



# **Alabama Board of Funeral Service**

## **Meeting Minutes**

January 7, 2019

### **Prior Notice**

Prior notice of the Board meeting was given through the December newsletter that was distributed to licensees on December 14, 2018 and was posted on the Secretary of State website in January 2018. The scheduled date of the January Board meeting was amended on December 12, 2018 and the date changed to January 7, 2019, notice was posted to the Secretary of State website. The date was changed due to Alabama's Inauguration Day and the capital complex being closed.

### **Oath of Office**

Mr. Perine, welcomed all in attendance the second quarterly meeting of fiscal year 2019 of the Alabama Board of Funeral Service at 9:00 a.m. on January 7, 2019 in Room 304 of the State House, 11 South Union Street, Montgomery, Alabama.

Mr. Perine stated that on December 31, 2018 the terms of the representatives from districts one, two and five expired. Nominations from the October meeting were presented to the Governor. Mr. Mark N. Craddock, Mr. Lorenzo Wright and Mr. John C. Rudder were reappointed to represent districts one, two and five. Mr. Perine, being a notary public, administered the oath of office to Mr. Craddock, Mr. Wright and Mr. Rudder. Following the oath Mr. Perine declared all previous offices of the Board vacant due to the new terms which began on January 1, 2019 for chair, vice-chair, treasurer and secretary.

### **Call to Order/Election of Officers**

Mr. Perine called to order the second quarterly meeting of fiscal year 2019 of the Alabama Board of Funeral Service at 9:00 a.m. on January 7, 2019 in Room 304 of the State House, 11 South Union Street, Montgomery, Alabama.

Mr. Perine opened the floor for nominations for the office of Chair. Mr. Meadows nominated Mr. Mark N. Craddock, seconded by Mr. Rudder. With no other nominations, Mr. Perine asked the Question: Mr. Mark N. Craddock for the position of Chair?

Vote:

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

Nay votes: None

Abstain: None

Absent: None

Vacant: Consumer Member 1, Consumer Member 2

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 Ms. Bushelon-Holt

Nay votes: None

Abstain: None

Absent: None

Vacant: Consumer Member 1, Consumer Member 2

The motion passed unanimously.

Mr. Craddock 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 Ms. Bushelon-Holt

Nay votes: None

Abstain: None

Absent: None

Vacant: Consumer Member 1, Consumer Member 2

The motion passed unanimously.

Mr. Craddock opened the nominations for Treasurer. Mr. Meadows nominated Mr. Lorenzo Wright, seconded by Mr. Kirtland. With no other nominations, Mr. Craddock asked the Question: Mr. Lorenzo Wright for the position of Treasurer?

Vote:

Yea votes: Mr. Craddock, Mr. Brooks, Mr. Kirtland, Mr. Rudder, Mr. Meadows and Ms. Bushelon-Holt

Nay votes: None

Abstain: None

Absent: None

Vacant: Consumer Member 1, Consumer Member 2

The motion passed unanimously.

### **Attendance**

With all positions filled, Mr. Craddock, Chair, asked Mrs. Grogan for a roll call to establish a quorum. Mr. Perine informed the Board that the Board's two consumer members as of this day had not been appointed by the Lieutenant Governor and the Speaker of the House. The following members were present: Mark N. Craddock, Lorenzo Wright, Calvin Meadows, Bart Kirtland, John C. Rudder, Lance Brooks, 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.



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The following member was absent: None

Vacant: Consumer Member 1, Consumer Member 2

### Approval of Minutes

Mr. Wright moved to approve the minutes of the October 9, 2018, Board meeting, seconded by Mr. Kirtland. 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 an office building or property for the Board to use as office space. Mr. Perine stated that the Attorney General responded to the resolution stating "the authority given to the Board in section 34-13-23 allows the Board to purchase an office building or property on which to construct an office building"

### 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 license. Applicants for licensure: Christopher A. Smith, Russell E. Hamilton, Bobby Berryhill, Tyler H. Berryhill, Joel K. Hastings, Timothy G. Cole, Tim E. Street, Eric D. Davis, Valeri C. Miller, Brian D. Byers, Brandon S. Jester, Glenna A. Dawson, Beth L. Johnson, Music Singleton, Betty S. Miller, Ronnie L. Lambert, Zachary W. Bovaird, Christie J. Bullard, Ethelyn Lusain, Darla D. Wegner, Alex D. Shockley, Charles Molette, Randall Miller, Rashad Pressley, Steven Farrar, Cody Burns, A. Jason Bushelon, Jessica L. Bowen, Brandon O. Martin, Wilbur Thompson, Caracher Small, April D. Chamblee, William E. Searcy, Gary M. Lunsford, Robert Ward, George H. Mathis, Patricia L. Dickerson, Bernard C. Buggs, Joseph E. Fener, Joseph Dean III, Jessika D. Fields, Felicia V. Cooper, Juanita Martin, Juanita B. McKinnon, Douglas W. Click, Antoinette L. Moore, Jelesa S. Martin, Adam C. Wester, Patrick J. Pace, David B. Young, Sr., Michael H. Perry, James A.

Hoyt, Sr., Houston D. Dorsett, Renea Henderson, Ashely Skaggs, Laura Whisenant, Perry C. Whisenant, Kris Rosser, William Dalton.

