



# **Alabama Board of Funeral Service**

## **Meeting Minutes**

January 6, 2020

### **Prior Notice**

Prior notice of the Board meeting was given through the Quarterly newsletter that was distributed to licensees on December 16, 2019 and was posted on the Secretary of State website in January 2019.

### **Attendance**

Mr. Craddock, Chair, asked Mrs. Grogan for a roll call to establish a quorum. The following members were present: Mark N. Craddock, Lorenzo Wright, Lance Brooks, Bart Kirtland, John Cook Rudder, Calvin Meadows, Annie Bushelon-Holt, Ed Hines and Bobby Burt. 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

### **Call to Order**

With a quorum established, Mr. Craddock called to order the second quarterly business meeting of fiscal year 2020 of the Alabama Board of Funeral Service at 9:00 a.m. on January 6, 2020 in Room 304 of the State House, 11 South Union Street, Montgomery, Alabama.

### **Old Business**

Mr. Perine reminded the Board members of the 2020 Board meeting dates that were proposed during the October Board meeting. Mr. Meadows made a motion, seconded by Mr. Kirtland to accept the proposed 2020 Board meeting dates. Being no discussion, the motion passed unanimously.

### **Proposed Legislation**

Mr. Perine reminded the Board of the proposed legislation to authorize the formation of a property acquisition fund for the purchase of office space for the Board' office. Mr. Perine informed the Board he had spoken with the comptroller's office regarding the proposed legislative changes. Mr. Perine stated the comptroller's office recommended that the Board include language to remove a portion of section 34-13-23(c), which states "and at no time shall expenses of the Board exceed the receipts of the Board."

### Approval of Minutes

Mr. Perine stated the Board's office had recently completed a legal compliance audit on December 2, 2019. This audit, Mr. Perine continued, determines if the Board's office is following its own laws.

Mr. Perine stated on examination of the Board's operational records it was noted that the April 8, 2019 minutes reflected Mr. Wright was in attendance, when he was absent. Mr. Perine also stated that Board members had been paid twice for a September 2017 Board meeting, which was in the 13<sup>th</sup> accounting period. Mr. Perine stated those members who were still active agreed to forgo payment for the January 2020 meeting and those no longer active including Mr. Wyatt and Mr. Seroyer, had repaid the Board in full and those repayments had been deposited with the State Treasury.

Mr. Perine requested that the Board amend the April 8, 2019 minutes to reflect Mr. Wright's absence. Mr. Meadows made a motion, seconded by Mr. Brooks to amend the April 8, 2019 minutes. The motion passed unanimously.

Mr. Rudder moved to approve the minutes of the October 7, 2019 Board meeting, seconded by Mr. Kirtland. Being no discussion, the motion passed unanimously.

When questioned about a response from the coroner's association regarding the cremation permit/state ID form, Mr. Perine informed the Board as of this date there had been no further communication from the association.

### 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: Philip Curran, Jr., Steve Rushton, Joshua Myhan, Jeffrey Bonner, Jacquelyn Hightower, Gordon White, Wesley Henderson, Sophia Ruffin, Lacey Bovaird, Laurie Klootwijk, Philip Box, Charles Turner, Jasson Thomas, Gregory Sowell, Jr., Rachel Cotton, Antonia Perryman, Shanie Deese, Billy Martin, and Amy Steltenpohl.

The motion was made by Mr. Wright and seconded by Mr. Kirtland. Being no discussion, the motion passed unanimously.

##### **3) Apprentice Funeral Director and Embalmer with Previous Time Credited:**



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Mr. Perine asked the Board to consider for approval the re-registration of apprentice funeral director and embalmer application with previous time served as an apprentice credited to the current registrations for: Heather Lawhorn. Mr. Meadows moved to approve the re-registration of the apprentice funeral director and embalmer application with previous time served credited to the current registration, seconded by Mr. Wright. Being no discussion, the motion passed unanimously.

#### 4) Establishment Applications:

Mr. Perine asked the Board to consider the following establishments for licensure: Hughes Funeral Home and Crematory (Daphne); Holloway Funeral Home & Cremation Services (Alexander City); Ashley's Lee & Rollins Funeral Home (Marion)(Buy out); Glencoe-Hokes Bluff (Glencoe)(Buy out); and Scott's Chapel Hill Mortuary (Ozark). Mr. Meadows moved to approve the license request of the afore stated funeral homes seconded by Mr. Kirtland. Being no discussion, the motion passed unanimously.

