



ALABAMA BOARD OF FUNERAL SERVICES

Joint Meeting Minutes

January 9, 2024

Prior Notice

Prior notice of the January 9, 2024, second quarterly board meeting of fiscal year 2024 was posted on the Secretary of State website April 4, 2023, and revised on September 19, 2023. Meeting information was distributed to licensees via the quarterly newsletter on September 1, 2023, with a date correction emailed on September 19, 2023. The meeting was held at 10:00 AM in the Board's office located at 4276 Lomac Street, Montgomery, Alabama.

Pledge of Allegiance and Invocation

Mr. Williams asked Mr. Seal to lead all in attendance in the Pledge of Allegiance to the American flag which was followed by an invocation offered by Mr. Bobby Burt.

Roll Call of the Board

Mr. Perine asked Mrs. Grogan for a roll call to establish a quorum. The following members were present: Kenneth Bishop, Terry Sorrells, Lance Brooks, J. Douglas Williams, Karen Jones Smith, James Seal, Rachel Arrington, Bobby Burt, Brian Shake, Randal Anderson, Byronda Collins, Michael Morrison, Jennifer Haskell Staff present; Charles Perine, Executive Director, E. Denise Grogan, Associate Executive Director, recording, Laura Sullivan, Associate Executive Director, Brenton Smith, General Counsel, and Octavia Johnson.

The following member was absent: Sandra Hill

Election of Officers

Mr. Perine stated with a quorum present declared all officer seats vacant and opened the floor for nominations for the office of Chair. Mr. Seal nominated Mr. J. Douglas Williams, seconded by Mr. Anderson. Mr. Perine asked the Question: Mr. Williams for the position of Chair?

Vote:

Yea votes: Mr. Bishop, Mr. Sorrells, Mr. Brooks, Ms. Jones Smith, Mr. Seal, Ms. Arrington, Mr. Burt, Mr. Shake, Mr. Anderson, Ms. Collins, Mr. Morrison, Ms. Haskell

Nay votes: None

Abstain: None

Absent: Ms. Hill

The motion passed unanimously.

Mr. Perine yielded the chair to Mr. Williams, who opened the floor for nominations for Vice-Chair. Mr. Anderson nominated Ms. Byronda Collins, seconded by Mr. Shake. Mr. Williams asked the Question: Ms. Collins for the position of Vice-Chair?

Vote:

Yea votes: Yea votes: Mr. Bishop, Mr. Sorrells, Mr. Brooks, Ms. Jones Smith, Mr. Seal, Ms. Arrington, Mr. Burt, Mr. Shake, Mr. Anderson, Mr. Williams, Mr. Morrison, Ms. Haskell

Nay votes: None

Abstain: None

Absent: Ms. Hill

The motion passed unanimously.

Mr. Williams opened the nominations for Treasurer. Mr. Morrison nominated Mr. Lance Brooks, seconded by Mr. Bishop. Mr. Williams asked the Question: Mr. Brooks for position of Treasurer?

Vote:

Yea votes: Yea votes: Mr. Bishop, Mr. Sorrells, Mr. Williams, Ms. Jones Smith, Mr. Seal, Ms. Arrington, Mr. Burt, Mr. Shake, Mr. Anderson, Ms. Collins, Mr. Morrison, Ms. Haskell

Nay votes: None

Abstain: None

Absent: Ms. Hill

The motion passed unanimously.

Mr. Williams opened the nominations for Secretary. Mr. Morrison nominated Mr. Randal Anderson, seconded by Mr. Seal. Mr. Williams asked the Question: Mr. Randal Anderson for the position of Secretary?

Vote:

Yea votes: Mr. Bishop, Mr. Sorrells, Mr. Brooks, Ms. Jones Smith, Mr. Seal, Ms. Arrington, Mr. Burt, Mr. Shake, Mr. Williams, Ms. Collins, Mr. Morrison, Ms. Haskell

Nay votes: None

Abstain: None

Absent: Ms. Hill

The motion passed unanimously.

Call to Order

Welcome/Remarks by the Chair

With a quorum established, Mr. Williams called to order the second quarterly business meeting of fiscal year 2024 at 11:05 AM. Mr. Williams excused the absence of Ms. Hill and welcomed all in attendance.

Conflict of Interest/Motion to set the agenda

Mr. Williams requested that the board members review the agenda for the January 9, 2024 meeting. Mr. Williams asked if any member had a conflict of interest for any items on the agenda, being none, Mr. Sorrells made a motion, seconded by Ms. Collins to set the agenda as presented. Being no discussion, the motion passed unanimously.

