



Joint Meeting Minutes October 8, 2024

Prior Notice

Prior notice of the October 08, 2024, first quarterly board meeting of fiscal year 2025 was posted on the Secretary of State website January 17, 2024, and the information was distributed to licensees via the quarterly newsletter on August 30, 2024. The meeting was held at 10:00 AM in the Board's office located at 4276 Lomac Street, Montgomery, Alabama 36106.

Pledge of Allegiance and Invocation

At 10:00 AM, Mr. J. Douglas Williams asked everyone in attendance to stand and asked Mr. Lance Brooks to lead everyone in reciting 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. Laura Sullivan for a roll call to establish a quorum. The following members were present: Kenneth Bishop, Jr., Brian Shake, Terry Sorrells, Lance Brooks, Randall Anderson, J. Douglas Williams, Michael Morrison, J. Eddie Seal, Bry'Onda Collins, and Bobby Burt.

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: Karen Jones Smith, Rachel Arrington, Sandra Hill, and Jennifer Haskell.

Welcome/Remarks by Chair

With a quorum established, Mr. Williams called to order the first quarterly joint business meeting of fiscal year 2025. 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 October 08, 2024, meeting. Mr. Williams asked if any member had any conflict of interest with any items on the agenda. Being none, Mr. Brooks 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. Williams asked the members to review the minutes of the July 09, 2024, Board meeting. After review, Mr. Sorrells made a motion, seconded by Mr. Seal, to approve the minutes of the July 09, 2024, Board meeting. Being no discussion, the motion passed unanimously.

Old Business

Computer System

Mr. Perine informed the board members and all present that while everyone experienced a challenging time with navigating the new system, this was the only system available that could incorporate the preneed data that was coming over. Mr. Perine discussed the possibility of The Office of Information Technology creating a system from scratch exclusively for the Board of Funeral Services, but this option is only in the very preliminary stages.



Fence

Mr. Perine informed the board members that the fence was installed after being delayed due to materials being on backorder. Mr. Perine encouraged the board members to see the fence at the end of the business meeting.

Employment Matters

Mr. Perine informed the board members that they are in the final stages for creating the exam for the Licensing/Regulatory Compliance Field Officer position. It will be a merit position and once the exam is complete, the position will have open registration meaning, anyone can apply at any time for the position. Applicants will be placed in a registry pool to be eligible for employment.

Executive Director Report

Financial Report

Mr. Perine reported the following for the 4th quarter of the fiscal year 2024 as of October 01, 2024.

	Fund 1785	Fund 0362
Total Qtr. Revenue (July-September):	\$0.00	\$1,046,979.91
Total Qtr. Expenses (July-September):	\$0.00	\$163,436.21
Deferred Revenue transferred to 0369	\$0.00	\$0.00
Total Cash on Hand:	\$60,715.45	\$2,165,801.87
Total Expense Budget:	\$0.00	\$936,037.00
Total Re-Appropriation:	\$0.00	\$141,025.00
ADPH Grant:	\$0.00	\$30,000.00
Total Budget:	\$0.00	\$1,107,062.00

ADPH Grant

Org	Total	Expense	Remaining
ABFS	\$22,500.00	\$22,500.00	\$0.00
AFDA	\$2,500.00	\$2,500.00	\$0.00
AFDMA	\$2,500.00	\$2,500.00	\$0.00
ACA	\$2,500.00	\$2,500.00	\$0.00
Total:	\$30,000.00	\$30,000.00	\$0.00

DOI Transfer to Fund 0362 YTD: \$300,000.00

Mr. Perine reported the following for the 1st quarter of fiscal year 2025, as of October 04, 2024.

	Fund 1785	Fund 0362
Total Qtr. Revenue (October - December):	\$0.00	\$0.00
Total Qtr. Expenses (October - December):	\$0.00	\$0.00
Total QTR Expense (13 th Accounting period)	\$0.00	\$28,173.54
Deferred Revenue transferred to 0369	\$0.00	\$0.00
Total Cash on Hand:	\$60,715.45	\$2,137,628.33
Total Expense Budget:	\$0.00	\$1,037,651.00
Total Re-Appropriation:	\$0.00	\$0.00
ADPH Grant:	\$0.00	\$30,000.00
Total Budget:	\$0.00	\$1,067,651.00



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ADPH Grant

Org	Total	Expense	Remaining
ABFS	\$25,000.00	\$25,000.00	\$0.00
AFDA	\$2,500.00	\$2,500.00	\$0.00
AFDMA	\$2,500.00	\$2,500.00	\$0.00
Total:	\$30,000.00	\$30,000.00	\$0.00

