



## **ALABAMA BOARD OF FUNERAL SERVICES**

### **Joint Division Meeting Minutes**

July 9, 2024

#### **Prior Notice**

Prior notice of the July 9, 2024, fourth 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 June 6, 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 Mr. Sorrells to lead all in attendance in the Pledge of Allegiance to the American flag which was followed by an invocation offered by Mr. Anderson.

#### **Call to Order**

##### **Roll Call of the Board**

Mr. Williams, chair, asked Mrs. Grogan for a roll call to establish a quorum. The following members were present: Kenneth Bishop, Terry Sorrells, J. Douglas Williams, Karen Jones Smith, James Seal, Rachel Arrington, Sandra Hill, Brian Shake, Randal Anderson, Michael Morrison, Byr'Onda Collins, and Jennifer Haskell.

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

The following members were absent: Lance Brooks and Bobby Burt.

#### **Welcome/Remarks by the Chair**

With a quorum established, Mr. Williams called to order the fourth quarterly business meeting of fiscal year 2024 at 10:54 AM. Mr. Williams excused the absence of the members who were not present 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 July 9, 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. Sorrells 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 April 9, 2024, meeting. Ms. Hill made a motion, seconded by Ms. Jones Smith to accept the minutes as presented. Being no discussion, the motion passed unanimously.

## **Old Business**

### **Computer System**

Mr. Perine stated the final merge of preneed data was completed in the licensing system and renewals began July 1<sup>st</sup>. Mr. Perine stated the old system did not accommodate preneed and a new system was required with the addition of preneeds. He stated there were a few bumps but anything new requires adjustments and patience. Instructions were provided to all licensees that would have prevented many of the problems occurring with logging in. Mr. Perine stated bugs were being worked through and renewals would still be received via paper.

### **Fence**

Mr. Perine stated that the installation of the fence enclosure for vehicles which was awarded in April was delayed due to materials being on backorder.

### **AFDA Legislative Request**

Mr. Perine stated the Alabama Funeral Directors Association's legislative committee requested that the Board look into possible legislation addressing doctors that do not signing death certificates in a timely manner. He stated he had spoken with the Executive Director of the Medical Examiners Board who agreed to meet and discuss possible remedies before addressing legislation.

### **Amended Travel Policy**

In January the Board voted to use per diem for travel instead of actual expenses. Mr. Perine stated that employees would now use the Concur travel system which were actual expenses. Employees are issued a state travel card for hotel expenses, rental cars but the expenses must have prior approval. He stated the Board members would still receive per diem, but the employees would receive approved actual expenses through the concur system. Employees would receive the CONUS rate from meals and no per diem. Mr. Anderson made a motion, seconded by Ms. Collins to accept the amended travel policy as presented. Being no discussion, the motion passed unanimously.

## **Employment Matters**

### **Licensing/Regulatory Compliance Field Officer**

The specs for the Licensing/Regulatory compliance officer were drafted after meeting with state personnel. Based on the specs developed by personnel, the job qualifications would be written and then put out to begin building the registry to fill the position.

### **Administrative Staff-Financial Specialist**

During the April meeting the Board voted to hire Courtney Smith as a financial specialist. Mr. Perine introduced Ms. Smith to the Board members. He stated she would be handling accounts receivable, accounts payable, and would be the licensing coordinator.

## Financial Report

Mr. Perine reported the following for the 3<sup>rd</sup> quarter of fiscal year 2024 as of July 1, 2024.

<b>Fund 1785 (April 1, 2024 – July 1, 2024)</b>	
Total Cash on Hand	\$60,715.45
Total Qtr. Revenue (April-July)	\$0.00
Total Qtr. Expenses (April-July)	\$0.00
Total Expense Budget	\$0.00
Total Re-Appropriation	\$0.00
Total Deferred Revenue Transferred to 0360	\$0.00