Business

Approval of Minutes

Mr. Williams asked members to review the minutes from the October 5, 2023 meeting. Mr. Brooks made a motion, seconded by Ms. Arrington to accept the minutes as presented. Being no discussion, the motion passed unanimously.

Old Business

Computer system

Mr. Perine informed the Board that the development of the new licensing system was 98% complete and only lacked working out a few bugs. The office is currently working in the new system and online applications are available on the Board's website. Mr. Perine stated several applications have already used this new feature. The preneed division portion of the system has been pushed back due to the migration of additional electronic data from DOI. Mr. Perine stated the final pieces of the system, inspections and

continuing education were being completed and expected to roll out any day. Exploring a licensing system built just for the office is still on the table because out of the box systems are not as specialized to cover the growing base of the office.

Executive Director Report

Financial Report

Mr. Perine reported the following for the 1st quarter of fiscal year 2024 (October 1, 2023-January 1, 2024).

Property Acquisition Fund - 1785

Beginning Cash: \$36,987.33

Total Qtr. Revenue (Oct-Dec): \$23,728.12 Total

Qtr. Expenses (Oct-Dec): \$0.00

Total Cash on Hand: \$60,715.45

362- Total Budget: \$1,107,602.00

Total Cash on Hand: \$1,513,662.01

Total Qtr. Revenue (Oct-Dec): \$53,222.66

Total Qtr. Expenses (Oct-Dec): \$226,089.95

Deferred Revenue transferred to 0369: \$0.00

Expense Budget: \$936,037.00

Total Re-Appropriation: \$141,025.00

DOI Transfer in (1st-4th Quarters): \$75,000.00

Grant Total from ADPH: administered by ABFS: \$30,000.00 (Mass Fatality related expenses)

Remaining: ABFS: \$25,000.00

AFDA: \$2,500.00

AFDMA: \$2,500.00

Active License Count (Oct 1, 2023 to Jan 1, 2024)

License/Certification/Registration	Active	Application received	License issued
App Director	284	0	24
App Embalmer	175	0	17
Funeral Director	1562	0	20
Embalmer	870	0	10
Cremationist	343	0	12
Practical Embalmer	39	0	0
SP WP FD	0	0	0
SP WP EM	0	0	0
SP WP Cremationist	0	0	0
Mortuary Service	3	0	1
Establishments	489	0	1
Crematories	72	0	0
CE provider	39	0	1
Total	3804	0	85
Certificate of Authority	239	0	2
Branches	115	0	0
Preneed Sales Agent	953	0	20
Cemeteries (End/COA)	184	0	0
Total with preneed	5295	0	107
Background checks FY YTD	308		

Inspections YTD	
Completed (Funeral)	3
Preneed Audits	0
Compliant	3
Non-complaint	0
Need Reinspection	0
Board Notice	0
Citations (0)	\$0.00

Funeral Division Complaints Received YTD			
Reprimand/Consent	1	Pending	7
No Action Taken	1		

Preneed Division Complaints Received YTD			
Reprimand/Consent	0	Pending	7
No Action Taken	0		
Cemetery		Pending	11
No Action Taken	0	Reprimand/Consent	0

Alabama Exam Stats Oct 2023 – Jan 2024			
Alabama FD	12	Alabama EM	2
Laws & Rules FD/EM	25	Alabama Cremationist	12

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

The International Conference Annual Meeting

Mr. Perine presented the Board with the proposed expense report for the upcoming ICFSE conference and requested \$11,020.08 for the travel and conference expenses of Mr. Williams and Mr. Seal, Ms. Collins, Mr. Anderson, Ms. Grogan, and Ms. Sullivan. Mr. Perine informed the Board that, as a Board member of the Conference, his expenses would be paid by the Conference and Ms. Collins received a delegate grant from the Conference covering her expenses.

Employment Matters

Staff Probationary Raise as stated by Mr. Perine for Laura Sullivan and Octavia Johnson who had completed their probationary period. Mr. Perine requested a 2 step raise for both Sullivan and Johnson in addition to making their employment with the Board permanent. Mr. Sorrells made a motion, seconded by Ms. Jones Smith. Being no discussion, the motion passed unanimously.

