



ALABAMA BOARD OF FUNERAL SERVICES

Joint Meeting Minutes

April 09, 2024

Prior Notice

Prior notice of the April 09, 2024, third quarterly board meeting of fiscal year 2024 was posted on the Secretary of State website January 17, 2024, and the information was distributed to licensees via the quarterly newsletter on March 22, 2024. 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 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. Williams, Chair, asked Ms. Sullivan for a roll call to establish a quorum. The following members were present: Terry Sorrells, J. Douglas Williams, Karen Jones Smith, J. Eddie Seal, Rachel Arrington, Bobby Burt, Sandra Hill, Brian Shake, Michael Morrison, Bry'Onda Collins, and Jennifer Haskell.

Staff present; Charles Perine, Executive Director; E. Denise Grogan, Associate Executive Director – Funeral Division; Laura Sullivan, Associate Executive Director – Preneed Division, recording; Octavia Johnson, Accountant; and Brenton Smith, Legal Counsel.

The following members were absent: Kenneth Bishop, Jr., Lance Brooks, and Randall Anderson.

Welcome/Remarks by the Chair

With a quorum established, Mr. Williams called to order the third quarterly joint board meeting of fiscal year 2024. Mr. Williams welcomed all present.

Conflict of Interest/Motion to set the agenda

Mr. Williams requested that the board members review the agenda for the April 09, 2024, meeting. Mr. Williams asked if any member had a conflict of interest for any items on the agenda, being none, Ms. Arrington made a motion, seconded by Mr. Burt to set the agenda as presented. Being no discussion, the motion passed unanimously.

Business

Approval of Minutes

Mr. Sorrells moved to approve the minutes of the January 09, 2024, Board meeting, seconded by Mrs. Hill. Being no discussion, the motion passed unanimously.

Old Business

Computer System

Mr. Perine informed the board members and all present that the new computer system is online with the exception of the continuing education piece. The preneed piece of the website is ready to go online once some data discrepancies are address. An announcement will be made once the system is fully online and ready for use.

Vehicle

Mr. Perine informed the board members that a vehicle has been purchased for agency use. At the January board meeting, the board voted to approve the purchase of vehicles instead of renting from Enterprise. The purchase of a 2024 Ford Explorer has been made. Vehicles will still be rented until the purchase of enough vehicles have been made to support the travel of all employees.

Fence

Mr. Perine informed the board that bids have been submitted for the fence to be installed to store agency vehicles. Due to the high prices of the bids, we are awaiting more bids to come in before selecting a bid. The fence will be installed in the back of the office building around 4 parking spots to protect agency vehicles when not in use. The board approved the purchase of the fence at the January board meeting.

Employment Matters

Mr. Perine informed the board that we have begun the process of establishing the registry to be able to hire Licensing/Regulatory Compliance Officers. A meeting is to soon follow to discuss what will be expected from the funeral board of an individual in this position. Mr. Perine inform the board a preferred requirement will be the applicant must be a licensed funeral director or preneed sales agent. Mr. Perine also informed the board of where we are in the process of hiring a financial specialist. Mr. Perine decided on hiring Mrs. Courtney Smith, after discussing the hire with board members in the January meeting, as well as the chair. Mr. Williams accepted a motion to hire Ms. Courtney Smith from Mrs. Haskell, seconded by Mr. Sorrells. Being no discussion, the motion passed unanimously.

Executive Director Report

Financial Report

Mr. Perine reported the following for the 2nd quarter of fiscal year 2024 as of April 01, 2024.

Fund - 0362

Total Cash on Hand: \$1,339,029.89

Total Qtr. Revenue (January-April):

\$187,282.00

Total Qtr. Expenses (January-April): \$191,065.23

Total Expense Budget: \$936,037.00

Total Re-Appropriation: \$141,025.00

Total Budget: \$1,107,062.00

Fund - 1785 Total Budget: \$0.00

Total Cash on Hand: \$60,715.45

Total Qtr. Revenue (January-March): \$0.00

Total Qtr. Expenses (Jan-March): \$0.00

Deferred Revenue transferred to 0369: \$0.00

Grant Total from ADPH: administered by ABFS: \$30,000.00

Disbursements: \$0.00

Remaining: ABFS: \$25,000.00 AFDA: \$2,500.00 AFDMA: \$2,500.00

DOI Transfer In (Oct-Dec): \$75,000.00

DOI Transfer In (Jan-Mar): \$75,000.00

Active License Count as of April 1, 2024,

Active Apprentice Funeral Directors: 295

Active Apprentice Embalmers: 185

Active Licensed Funeral Directors: 1577

Active Licensed Embalmers: 917

Active Licensed Cremationists: 349

Active Licensed Practical Embalmers: 39

Active Special Work Permit Funeral Director: 0

Active Special Work Permit Embalmer: 1

Active Special Work Permit Cremationist: 0

Active Licensed Mortuary Service: 4

Active Licensed Establishments: 490

Active Continuing Education Providers: 369

Total Active License: 3896

Certificate of Authority: 241

Branches: 115

Preneed Sales Agents: 975

Cemeteries (End/COA): 184

Inspections YTD

Completed Funeral: 5

Completed Preneed: 0

Compliant: 5

Non-compliant: 0

Need Reinspection: 0

2nd Qtr. Licenses issued:

