



# **Alabama Board of Funeral Service**

## **Meeting Minutes**

July 13, 2015

### **Prior Notice**

Prior notice of the Board meeting was given through the July newsletter that was distributed to licensees on June 1, 2015 and was posted on the Secretary of State website in January 2015.

### **Attendance**

Mr. Craddock asked Mrs. Grogan for a roll call to establish a quorum prior to the meeting being called to order. The following members were present: Mark N. Craddock, Lorenzo Wright, Samuel Seroyer, Bart Kirtland, John C. Rudder, Calvin Meadows and Jason Wyatt. Staff present; Charles M. Perine, Executive Secretary, and E. Denise Grogan, Associate Executive Secretary, recording. Also present legal counsel for the Board Cameron McEwen from the Attorney General's Office.

The following member was absent: None

Following a roll call with 7 members present a quorum was established.

### **Call to Order**

Mr. Craddock called to order the fourth quarterly meeting of fiscal year 2015 of the Alabama Board of Funeral Service at 9:00 a.m. on July 13, 2015 in Room 304 of the State House, 11 South Union Street, Montgomery, Alabama.

### **Approval of Minutes**

Mr. Wright moved to approve the minutes of the April 13, 2015 Board meeting, seconded by Mr. Meadows. The motion passed unanimously.

### **Old Business**

None

### **New Business**

#### **Approval of Licenses:**

##### **1) 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 current



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registration for Jason Bothwell, Joseph A. Gibbs, Lorenzo Bennett, Robert B. Outsey, and Sandra R. Jackson. Mr. Rudder moved to approve the re-registration of apprentice funeral director's applications with previous time served credited to the current registration, seconded by Mr. Wyatt. The motion passed unanimously.

### **2) Permanent Funeral Director License Re-registration:**

Having paid all fees and penalties, Mr. Perine asked the Board to consider Soila R. Jackson, Kitty Cheak, John M. Graham, and Patrick O. Sanders for re-registration of permanent licenses as a funeral director. Mr. Meadows moved to approve the re-registration of permanent funeral director license, seconded by Mr. Wright. 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 Mark R. Johnson, Ronnie Macks, Jon G. Davidson, Carol W. Lindley, and Brandi F. Waites for re-registration of permanent licenses as a funeral director and embalmer. Mr. Meadows moved to approve the re-registration of permanent funeral director and embalmer license, seconded by Mr. Wright. The motion passed unanimously.

### **4) Permanent License Funeral Director and Embalmer License Re-registration pending passage of state law exam:**

Having paid all fees and penalties, Mr. Perine asked the Board to consider Claude T. Mitchell for re-registration of permanent licenses as a funeral director and embalmer pending passage of the state law exam. Mr. Wright moved to approve the re-registration of permanent funeral director and embalmer license pending passage of the state law exam, seconded by Mr. Meadows. The motion passed unanimously.

### **5) Establishment Applications:**

Mr. Perine asked the Board to consider the following establishments for licensure: Hartselle Heritage Funeral Home, Hartselle; Harris Funeral Home, Geraldine, Mr. Wyatt moved to approve the license request of the fore stated funeral homes seconded by Mr. Rudder. The motion passed unanimously.

### **6) Applicants for Interview:**



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Mr. Perine stated that the following individuals had passed the state law exam, and had met the passing criteria of the International Conference under the new testing format; Creniesha D. Wiggins, Laura P. Whisenant, Brittany N. Chancey, John D. Mohn, Sr., Tara A. Donnell, Valerie R. Mabry, Cecilia M. Marien, Teresa Schnur, and Nathan L. McCradic. Mr. Perine certified that these individuals have 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 as a funeral director and or embalmer and recommended to the Board that they be approved for licensing. Mr. Wright moved to approve each for licensure, seconded by Mr. Seroyer. The motion passed unanimously.

### **Executive Secretary Financial Report**

Mr. Perine reported the following to the Board for the 3<sup>rd</sup> quarter fiscal year 2015: April 1-June 30, 2015.

Receipts: \$79,689.25 (April 1-June 30)

Budget: \$471,870.00

Expenditures: \$261,212.69

Unobligated Balance \$210,657.31

Licensed Establishments: 454

Licensed Funeral Directors: 1619

Licensed Embalmers: 910

Apprentice Funeral Directors: 256

Apprentice Embalmers: 191

Mr. Meadows made a motion to accept the Executive Secretary Financial Report, seconded by Mr. Rudder. The motion passed unanimously.

### **CLEAR Conference**

Cameron McEwen, legal counsel for the Board informed the board members of the upcoming Council on Licensure, Enforcement & Regulation's Annual Educational Conference in Boston, Massachusetts. Mr. McEwen asked for approval to attend the conference. Mr. Perine presented the Board with an estimated (\$2,029.00) and requested (\$3,000.00) out of state travel budget.