Mr. Perine asked the Board to table the establishment application for Community Funeral Home (Sylacauga) pending administrative action. Mr. Wright made a motion, seconded by Mr. Kirtland to table the establishment application of Community Funeral Home (Sylacauga). Being no discussion, the motion passed unanimously.

Mr. Perine asked the Board to table the establishment application for Community Mortuary (Mobile) pending the completion of action by the Mobile Sherriff's department, but requested that the staff be allowed to inspect and grant interim approval if resolved prior to the April Board meeting. Mr. Meadows made a motion, seconded by Mr. Kirtland to table the establishment application of Community Mortuary (Mobile), and allow the staff to inspect and grant interim approval prior to the April Board meeting. Following discussion, the motion passed unanimously.

#### Executive Secretary Financial Report

Mr. Perine reported the following to the Board for the 1st quarter of fiscal year 2020 as of January 1, 2020.

Total Budget: \$574,361.00

Revenue: \$26,997.25

Expenses: \$143,717.10

Ending Cash on Hand: \$1,566,045.31

Active Apprentice Funeral Directors: 159  
Active Apprentice Embalmers: 97  
Active Licensed Funeral Directors: 1517  
Active Licensed Embalmers: 838  
Active Licensed Cremationists: 190  
Active Licensed Practical Embalmers: 50  
Active Special Work Permit Funeral Director: 0  
Special Work Permit Embalmer: 0  
Active Licensed Mortuary Service: 2  
Active Licensed Establishments: 466  
Active Continuing Education Providers: 40  
Total Active License: 3359

Mr. Perine informed the Board, the license count is from the previous licensing system as of November 1, 2019 due to the office changing licensing systems and the current numbers were being transitioned to the new system. Mr. Wright made a motion to accept the financial report as presented by Mr. Perine, seconded by Mr. Meadows. Being no discussion, the motion passed unanimously.

#### **116<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 ICFSEB conference in Palm Coast, FL and requested \$5,850.00 for the travel and conference expenses of Mrs. Grogan, Mr. McEwen, and Mr. Meadows. Mr. Perine informed the Board that, as a Board member of the Conference, his expenses would be paid by the Conference. Mr. Rudder made a motion, seconded by Mr. Brooks to accept the amount requested for the ICFSEB Conference. Being no discussion, the motion passed unanimously.

#### **Continuing Education**

Mrs. Grogan presented the Board with a list of courses requesting approval, totaling 66.00 hours of instructional time available to licensees.

Mr. Meadows made a motion, seconded by Mr. Kirtland to approve the continuing education courses that were presented. Being no discussion, the motion passed unanimously.

#### **Executive Session**

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



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

Nay votes: None

Abstain: None

Absent: None

The motion passed unanimously.

The Board members moved to an adjoining conference room at 9:30 a.m. to allow the Board to discuss the good and name and character of a potential licensee. 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 at 9:56 a.m., Mr. Meadows again made a motion seconded by Mr. Rudder to go into Executive Session for an additional 30 minutes to discuss the good name and character of a potential licensee. The Board members again moved to an adjoining conference room at 9:56 a.m. to allow the Board to discuss the good and name and character of a potential licensee. 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 10:17 a.m., Mr. Meadows made a motion seconded by Mr. Rudder to deny the apprentice application of Brittny McLeod.

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

Nay votes: None

Abstain: None

Absent: None

The motion passed unanimously.

### **Other Business**

Mr. Perine informed the Board the new licensing system was in place and previous data was in the process of being migrated into the new system. Mr. Perine stated the new licensing system would allow

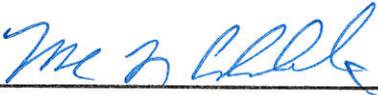
all applications to be completed online, in addition to all information available to licensees in the previous licensing system.

**Adjournment**

Being no other business, Mr. Craddock asked for a motion to adjourn and reconvene at 9:00 a.m. on April 6, 2020, Mr. Rudder moved to adjourn the meeting at 10:19 a.m., seconded by Mr. Meadows. The motion passed unanimously.

Minutes submitted by: E. Denise Grogan

X



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Mark N. Craddock  
Chair

X



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Charles M. Perine  
Executive Director