



Alabama Board of Funeral Service

Meeting Minutes

October 4, 2022

Prior Notice

Pursuant to §34-13-20(d), prior notice of the required meeting to nominate professional members for terms expiring on December 31, 2022 was distributed to licensees via the quarterly newsletter on September 9, 2022. Mr. Perine welcomed all in attendance to the Alabama Board of Funeral Service nomination meeting at 9:45 a.m. on October 4, 2022 in the Board's office located at 4276 Lomac Street, Montgomery, Alabama.

Nominations

Prior to the regular business meeting, Mr. Perine accepted nominations from funeral directors and embalmers of the state pursuant to Alabama Funeral Service Laws for membership positions of Districts 1, 2, & 5 which would become vacant on December 31, 2022. The following nominations were made:

District 1	District 2	District 5
Bobby E. Brown	Roderic A. Clark	Karen J. Smith
Kenneth W. Bishop, Jr.	Johnny L. Cawley	David W. Smith
Carole J. Banks	Carrel Wyatt Spears	Greg O. Spry
Joseph L. Bonner-Bey	Terry G. Sorrells	Perry C. Whisenant
Scotty White	William A. Hodge	Joey L. Guess
	Billy K. Glover	Bradley E. Spivey
		Geoffrey L. Halbrooks

Mr. Perine informed the licensees present, that five (5) individuals had been nominated for District 1, six (6) individuals had been nominated for District 2, and seven (7) individuals had been nominated for District 5. Mr. Perine stated only three (3) names could be submitted to the Governor for consideration as stated in §34-13-20. A ballot vote was taken and publicly tallied by Charles M. Perine, E. Denise Grogan, and verified by Brenton Smith. The following table shows the results of that vote:

District 1	Votes	District 2	Votes	District 5	Votes
Kenneth W. Bishop, Jr.	34	Terry G. Sorrells	39	Greg O. Spry	33
Carole J. Banks	33	Roderic A. Clark	33	Karen J. Smith	28
Scotty White	29	Carrel Wyatt Spears	30	Perry C. Whisenant	24
Bobby E. Brown	17	Billy K. Glover	9	Geoffrey L. Halbrooks	10
Joseph L. Bonner-Bey	5	William A. Hodge	9	David W. Smith	10
		Johnny L. Cawley	9	Bradley E. Spivey	5
				Joey L. Guess	2

Mr. Perine informed the licensees present that the three (3) names nominated for each district will be submitted to the Governor for consideration in accordance with §34-13-20.

District 1 nominees that will be submitted to the governor are: Ken Bishop, Carole Banks, Scotty White

District 2 nominees that will be submitted to the governor are: Terry Sorrells, Roderick Clark, Carole Ann Spears

District 5 nominees that will be submitted to the governor are: Greg Spry, Karen Smith, Craig Whisenant

Prior Notice

Prior notice of the October 4, 2022 quarterly board meeting was posted on the Secretary of State website in April 2022, and the information was distributed to licensees via the quarterly newsletter on September 9, 2022.

Roll Call of the Board

Mr. Craddock, Chair, asked Mrs. Grogan for a roll call to establish a quorum. The following members were present: Mark N. Craddock, Lance Brooks, J. Douglas Williams, John C. Rudder, Byronda Collins, Rachel Arrington, and Ed Hines.

Staff present; Charles Perine, Executive Director, and E. Denise Grogan, Associate Executive Director, recording, Brenton Smith, Legal Counsel.

The following members were absent: Bobby Burt
District Two: vacant

Welcome/Remarks by the Chair

With a quorum established, Mr. Craddock called to order the first quarterly business meeting of fiscal year 2023 at 10:21 a.m. Mr. Craddock welcomed all present and excused the absence of Mr. Burt.

Conflict of Interest

Mr. Craddock requested that the board members review the agenda for the October 4, 2022 meeting. Mr. Craddock asked if any member had a conflict of interest for any items on the agenda, being none, Mr. Williams made a motion, seconded by Mr. Brooks to set the agenda as presented. Being no discussion, the motion passed unanimously.

Approval of Minutes

Mr. Brooks moved to approve the minutes of the July 11, 2022, Board meeting, seconded by Ms. Arrington. 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 on the licensure exam or having met the requirements for licensure by reciprocity, 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 license as a funeral director, and/or embalmer, and/or cremationist. Applicants for licensure: Cortez Priget, Deauna Wright, Billy Boland, Jacqueline Weatherly, tory Schroeder, Jemonde Moore, Linda Johnson, Marisa Friar, Bruce Johnson, Bailee Walker, Sarah Burkett, Aleisha Braden, Jessie White, Devonte Williams, Allen Hawthorne, Douglas Click, Kimberly Bradshaw, Demetria McCarver, Jamaal Hunter, Chris Turner, Gary Whitley, William Hodge, Crystal Tolbert, Deborah Rupright, James Hyche, John Higginbotham, Stephanie Hughes, Howard Johnson, Allison Owens, Philip Curran, Mark Craddock, Mindy McClantoc, Amber Isham, Heather Van Dyne, Jonathan Smith, Duana Shears, Emily Walker. The motion was made by Mr. Williams and seconded by Mr. Rudder. The motion passed unanimously.