Applications received: 0

Total License/Certifications issued: 64

Apprentice Funeral Directors: 14

Apprentice Embalmers: 15

Funeral Directors: 18

Embalmers: 8

Cremationists: 6

Special Work Permit Embalmer: 1

Establishments: 1

Bg Checks FY YTD: 145

Complaints Received YTD

Received Funeral: 28

Received Preneed: 18 (11 Cemetery)

Resolutions

No Action Taken: 13

Reprimand/Consent: 2

Board Notice: 0
Citations: \$0.00

Pending: 31 (18 Preneed)

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

Alabama Exam Stats (January 01, 2024 – April 01, 2024)

Alabama Exams administered:

Funeral Director: 37	Embalmer: 6
Pass: 12	Pass: 2
Fail: 4	Fail: 4
Average Score: 81.18	Average Score: 60.9

State Law Exams administered:

Funeral Director/Embalmer: 25	Cremationist: 42
Pass: 25	Pass: 2
Fail: 3	Fail: 0

The Conference Annual Meeting

Mr. Perine stated he attended the International Conference of Funeral Service Examining Boards annual meeting. Alabama is a member of the conference where regulatory agencies and educators gather to discuss the exam and topics relevant to the funeral industry. Mr. Perine informed the Board about many topics that were discussed during the conference and how Board members benefited from training administered during the annual conference. Mr. Perine encouraged all board members to consider attending board member training during the next annual conference.

Mr. Perine presented the Board with the expense report for the International Conference of Funeral Service Examining Boards 120th Annual Meeting.

Out of State 0400 Travel Budget: \$12,000.00

Out of State 0400 Travel Actual: \$8,056.46

Training/Registration 0916: \$3,650.00

Total Actual: \$11,706.46

Board members that attended the meeting were Bry'Onda Collins, J. Douglas Williams, J. Eddie Seal, Randall P. Anderson, and Karen Jones Smith. Mr. Perine, E. Denise Grogan, and Laura Sullivan were also in attendance.

Legal Compliance Audit

Mr. Perine discussed the legal compliance audit that was completed by the Examiners of Public Accounts on February 23, 2024. The examiners found three minor concerns and made

recommendations to Mr. Perine for correcting the findings.

State of Economic Interest

Mrs. Grogan discussed with the Board that all members are required to complete a Statement of Economic Interest that was due by April 30, 2024. This statement was mandatory for all members of the Board. If a board member does not complete the statement by April 30, 2024, it is considered a Class A Misdemeanor. Mrs. Grogan expressed the importance of the statement and that the Ethics Committee is reliant upon these statements.

State Board Member Training

Mrs. Grogan also discussed with the Board that all members are required to complete State Board Members Training by April 30, 2024. The Examiners of Public Accounts Board/Commission provided virtual training for the 2023-2024 training and will keep record of those who logged in and completed the training. Participation in the training will be documented in the Board’s Sunset Report to the Sunset Committee.

AFDA Legislative Request

Mr. Perine informed the Board of a letter submitted to the Board by the Alabama Funeral Director’s Association Legislative Committee. The letter is explaining that the committee is proposing a requirement that physicians that may possibly require doctors who certify a death in the State of Alabama to be registered on the State of Alabama Electronic Death Registration System (EDRS) and complete the certifier portion of the death certificate. The committee wants to get this proposal in the next session and Mr. Perine informed the Board that several meetings need to take place for that to happen. A motion was made to start the process and begin meetings by Mrs. Haskell, seconded by Mrs. Collins. The motion passed unanimously.

Other Business/Adjournment

Mr. Williams asked for any further questions, comments, and concerns from those in attendance. Being none, a motion was made by Mr. Seal to adjourn and reconvene on July 9th at 10:00 am. The motion was seconded by Mrs. Arrington. Being no further discussion, the motion passed unanimously. The meeting adjourned at 11:05 am.

Minutes submitted by: Laura Sullivan.

J. Douglas Williams, Chair

Charles M. Perine, Executive Director