020 courses for approval totaling 1231.25 hours of instructional time available to licensees.

Mrs. Grogan requested approval for Environmental Biological Services, LLC, as a new provider for the 2018-2020 reporting period.

Mr. Meadows made a motion, seconded by Ms. Bushelon-Holt to approve the continuing education courses and providers that were presented. The motion passed unanimously.

Other Business

Mr. Craddock asked the Board and all present to extend thanks to the Alabama Funeral Directors Association and SMORT for using money awarded to them through a grant for the purpose of offering continuing education courses in Blood Borne pathogens and ethics at no cost to the licensees. The program was offered four times in the month of September at four different locations statewide. Mr. Perine informed the Board that approximately 400 licensees received continuing education credit for their attendance.

Special Board Meeting

Mr. Perine informed the Board that there may be a need to call a special board meeting on November 14th for the purpose of hearing Administrative Complaints, if the current cases are not settled by consent agreements deadline.

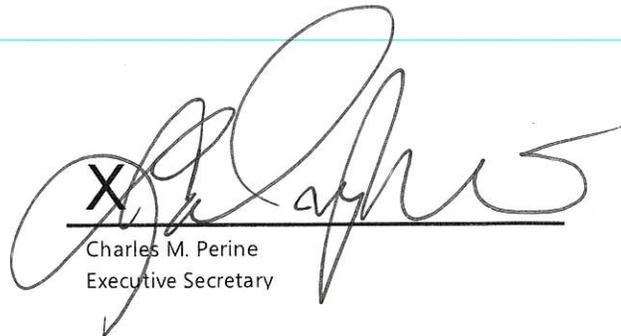
Adjournment

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 14, 2019 unless there is a need for the November 14, 2018 meeting, Mr. Meadows moved to adjourn the meeting at 10:15 a.m., seconded by Mr. Rudder. The motion passed unanimously.

Minutes submitted by: E. Denise Grogan

X 

Mark Craddock
Chair

X 

Charles M. Perine
Executive Secretary