



October 5, 2020

### **Quarterly Board Meeting Summary**

The Alabama Board of Funeral Service (“Board”) held its first quarterly board meeting for fiscal year 2021 on October 5, 2020 at 8:30 a.m. in Room 304 located at 11 South Union Street Montgomery, AL 36104. Due to the inability to ensure social distancing guidelines were met as a result COVID-19, the public was not permitted to attend this meeting in person but was able to participate via Zoom using the following access information: \* Meeting ID: **868 998 4378** **Password 36104**. Meeting information was posted on the Board’s website at [www.fsb.alabama.gov](http://www.fsb.alabama.gov), the Alabama Secretary of State website, and was sent to all licensees via the October 2020 Newsletter.

1. Mark Craddock, Chair, called the meeting to order at 8:35 a.m. The Zoom participants were advised that they could type any questions in the chat section of Zoom or wait to the end of the meeting at which time the Board would take questions and comments.
2. Old Business – Charles Perine (“Perine”), Executive Director, gave an update concerning Board Legislation and the purchase of a building.
3. The Board approved the meeting minutes from the July 13, 2020 Board meeting and August 7, 2020 Emergency Meeting. The Board also approved the following licenses: 7 –Cremationists, 16 – Funeral Directors, 12- Embalmers and 1 - establishment. The Board tabled one establishment license until documentation changing the managing funeral director and embalmer was received by the Board’s office. The Board reactivated 1 funeral director and 1 embalmer license.
4. Perine gave the Executive Secretary Financial Report
5. The Board approved merit raises for the Board’s staff.
6. The Board approved consent agreements entered into between April 1, 2020 and October 1, 2020 for ABFS20-0022; ABFS20-0026; ABFS20-0027; ABFS20-0030; ABFS0034
7. E. Denise Grogan (“Grogan”), Associate Executive Director, presented the Board with 58 new courses 10 of which Perine gave interim approval.
8. At the recommendation of the Board’s legal counsel T. Cameron McEwen, the Board voted unanimously to enter executive session for 30 minutes at 9:00 a.m. to legal matters affecting the Board. The Board meeting was called back to order at 9:21 a.m.
9. At 9:21 a.m., the Chair turned the meeting over to Administrative Law Judge Randy Salle’ to hear the appeal of the Board’s decision in denying the reactivation of Jason Shepard’s funeral director and embalmer licenses.
10. Following the hearing, the Board voted unanimously at 10:35 a.m., to enter into executive session for 30 minutes to discuss the good name and character of a potential licensee.

11. At 10:50 a.m., the Board meeting was called back to order, at which time the Board unanimously voted to deny the reactivation of Jason Shepard's funeral director and embalmer licenses.
12. Being no other business, the Board asked for questions and comments from those in attendance via Zoom. There were none.
13. The Board adjourned at 10:51 until the January 7, 2021 meeting.  
(\* The Zoom meeting had 36 participants)