<b>Fund 0362 (April 1, 2024 – July 1, 2024)</b>	
Total Cash on Hand	\$1,279,258.17
Total Qtr. Revenue (April-July)	\$180,001.42
Total Qtr. Expenses (April-July)	\$239,773.14
Total Expenses 13 <sup>th</sup> Accounting Period	\$0.00
Total Expense Budget	\$936,037.00
Total Re-Appropriation	\$141,025.00
ADPH Grant Expenses	\$30,00.00
Total DOI Transfer In	\$255,000.00
Total Budget	\$1,107,062.00

<b>Active License Count (April 1, 2024 - July 1, 2024)</b>			
License/Certification/Registration	Active	Application received	License issued
App Director	320	54	47
App Embalmer	197	39	30
Funeral Director	1583	32	27
Embalmer	883	17	15
Cremationist	357	17	14
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	4	2	2
Establishments	474	3	3
CE provider	39	0	1
Total	3896	165	139
Certificate of Authority	239	0	2
Crematories	73	0	0
Total with preneed	5423	0	107
Background checks FY YTD	225		
FD/EM/CREM	148	Preneed	77

<b>Inspections YTD Funeral</b>	
Completed (Funeral)	30
Compliant	24
Non-complaint	6
Need Reinspection	0
Board Notice	0
Citations (0)	\$0.00

<b>Complaints Received YTD</b>					
Funeral		Preneed		Cemetery	
Received	38	Received	14	Received	29
Resolved	13	Resolved	0	Resolved	0
Reprimand/Consent	2	Reprimand/Consent	0	Reprimand/Consent	0
Pending	17	Pending	14	Pending	29
Closed-Complainant request	3	Closed-Complainant request	0	Closed-Complainant request	0
Not enough evidence	6	Not enough evidence	0	Not enough evidence	0
Unable to verify	4	Unable to verify	0	Unable to verify	0
Resolved by parties	6	Resolved by parties	0	Resolved by parties	0
No jurisdiction	1	No jurisdiction	0	No jurisdiction	0
Held in abeyance	1	Held in abeyance	0	Held in abeyance	0
<b>Alabama Exam FY24 YTD</b>					
Alabama Funeral Director				50	
Alabama Embalmer				8	
State Law Exam FD/EM				38	
State Law Exam Cremationist				48	

<b>Preneed</b>					
	Total	New App	Approved	Canceled	Reports Filed
Certificates of Authority	240	2	2	0	239
Branches	115	0	0	0	64
Preneed Sales Agent	987	56	47	0	0
Cemeteries (End/COA?)*	184	0	0	0	125
Audits YTD	1				
Total	1527				
<b>*DOI number</b>					
Preneed Reports	Filed	Late	No File		
Semi-Annual	184	31	25		
Late Invoiced/Billed (31)		\$21,600.00			
Collected (16)		\$14,900.00			
Unpaid (15)		\$6,700.00			
No File (25) Consent Agreements		\$62,500.00			
Paid		\$50,000.00	125		
Outstanding		\$12,500.00			
Endowment Care					
No Report, consent agreement, or payment					1
Only report-no consent agreement or payment					3
Report and signed consent agreement-no payment					1
Report and payment-no signed consent agreement					3
Report, payment, and signed consent agreement					17

Ms. Haskell made a motion, seconded by Ms. Collins to accept the Executive Director report as presented. Being no discussion, the motion passed unanimously.

**Financial Specialist Probation to Permanent**

Mr. Perine stated Ms. Smith was hired in April and her probation would end in August. Having said that he reminded the Board that they would not meet again until October and requested that pending a good evaluation Ms. Smith be moved from temporary to permanent with a 2-step increase. Ms. Haskell made a motion, seconded by Mr. Seal that pending a good evaluation Ms. Smith be moved from temporary to permanent with a 2-step raise. Being no discussion, the motion passed unanimously.

**Other Business****Questions****Adjournment**

Mr. Williams asked for any questions from those in attendance, being none, A motion to adjourn the meeting and reconvene on October 8, 2024, at 10:00 AM was made by Mr. Shake and seconded by Mr. Anderson. The motion passed unanimously. The meeting adjourned at 11:23 AM.

Minutes submitted by: E. Denise Grogan.

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J. Douglas Williams, Chair

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Charles M. Perine, Executive Director