2) Permanent Funeral Director and Embalmer License Reactivation:

Having met the current requirements of the law for reactivation, paid all back fees and penalties, Mr. Perine asked the Board to consider Steven Maples for reactivation of permanent license as funeral director and embalmer. The motion was made by Mr. Williams and seconded by Mr. Brooks. Being no discussion, the motion passed unanimously.

3) Apprentice Funeral Director Reactivation:

Having met the current requirements of the law for reactivation, paid all back fees and penalties, Mr. Perine asked the Board to consider Ladarius Woods for reinstatement of certification as apprentice funeral director. The motion was made by Mr. Williams and seconded by Ms. Collins. Being no discussion, the motion passed unanimously.

4) Apprentice Funeral Director and Embalmer License Reactivation:

Having met the current requirements of the law for reactivation, paid all back fees and penalties, Mr. Perine asked the Board to consider Tia Blake for reinstatement of certification as apprentice funeral director and apprentice embalmer. The motion was made by Mr. Williams and seconded by Ms. Collins. Being no discussion, the motion passed unanimously.

5) Establishment Applications:

Having met requirements, Mr. Perine asked the Board to consider the following establishments for licensure: Sharpley Funeral Home (Decatur) (Change of Ownership), Christian Memorial Funeral Chapel (Phenix City) (New), Unity Family Funeral Home (Dothan) (Change of Ownership), Harmony Funeral Home & Memorial Park (Lanett) (New) "pending receipt of city business license", Johnson Brown Service Funeral Home (Change of Ownership) (Lanett)(Valley), Legendary Embalming, LLC (Prichard) (New), and Glencoe Hokes Bluff Cremation Center (Buy Out of Alabama Cremation and Funeral Service). Mr. Brooks moved to approve the establishment applications, seconded by Mr. Hines. The motion passed unanimously.

Executive Director Financial Report

Mr. Perine reported the following for the 4th quarter of fiscal year 2022 as of October 1, 2022.

Total Budget: \$664,307.00

Total Qtr. Revenue (July-September): \$765,985.60

Total Qtr. Expenses (July-September): \$86,799.13

Deferred Revenue transferred to 0369: \$1,009.20

Total Deferred Revenue: \$0.00

Total Cash on Hand: \$1,743,153.64

Active License Count as of October 1, 2022

Active Apprentice Funeral Directors: 250

Active Apprentice Embalmers: 146

Active Licensed Funeral Directors: 1440

Active Licensed Embalmers: 802

Active Licensed Cremationists: 285

Active Licensed Practical Embalmers: 40

Active Special Work Permit Funeral Director: 1

Active Special Work Permit Embalmer: 1

Active Licensed Mortuary Service: 1

Active Licensed Establishments: 478

Active Continuing Education Providers: 32

Total Active License: 3476

4th Qtr. Licenses Issued

Background checks: 284

Applications received: 167

Licenses Issued: 145

CE Providers: 0

4th Qtr. Complaints Received: 10

Resolutions

No Action Taken: 3

Reprimand: 0

Pending: 7

Inspections YTD

Completed: 484

Compliant: 301

Non-compliant: 183

Citations: (23) \$7,200.00

Violation	Count
Method of IDENTIFICATION as required by 395-X-6-.07?	5
Embalming record current?	1
Does the establishment pricing meet the rules established by the Federal Trade Commission?	2
Does Identification have required information?	4
Are there 8 full size different sized caskets on the premises?	2
All Current?	2
Are openings between the preparation room and public areas sealed to prevent fumes from escaping?	1
Are outside openings screened, covered, or sealed to prevent the entrance of insects or rodents?	1
Are price cards displayed on each casket as merchandised?	2
Aspirator, trocar, nasal tube aspirator, aspirating hoses?	1

Is the cremation log complete and current?	1
Nonporous floor and walls?	1

Being no discussion, Mr. Williams made a motion and seconded by Mr. Brooks to accept the Executive Director's report. The motion passed unanimously.