DOI Transfer to Fund 0362 YTD: \$0.00

License Count

License	Active Count	App Received YTD	License Issued YTD	
Apprentice Director	205	105	89	
Apprentice Embalmer	131	78	68	
Funeral Director	1436	79	57	
Embalmer	837	39	31	
Cremationist	326	33	29	
Practical Embalmer	27	0	0	
SP WP FD	0	1	1	
SP WP EM	0	2	2	
SP WP Cremationist	0	0	0	
Mortuary Services	3	2	2	
Establishments	474	3	4	
CE Provider	39	0	0	
Total:	3478	342	283	
Total Crematories	73			
		Pending	Expired	
Certificate of Authority	179	25	34	
Branches	100	2	19	
Preneed Sales Agent	573	64	494	
Endowment Care	184	0		
Total:	1036			
Total Active Licenses:	4587			
	COA	Branch	PSA	
App. For Surrender	1			
Deficiency Letter	22	11		
No Renewal Submitted	11			
Pending Approval			64	
Background Checks FY24 YTD	341	FD/EM/CM	220	
			Preneed	121

Inspection/Audits

Inspection FY24 YTD		Exams FY24 YTD	
Completed	483	Alabama Funeral	66
Compliant	331	Alabama Embalmer	13
Non-Compliant	112	LRR FD/EM	60



Need Reinspection	0		LRR Cremationist	52
Board Notice	0			
Inspection Citation	\$7,000.00		Preneed Audits	2

Complaints FY24 YTD

	Funeral	Preneed	Cemetery
Received	48	15	36
Resolved	29	8	30
Reprimand/Consent	2	0	0
Pending	17	7	6

	Funeral	Preneed	Cemetery
Closed at Complainant Request	3	0	0
Not enough evidence	7	2	2
Unable to Verify	5	0	0
Resolved by parties	10	4	0
No Jurisdiction	1	2	28
Held in abeyance	1	0	0

After discussion, Mr. Morrison made a motion, seconded by Mr. Sorrells to accept the Executive Director’s report. The motion passed unanimously.

Property Acquisition Fund Transfer

Mr. Perine informed the board members that a transfer to the Property Acquisition Fund (1785) must be made based on a percentage of fiscal year 2024 receipts (\$1,470,485.99). After discussion, Mr. Brooks made a motion, seconded by Mr. Seal to transfer 3% of the fiscal year 2024 receipts into the Property Acquisition Fund (1785), which is \$44,114.58. Being no further discussion, the motion passed unanimously.

Jefferson County Coroner/Medical Examiner Commission

Mr. Perine informed the board that the Jefferson County Coroner/Medical Examiner Commission has a statue in place that requires the Board to appoint 2 embalmers to the Commission for a period of three years. In the past, Dr. Counce and Ms. Arrington have served those positions for multiple terms. This year, Ms. Arrington wishes to no longer serve in the position. Dr. Counce is still willing to serve in the position for another three years. After discussion, Mr. Anderson made a motion, seconded by Mr. Shake to appoint Mrs. BryOnda Collins to the Jefferson County Coroner/Medical Examiner Commission as an embalmer for the Commission. The motion passed unanimously with Mrs. Collins abstaining from the vote.

Request to Appear

On August 29, 2024, the board received notice from Mr. John Grubbs requesting that he may come before the board during the business meeting to discuss his concerns. Mr. Grubbs received confirmation of his approval to come before the board on September 04, 2024. Mr. Grubbs appeared before the board to ask questions of ambiguity he feels exist when it comes to the practices of a licensed embalmer and a licensed funeral director and preparing a deceased for public viewing. The board informed Mr. Grubbs that the practices of both license types are based on



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the teaching found throughout mortuary schools across the nation. At the end of the discussion, Mr. Grubbs expressed that he felt his questions were answered to his acceptance and understanding.

Executive Session

To consider the discipline or dismissal of, or to hear formal written complaints or charges brought against a public employee and to discuss with legal counsel the legal ramifications of and legal options for pending litigation. The board's legal counsel declared that the discussion of a pending litigation warrants an executive session and recommends that the board enter into executive session. Mr. Anderson made a motion, seconded by Mr. Shake to enter into executive session for 1 hour to discuss pending litigation and to discuss job performance of a public employee. The motion passed unanimously. At 11:16 AM, the board entered into executive session. At 12:03 PM, Mr. Williams called the business meeting back to order.

Other Business/Adjournment

Mr. Williams addressed the board and asked for any further questions, comments, or concerns. Being none, Mr. Sorrells made a motion, seconded by Mr. Seal to adjourn the business meeting and reconvene on January 07, 2025, at 10:00 AM. The motion passed unanimously. The meeting adjourned at 12:04 PM.

Minutes Submitted by: Laura Sullivan

J. Douglas Williams, Chair

Charles M. Perine, Executive Director