



Alabama Board of Funeral Service

Meeting Minutes

July 16, 2018

Prior Notice

Prior notice of the Board meeting was given through the June newsletter that was distributed to licensees on June 1, 2018 and was posted on the Secretary of State website in January 2018.

Attendance

The following members were present: Mark N. Craddock, Lance Brooks, Bart Kirtland, Calvin Meadows, John C. Rudder. 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: Lorenzo Wright and Annie Bushelon-Holt

Call to Order

With a quorum present, Mr. Craddock called to order the fourth quarterly meeting of fiscal year 2018 of the Alabama Board of Funeral Service at 9:00 a.m. on July 16, 2018 in Room 304 of the State House, 11 South Union Street, Montgomery, Alabama.

Approval of Minutes

Mr. Rudder moved to approve the minutes of the April 9, 2018 Board meeting, seconded by Mr. Kirtland. Being no discussion, the motion passed unanimously.

Old Business

None

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 stated that the following individuals had 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 asked the Board to consider for approval the funeral director and/or embalmer and/or cremationist licenses for: Tiffany Cole, Christopher Jakes, David Young, Sidney Runnells, Paul Starr, Robert Sheffield, Douglas Seale, Janice Kent, Michael

Colquitt, Janet Smith, Edward Taylor, Jr., John Martin, Gerry Timphony, Glinda Cochran, Thomas Hollis. The motion was made by Mr. Meadows and seconded by Mr. Rudder. The motion passed unanimously.

2) Permanent Funeral Director and Embalmer License Re-registration:

Having paid all fees and penalties, Mr. Perine asked the Board to consider Chantay Brooks and Robert Pike, for re-registration of permanent license as funeral director and embalmer. Mr. Meadows moved to approve the re-registrations of permanent funeral director and embalmer licenses, seconded by Mr. Brooks. The motion passed unanimously.

3) Establishment Applications:

Mr. Perine asked the Board to consider the following establishments for licensure: Serenity Funeral Home, LLC (Huntsville), Hall's Funeral Home, LLC (Headland), and Banks Memorial Funeral Home & Cremations, LLC (Bay Minette). Mr. Meadows moved to approve the license request of the fore stated funeral homes seconded by Mr. Kirtland. The motion passed unanimously.

Mr. Craddock stated for the record that Ms. Bushelon-Holt arrived at 9:10 a.m. and was counted as present.

Executive Secretary Financial Report

Mr. Perine reported the following to the Board for the 3rd Quarter of fiscal year 2018 as of July 1, 2018.

Total Budget: \$591,108.27

Revenue: \$36,610.00

Expenses: \$123,697.29

Cash on Hand: \$1,266,106.10

Licensed Establishments: 466 active

Licensed Mortuary Service: 1 active

Licensed Funeral Directors: 1546 active

Licensed Embalmers: 834 active

Cremationist: 36 active

Licensed Practical Embalmers: 57 active

Apprentice Funeral Directors: 198 active

Apprentice Embalmers: 137 active

Special Work Permit Funeral Director: 0

Special Work Permit Embalmer: 0

CE Providers: 54

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



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New Office

Mr. Perine informed the Board that the office received notice from the Legislature on April 13, 2018, that the lease of the office space in the State House would not be renewed. Mr. Perine informed the Board that after an extensive search the office had relocated to the Bailey Building at 400 S. Union Street, Ste. 395. Mr. Perine informed the Board of the relocation expenses associated with the move. Mr. Perine also gave the Board a cost comparison for the State House and the Bailey Building and stated the Bailey Building was the least expensive property available, had no hidden fees, no cost reconciliations or escalations and the office would be sharing data services with another State agency located in the building.

Resolution 18-02

Mr. Perine requested that the Board dispense with the reading of Resolution 18-02 and enter it into the record following adoption by the Board. Mr. Meadows moved to dispense with reading and adopt Board 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. The motion was seconded by Mr. Brooks. The motion passed unanimously.

CLEAR

Mr. Perine informed the Board of the annual Council on Licensure, Enforcement & Regulation CLEAR Education Conference to be held in Philadelphia and requested that the Board approve Mr. McEwen's participation and the proposed expenses. Mr. Rudder moved to approve Mr. McEwen's participation and the proposed expense request, seconded by Mr. Meadows. The motion passed unanimously.

Consent Agreements (April 1, 2018-July 1, 2018)

Case Number	Penalty
ABFS18-0031	Surrendered Funeral Director and Embalmer licensees for two years. May re-apply

Mr. Meadows made a motion to accept the Consent Agreement as presented by Mr. Perine, seconded by Mr. Rudder. The motion passed unanimously.

Continuing Education

Mrs. Grogan presented the Board with a list of 39 courses for approval in the 1618 reporting period. Pursuant to Alabama Funeral Service Administrative Code 395-X-1-.04, Mr. Perine gave interim approval to 9 courses. Mrs. Grogan requested approval for Life Celebration as a new provider for the 2016-2018 reporting period.

Mr. Meadows made a motion, seconded by Mr. Kirtland to approve the 1618 continuing education courses that were presented. The motion passed unanimously.

Mr. Rudder made a motion, seconded by Mr. Meadows to approve the 1618 continuing education provider that was presented. The motion passed unanimously.

Mrs. Grogan informed the Board that three courses presented for approval contained questionable content, did not meet board requirements, or had been previously denied. Mrs. Grogan recommended that the three courses listed below be denied approval base on the reason stated.

Funeral Mass Customization providing Families only & exactly what they want! Life Celebrations (questionable content)
College of Cremation Services, ICCFA University (does not meet the Board required hours of training)
College of 21st Century Services, ICCFA University (Celebrant training previously denied)

Mr. Meadows made a motion, seconded by Ms. Bushelon-Holt to deny the afore mentioned courses seeking approval for the 1618 reporting period. The motion passed unanimously.

Mrs. Grogan presented the Board with a list of 64 courses for approval in the 1820 reporting period, beginning October 1, 2018, pending receipt of Administrative Fees.

Mr. Meadows made a motion, seconded by Mr. Kirtland to approve the 1820 continuing education courses pending the receipt of Administrative Fees. The motion passed unanimously.

Mrs. Grogan present the Board with a list of 38 courses for indefinite approval for no change in course content or format, pending receipt of Administrative fees.

Mr. Meadows made a motion, seconded by Mr. Kirtland to approve the continuing education courses with no change in content or formant pending the receipt of Administrative fees. The motion passed unanimously.

Mrs. Grogan informed the Board of the positive response the online portal has received from providers. Licensees ability to view their course completions through the Board's website had also been well received.



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Other Business

Mr. Perine stated that a special meeting would be held on August 6, 2018 at 9:00 a.m. in room 304 of the Alabama State House, for the purpose of Administrative Hearings.

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 August 6, 2018, Mr. Meadows moved to adjourn the meeting at 9:45 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