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

**2) Permanent Funeral Director License Reinstatement:**

Having met the current requirements of the law for original issue, paid all back fees and penalties, Mr. Perine asked the Board to consider Patricia L. Long, and Melvin W. Dawson for reinstatement of permanent license as a funeral director and embalmer. Mr. Wright moved to approve the reinstatement of permanent funeral director license, seconded by Ms. Bushelon-Holt. The motion passed unanimously.

**3) Establishment Applications:**

Mr. Perine asked the Board to consider the following establishments for licensure: Pearly Gates Funeral Home (Dothan); New Generation Memorial Mortuary (Phenix City); Adams-Buggs Funeral Service (Pell City) and Meadowlawn Mortuary (Toney). 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 1st quarter of fiscal year 2019 as of January 1, 2019, which included the 13<sup>th</sup> accounting period.

Total Budget: \$587,534.00

Revenue: \$402,356.83

Expenses: \$116,824.33

Cash on Hand: not reported due to problem with STAARS reporting.

Apprentice Funeral Directors: 187 active

Apprentice Embalmers: 123 active

Licensed Funeral Directors: 1481 active

Licensed Embalmers: 807 active

Licensed Cremationists: 165 active

Licensed Practical Embalmers: 53 active

Special Work Permit Funeral Director: 0

Special Work Permit Embalmer: 0

Licensed Mortuary Service: 2 active

Licensed Establishments: 466 active

Continuing Education Providers: 37

Mr. Perine informed the Board that there were currently 108 certificates and 139 licenses, in a lapsed status. Mr. Perine stated for these certificates or licenses to be reinstated they would have to complete



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

### **115<sup>th</sup> Annual Meeting of the International Conference of Funeral Service Examining Board**

Mr. Perine presented the Board with the proposed expense report for the upcoming ICFSE conference and requested \$1,617.00 for the travel and conference expenses of Mrs. Grogan. 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. Meadows to accept the amount requested for the ICFSEB Conference. The motion passed unanimously.

### **Consent Agreements**

Mr. Perine informed the Board of the following consent agreements that were entered between October 1, 2018 and January 1, 2019.

<b>Case Number</b>	<b>Penalty</b>
ABFS18-0024	Fined \$2,500.0
ABFS18-0025	Fined \$7,500.00 Establishment, managing funeral director and managing embalmer license on 2-year probation
ABFS18-0036	Fined \$7,500.00 Establishment and managing funeral director license on 2-year probation
ABFS18-0051	Fined \$2,000.00 Establishment and managing funeral director license on 1-year probation
ABFS18-0005	Fined \$1,000.00

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

### **Continuing Education**

Mrs. Grogan presented the Board with a list of 23 courses requesting approval, totaling 108 hours of instructional time available to licensees.

Mrs. Grogan informed the Board that Cremation Innovations Summit submitted by Kates-Boylston Publications and Cremation Arranger submitted by International Cemetery, Cremation and Funeral Association had questionable content, including programs previously denied approval (celebrant training) and no licensing prerequisite (unlicensed individual can complete course).

Mr. Meadows made a motion, seconded by Mr. Wright to approve the 23 continuing education courses and deny approval for the 2 courses with questionable content that were presented. The motion passed unanimously.

### **Other Business**

#### **Board Member Training**

Mr. Perine informed the Board of Board Members Training on March 1, 2019 at 9:00 a.m. in Montgomery. Mr. Perine informed the Board that all members participation was *Highly* encouraged by the Department of Public Examiners. Mr. Perine stated Board members attendance would be documented in the agencies Sunset Report and requested that all members attend.

#### **Examiner of Public Accounts**

Mr. Perine informed the Board that the Examiner of Public Accounts had completed their examination of the agency but had not conducted their exit interview. Mr. Perine stated the Board would be informed of the results of the examination.

### **Board Meeting**

#### **2019-2020 Board Meeting Dates**

Mr. Perine requested the Board accept the proposed dates for the 2019-2020 Board meetings.

April 8, 2019

July 8, 2019

October 7, 2019

January 6, 2020

Mr. Perine requested a special called meeting on February 7, 2019 at 10:00 a.m., for the purpose of an Administrative Hearing.

Mr. Rudder made a motion, seconded by Mr. Meadows to accept the above dates for the 2019-2020 Board meetings. The motion passed unanimously.

### **Meeting Location**

Mr. Perine reminded the Board that with the agency's eviction from the State House in April of 2018 the future availability and use of Room 304 was questionable. Mr. Perine stated, at the direction of the



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Board, an alternative location would be found when notified that meeting space in the State House was no longer available to the agency.

### Executive Session

Mr. Meadows made a motion seconded by Mr. Rudder to go into Executive Session for 30 minutes to discuss good name and character.

Vote:

Yea votes: Mr. Craddock, Mr. Brooks, Mr. Kirtland, Mr. Rudder, Mr. Meadows and Ms. Bushelon-Holt

Nay votes: None

Abstain: None

Absent: None

Vacant: Consumer Member 1, Consumer Member 2

The motion passed unanimously.

The Board members moved to an adjoining conference room at 10:11 a.m. to allow the Board to discuss good name and character. 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 10:30 a.m., with no action to be taken from the Executive Session.

### Adjournment

Being no other business, Mr. Craddock asked for a motion to adjourn and reconvene at 10:00 a.m. on February 7, 2019, Mr. Meadows moved to adjourn the meeting at 10:31 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