With the increased time in the field as a result of the addition of preneed an additional staff member is needed to help facilitate day to day operations. Mr. Perine stated the Board is approved for a Licensing Regulatory Compliance Officer however no exam has been created for this position which would take several months to develop. He stated an administrative person could be hired and eventually transitioned to a licensing/regulatory compliance filed officer. This salary would come from a portion of the amount set

aside for hiring legal counsel. Following discussion, Ms. Haskell made a motion, seconded by Mr. Anderson to pull the registry for both an account technician or an administrative III, and evaluate potential candidates to be presented to the Board for employment. In addition to beginning the process to create the exam for a legal compliance officer. The motion passed unanimously.

Proposed FY25 Budget

Mr. Perine presented the Board with the requested Agency Budget for 2025 which was presented to legislature. The 2025 budget totals \$1,067,651.00 with requested expenditures for each appropriation class and function.

Policy

Travel Policy

Mr. Perine stated a new law went into effect in August regarding travel and the Board had to determine whether to be paid Per Diem or actual expenses. Following discussion, Mr. Brooks made the motion, to use the traditional form of Per Diem for travel seconded by Ms. Jones Smith. The motion passed unanimously.

Vehicle-Motor Pool

Mr. Perine stated with the closure of motor pool in March of 2023 the state had a contract with Enterprise for vehicle rentals. The Board previously voted to rent one vehicle on a monthly basis as a pool vehicle instead of purchasing one. Mr. Perine stated staff members would be traveling at the same time and the rental of additional vehicles would be necessary. Mr. Perine stated the charges for Enterprise totaled \$8,479.00 for the year, which would increase with the number of vehicles rented. Mr. Perine stated Enterprise was not reliable when it came to short term notice for rentals and if a vehicle was unavailable then the staff would have to drive personal vehicles to perform their job. Mr. Perine asked the Board if it was still their desire to rent vehicles or to authorize the purchase of one vehicle? Mr. Perine stated if a vehicle was purchased that the installation of a fence would be required to secure the vehicle. Following discussion, Mr. Sorrells made a motion, seconded by Ms. Haskell authorizing the purchase of one vehicle. The motion passed unanimously. Mr. Sorrells made a motion, seconded by Ms. Haskell to install a fenced area for the security of vehicles.

Public Hearing Administrative Rule Changes

Administrative Rule Changes

Mr. Perine stated a notice of intended action was filed on November 16, 2023, to amend the following rules which were currently under emergency rule as of October 1, 2023, due to the addition of the preneed division.

395-X-1-.01 – Organization

Changes the board's composition to 14 members and the makeup of each board division.

395-X-1-.02 – Nomination and Appointment

Implements legislative change to the procedure of nominating 3 individuals by the Governor and for filling vacancies on the board.

395-X-2-.01 – Application of license

Individuals required to complete a criminal background check for COA.

Mr. Perine stated the proposed rules were filed in November for the required 35-day period. Licensees were notified of the public comment period and were notified of the scheduled public hearing. The proposed rules placed on the Board's website and were also published in the administrative monthly. Mr. Perine

stated no written comments were received and he opened the floor for comments from all in attendance. With no public comments or questions, Mr. Perine requested that the Board accept the changes and certify them as permanent. The motion was made by Mr. Sorrells and seconded by Mr. Shake. Being no discussion, the motion passed unanimously.

Other Business

Resolutions/Proclamation

Mr. Perine stated a request for a resolution or proclamation from the Board must be sponsored by a Board member to go forward. Having said that Mr. Sorrell's sponsored a proclamation request for Danny Holloway in recognition of his service to the profession on his retirement. Mr. Perine requested to dispense with the reading of the proclamation and enter it into the official record. Being no discussion, Mr. Brooks made a motion seconded by Ms. Collins to approve the proclamation. The motion passed unanimously.

Proposed 2024-2025 Board Meetings Calendar

Date	Funeral Division	Joint	Preneed Division
April 9, 2024	9:00 AM	10:00 AM	11:00 AM
July 9, 2024	9:00 AM	10:00 AM	11:00 AM
October 8, 2024	9:00 AM	10:00 AM	11:00 AM
January 7, 2025	9:00 AM	10:00 AM	11:00 AM

Ms. Haskell made a motion to set the meeting dates as proposed, seconded by Mr. Brooks Being no discussion the motion passed unanimously.

Questions/Adjournment

Mr. Williams asked for any questions from those in attendance, being none, A motion to adjourn the meeting and reconvene on April 9, 2024, at 10:00 AM was made by Mr. Sorrells and seconded by Mr. Anderson. The motion passed unanimously. The meeting adjourned at 12:41 PM.

Minutes submitted by: E. Denise Grogan.

J. Douglas Williams, Chair

Charles M. Perine, Executive Director