Alabama Exam Stats (7/1/2022-10/1/2022)

Alabama Exams administered:

Funeral Director: 14

Embalmer: 3

Pass: 12

Pass: 2

Fail: 2

Fail: 1

Average Score: 80.9

Average Score: 78.7

State Law Exams administered: 21

Funeral Director/Embalmer: 20

Cremationist: 1

Pass: 16

Pass: 1

Fail: 4

Fail: 0

Funeral Board Property Acquisition Fund Transfer

Mr. Perine reminded the Board about the Funeral Board Property Acquisition Fund that was established as a result of HB48. With the Sunset committee's recommendation, the Board set up a property Acquisition fund for the purchase of property, major renovations of or repairs to property purchased by the Board. Mr. Perine stated the fund creates no new expenses for the Board, but amount between two and seven percent of the receipts from the previous year must be transferred in October into the fund. Receipts from 2022 totaled \$1,232,911.10. Following discussion, Mr. Brooks made a motion seconded by Mr. Williams to transfer 3 percent of the Board's receipts from the previous year in the amount of \$36,987.33 into the Funeral Board Property Acquisition Fund. The motion passed unanimously.

Alabama Department of Public Health Grant

Mr. Perine stated since COVID the Board had been working with the Alabama Department of Public Health (ADPH) in matters related to Alabama's mass fatality plan. ADPH has attempted to improve areas of the plan that were weak, one of those recognized being the funeral industry. Mr. Perine grant money totaling \$20,000 was awarded to the Board to improve areas that are vital to mass fatality. \$2000 each will be distributed upon request to the Coroners Association, Alabama Funeral Directors Association, and Alabama Funeral Director and Mortician Association to provide assistance related to training, preparation, and mass fatality events. Mr. Perine proposed the remaining \$14,000 be used for Scantron training for the equipment used in scoring Board examinations, and Computer system upgrades to expedite the application submission, processing, and issuance of licenses. Mr. Williams made a motion, seconded by Mr. Brooks to use ADPH grant money to update the Board's computer licensing system and Scantron training. The motion passed unanimously.

Website Update

Mr. Perine stated a third area for improvement was the Board's current website which was developed in 2008. Mr. Perine stated the current website had not been updated since it was developed and needed to be updated to meet the needs of the public and licensees. OIT was contacted to provide information about updating the website. The Board was shown an example of website that would meet the needs of the Board and provided an estimate of OIT's web services time & costs. Mr. Rudder made a motion, seconded by Ms. Arrington to update the Board's website. The motion passed unanimously.

Record Request

Mr. Perine stated as a public agency the Board receives numerous requests for records, some which are large and detailed. The Board's office previously has not charged for requests, but the time and expense has become a burden. Mr. Perine stated Mr. Smith researched how other agencies handle requests. The Board was provided a proposed records request application and instructions. A minimum research fee of \$23.00 in addition to .50 per single sided copied (redacted) page would be required prior to the release of any requested documents. Following discussion, Mr. Williams made a motion, seconded by Mr. Brooks to adopt the records request application and to only allow redacted copies of records. The motion passed unanimously.

Continuing Education

Mrs. Grogan requested approval for Charles G. Cannon, AG Associates, LLC as a new provider for the 2024 reporting period. Mrs. Grogan presented the Board with a list of 4 courses for approval totaling 14 hours of instructional time available to licensees for the remainder of the 2022 reporting period. Pursuant to Alabama Funeral Service Administrative Code 395-X-1-.04, Mr. Perine gave interim approval to those 4 courses. Mrs. Grogan also presented the Board with a list of 69 courses for approval totaling 122 hours of instructional time available to licensees for the 2024 reporting period. Mr. Brooks made a motion, seconded by Ms. Arrington to approve the continuing education courses and providers that were presented. The motion passed unanimously.

Other Business

Mr. Craddock asked all in attendance for comments or questions. Being none, Mr. Craddock took a moment of personnel privilege to express his appreciation for being allowed to represent District 1 for the past 10 years. Mr. Craddock thanked his fellow board members and the Board's staff for their dedication to improve the funeral profession in the State of Alabama. Mr. Rudder also expressed his thanks to his fellow board members and being able to serve the funeral professionals of the state.

Executive Session

Mr. Williams made a motion at 11:25 a.m., seconded by Mr. Rudder to go into executive session for 15 minutes to discuss the good name and character of potential licensees. The motion passed unanimously. The audience was informed that the Board would leave the conference room and would return to resume the meeting after the executive session. Following executive session and after the board members returned to the conference room, Mr. Craddock called the meeting back to order at 11:35 a.m. with the Board having the following decisions. Mr. Rudder made a motion, seconded by Mr. Williams to deny the apprentice application of Shelia Towns.

Yes votes: Mr. Craddock, Mr. Brooks, Mr. Williams, Mr. Rudder, Ms. Collins, Ms. Arrington, and Mr. Hines

Nay votes: None

Abstain: None

Absent: Mr. Burt

District Two: vacant

Being no discussion, the motion passed unanimously.

Adjournment

Being no other business, Mr. Williams made a motion at 11:35 a.m. to adjourn and reconvene at 10:00 a.m. on January 9, 2023, seconded by Mr. Hines. The motion passed unanimously.

Minutes submitted by: E. Denise Grogan

X

Mark N. Craddock
Chair

X

Charles M. Perine
Executive Director