



ALABAMA BOARD OF FUNERAL SERVICES

Joint Meeting Minutes

October 05, 2023

Prior Notice

Prior notice of the October 05, 2023, first quarterly board meeting of fiscal year 2024 was posted on the Secretary of State website September 19, 2023, and the information was distributed to licensees via the quarterly newsletter on September 01, 2023. The meeting was held at 11:45 AM in the Board's office located at 4276 Lomac Street, Montgomery, Alabama.

Installation of Board Members

Oath of Office

Mr. Perine informed all present that the Lieutenant Governor's appointment for the consumer member of the Preneed Division of the board had been received. Mrs. Jennifer Haskell was appointed to serve as a consumer member. Mr. Perine administered the oath of office to Mrs. Haskell as the new consumer member.

Pledge of Allegiance and Invocation

Mr. Brooks asked everyone in attendance to stand and recite the Pledge of Allegiance to the American flag which was followed by an invocation offered by Mr. Bobby Burt.

Call to Order

Roll Call of the Board

Mr. Brooks, Treasurer presided as chair due to the absent of Chair J. Douglas Williams, asked Mrs. Grogan for a roll call to establish a quorum. The following members were present: Terry Sorrells, Lance Brooks, BryOnda Collins, Bobby Burt, Sandra Hill, and Jenifer Haskell.

Staff present: Charles Perine, Executive Director; E. Denise Grogan, Associate Executive Director; Laura Sullivan, Associate Executive Director, recording; Octavia Johnson, accountant; and Brenton Smith, Legal Counsel.

The following members were absent: Kenneth Bishop, Jr., J. Douglas Williams, Karen Jones Smith, and Rachel Arrington.

Welcome/Remarks by the Chair

With a quorum established, Mr. Brooks called to order the first quarterly business meeting of fiscal year 2024. Mr. Brooks welcomed all present.

Conflict of Interest/Motion to Set the Agenda

Mr. Brooks requested that the board members review the agenda for the October 05, 2023, meeting. Mr. Brooks asked if any member had a conflict of interest for any items on the agenda. Being none, Mr. Sorrells made a motion, seconded by Mrs. Collins to set the agenda as presented. Being no discussion, the motion passed unanimously.

Business

Approval of Minutes

Mr. Burt moved to approve the minutes of the July 11, 2023, Board meeting and the August 02, 2023, Special Called Board Meeting, seconded by Mr. Sorrells. Being no discussion, the motion passed unanimously.

Old Business

Mr. Perine briefly informed all present about the board’s decision to hire Ms. Octavia Johnson as the accountant for the board, about the details of the Sunset Committee Review, about the emergency rules that went into effect October 01, 2023, and about the status of the board on hiring a full-time attorney. Lastly, he informed the board of the new computer system with Thentia that the board will use. The system is in the final stages of development and will be live soon. One of the features of the new computer system is the ability for licensees to print their own licenses. After discussion, a motion was made by Mr. Sorrells, seconded by Mrs. Collins for the licensees to print their own licenses. Being no further discussion, the motion passed unanimously.

Executive Director Report

Financial Report – 0362

Mr. Perine reported the following for the 4th quarter of fiscal year 2023 as of October 05, 2023:

Total Budget: \$683,566.00

Total Cash on Hand: \$1,604,226.05

Total Qtr. Revenue (July-October): \$77,742.50

Total Qtr. Expenses (July-October): \$147,304.38

Deferred Revenue transferred to 0369: \$0.00

Total Expense Budget: \$500,566.00

Total Re-Appropriation: \$163,000.00

Grant Total from ADPH: administered by ABFS: \$20,000.00

Disbursements: \$0.00

Remaining: ABFS: \$0.00

 AFDA: \$0.00

 AFDMA: \$0.00

 ACA: \$0.00

Active License Count as of October 05, 2023

Active Apprentice Funeral Directors: 225
Active Apprentice Embalmers: 135
Active Licensed Funeral Directors: 1539
Active Licensed Embalmers: 858
Active Licensed Cremationists: 330
Active Licensed Practical Embalmers: 39
Active Special Work Permit Funeral Director: 1
Active Special Work Permit Embalmer: 1
Active Special Work Permit Cremationist: 0
Active Licensed Mortuary Service: 3
Active Licensed Establishments: 476
Active Continuing Education Providers: 36
Total Active License: 3646

4th Qtr. Licenses issued:

Applications received: 146
License/Certifications issued: 135
Apprentice Funeral Directors: 46
Apprentice Embalmers: 36
Funeral Directors: 21
Embalmers: 13
Cremationists: 15
Special Work Permit Embalmer: 0
Establishments: 0
Mortuary Services: 1
Background Checks FY YTD: 308

Inspections YTD

Completed: 486
Compliant: 265
Non-compliant: 221
Need Reinspection: 1
Board Notice: 1
Citations: (62) \$15,300.00

Complaints Received YTD

Received: 32
Resolutions
No Action Taken: 21
Reprimand/Consent: 8
Pending: 2

Preneed

Certificate of Authority: 237
Branches: 115
Preneed Sales Agent: 936
Cemeteries (End/COA): 184
Audits YTD: 0
Total: 1472

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

Funeral Board Property Acquisition Fund - 1785

FY 2023 Receipts: \$338,973.15

Percent:	2%	3%	4%	5%	6%	7%
	\$6,779.46	\$10,169.19	\$13,558.93	\$16,948.66	\$20,338.39	\$23,728.12

After discussion, Mr. Sorrells made a motion, and it was seconded by Mrs. Haskell to approve to move 7% of the FY 2023 receipts into the Property Acquisition Fund. The motion passed unanimously.

Other Business

Questions, Comments, Concerns

Mr. Perine briefly discussed the procedure for appointing officers to the overarching board once the Preneed Division board has been appointed. Being no further discussion, Mr. Perine moved to the next

item on the agenda.

Adjournment

Mr. Brooks asked for any questions from those in attendance and some discussion. Mr. Sorrells made a motion, seconded by Mrs. Haskell to adjourn the meeting, and reconvene on January 09, 2024, at 11:15 AM. The motion passed unanimously. The meeting adjourned at 12:19 PM.

Minutes submitted by: Laura Sullivan.

J. Douglas Williams, Chair

Charles M. Perine, Executive Director