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Mr. Perine also reminded the Board that Mr. McEwen was unable to attend the FARB convention in 2015 and those allocated funds of \$3,000.00 were still available.

Mr. Meadows made a motion to approve the out of state travel for Mr. McEwen, seconded by Mr. Wright. The motion passed unanimously.

### **Continuing Education**

Mrs. Grogan presented the Board with providers/sponsors seeking approval to provide or facilitate continuing education to licensees including:

Elite Professional Education, LLC, Kates-Boylston Publications, Louisiana Funeral Directors Association, Van Hoose & Steele Funeral Home & Cremation Services and Scott's Chapel Hill Mortuary. Mr. Wyatt made a motion, seconded by Mr. Meadows to approve the continuing education providers/sponsors. The motion passed unanimously.

Mrs. Grogan presented the Board with independent instructors seeking approval to instruct continuing education to licensees including: R. Bruce Wilson, Joseph Bonner-Bey, Donna Catron, Robert Jones, and Jeff McNider.

Following discussion by the Board, Mr. Meadows made a motion, seconded by Mr. Rudder not to approve Joseph Bonner-Bey as an Independent Instructor due to lack of expertise in the field requested.

Mr. Meadows made a motion, seconded by Mr. Wright not to approve Donna Catron as an Independent Instructor due to lack of expertise in the field requested.

Mr. Wyatt made a motion, seconded by Mr. Wright to approve R. Bruce Wilson, Robert Jones and Jeff McNider as Independent Instructors. The motion passed unanimously.

Mrs. Grogan also presented the Board with a list of courses for approval totaling 330 hours of instructional time available to licensees. Mrs. Grogan informed the Board of two course that had instructors who did not meet the criteria for Independent Instructors. Pursuant to Alabama Funeral Service Administrative Code 395-X-1-.04, Mr. Perine gave interim approval to 10 courses. Mr. Meadows made a motion, seconded by Mr. Wright to approve all of the continuing education courses except 29-0007 "Funeral Service Law and the Disciplinary Process" and 29-



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0005 “Preneed Funeral Arrangement vs Prearranged Funeral Arrangement”. The motion passed unanimously.

### **CEU carry over**

Mr. Perine informed the Board that it had been proposed that licensees be allowed to carryover 4 CE hours over since licensees had earned in excess of eight during recent conventions. After discussion by the Board Mr. Wright made a motion to allow licensees to carry 4 (four) CE hours over to the next reporting period. The motion was seconded by Mr. Seroyer and passed unanimously.

### **Jefferson County Coroner/ Medical Examiner Commission**

Mr. Perine informed the Board that the Gregory Davis and the Jefferson County Commission had requested that the Board notify the Commission of new appointment selections or the re-appoint of Rachel Arrington and William Counce as the Jefferson County Funeral Director representatives. Due to the expiration of the current terms prior to the scheduled Board meeting Mr. Perine pursuant to the Alabama Administrative Code 395, specifically section 395-X1-.04 re-appointed Rachel Arrington and William Counce to serve another term on the Commission. Mr. Meadows made to motion to approve the re-appointment of Rachel Arrington and William Counce, seconded by Mr. Rudder. The motion passed unanimously.

### **The Conference**

Mr. Perine informed the Board of some Administrative Updates that had been received from The Conference. These updates included, beginning January 1, 2016, The Conference will resume instant results reporting and candidates will only be allowed to sit for NBE or SBE up to three time in one calendar year. These changes will not affect the State Law exam.

### **Sunset Notice of Meeting**

Mr. Perine informed that Board that the Alabama Board of Funeral Service had been scheduled to appear before the Joint Legislative Sunset Review Committee on July 30, 2015 at 10:45 a.m., in the Joint Briefing Room, 8<sup>th</sup> Floor, Alabama State House. Mr. Perine asked all Board members to be present and meet in the Board’s office at 10:00 a.m. Mr. Perine informed the Board that the Sunset audit had been completed during the months of March and April and each member would receive a copy of the report. Mr. Perine stated that during the 2016 legislative



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session it would be determined whether the Board would continue to exist for up to 4 years or be Sunsetted as of September 30, 2016.

### **Adjournment**

Being no other business, Mr. Craddock asked for a motion to adjourn and reconvene at 9:00 a.m. on October 5, 2015, Mr. Meadows moved to adjourn the meeting at 9:50 a.m., and seconded by Mr. Wright. The motion passed unanimously.

Minutes submitted by: E. Denise Grogan

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Mark N. Craddock  
Chair

X

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Charles M. Perine  
Executive Secretary