



Joint Meeting Minutes January 7, 2025

Prior Notice

Prior notice of the January 07, 2025, second 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 December 11, 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 lead everyone in reciting the Pledge of Allegiance to the American Flag which was followed by an invocation offered by Mr. Lance Brooks.

Call to Order

Roll Call of the Board

Mr. Williams, Chair, asked Ms. Denise Grogan for a roll call to establish a quorum. The following members were present: Kenneth Bishop, Jr., Terry Sorrells, Lance Brooks, Randall Anderson, J. Douglas Williams, Michael Morrison, J. Eddie Seal, Bry'Onda Collins, Sandra Hill, and Jennifer Haskell.

Staff present: Charles Perine, Executive Director; E. Denise Grogan, Associate Executive Director—Funeral Division, recording; 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, Brian Shake, and Bobby Burt.

Welcome/Remarks by Chair

With a quorum established, Mr. Williams called to order the second 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 January 07, 2025, meeting. Mr. Williams asked if any member had any conflict of interest with any items on the agenda. Being none, Mr. Bishop made a motion, seconded by Mr. Brooks 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 October 08, 2024, Board meeting. After review, Mr. Brooks made a motion, seconded by Mr. Sorrells, to approve the minutes of the October 08, 2024, Board meeting. Mrs. Haskell abstained from voting to approve the minutes. Being no discussion, the motion passed.

Old Business



License and Regulatory Compliance Field Officer

Mr. Perine informed the board members and all present that we have been working with the Personnel Board over the last 10 months to establish this position for the Board and the groundwork is almost completed. Mr. Perine is looking forward to being able to post the job position very soon.

Executive Director Report

Financial Report

Mr. Perine reported the following for the 1st quarter of the fiscal year 2025 as of January 01, 2025.

	<u>Fund 1785</u>	<u>Fund 0362</u>
Total Qtr. Revenue (October-December):	\$44,114.58	\$187,853.00
Total Qtr. Expenses (October-December):	\$0.00	\$288,301.77
Total Cash on Hand:	\$104,830.03	\$2,065,353.10
Total Expense Budget:	\$0.00	\$1,067,651.00
Total Re-Appropriation:	\$0.00	\$285,280.00
Total Budget:	\$0.00	\$1,352,931.00

Grant Total from ADPH: \$30,000.00

Disbursements: \$30,000.00

 ABFS: \$25,000.00

 AFDA: \$2,500.00

 AFDMA: \$2,500.00

 Remaining: \$0.00

DOI Transfer In (FY2024): \$300,000.00

DOI Transfer In (FY2025): \$75,000.00

DOI Transfer In (FY2026): \$0.00

DOI Transfer In (FY2026): \$0.00

Active License Count as of January 01, 2025:

License	Active Count	Applications Received YTD	
Licenses Issued YTD:			
Apprentice Funeral Directors:	252	21	27
Apprentice Embalmers:	161	11	17
Licensed Funeral Directors:	1486	11	19
Licensed Embalmers:	859	8	11
Licensed Cremationists:	333	5	5
Licensed Practical Embalmer:	27	0	0
Special Work Permit Funeral Directors:	1	1	1
Special Work Permit Embalmers:	1	1	1
Special Work Permit Cremationists:	0	0	0
Licensed Mortuary Services:	4	2	0



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Licensed Establishments:	471	5	2
Continuing Education Providers:	39	0	0
Certificates of Authority:	222	2	2
Branch Registrants:	108	2	0
Preneed Sales Agents:	721	41	54
Cemeteries (End/COA)*:	184	0	0
Inactive Certificates of Authority:	61		
Inactive Branch Registrants:	29		
Total Crematories	73	1	1
Background Checks FY2025 YTD:	81		
FD/EM/CM-40			
Preneed-38			
Return-3			

Inspections YTD:
 Completed Funeral: 9
 Directors: 17
 Completed Preneed: 7
 Compliant: 7
 Non-Compliant: 2
 Need Reinspected: 0
 Board Notice: 0
 Inspection Citation: 0
 New Establishment: 2
 New Crematory: 1
 Pending Mini Exam: 1
 Pending Full Exam: 1

Exams FY2025 YTD:
 Alabama Funeral

 Alabama Embalmer: 5
 LRR FD/EM: 30
 LRR Cremationist: 0

Complaints FY2 YTD:			
	Funeral	Preneed	Cemetery
Received	9	4	0
Resolved	2	0	0
Reprimand/Consent	4	0	0
Pending	16	11	5
Closed at complainant request	0	0	0
Not enough evidence	1	0	0
Unable to verify	0	0	0
Resolved by parties	1	0	0
No jurisdiction	0	0	0



Held in abeyance	2	0	0
Letter of reprimand	0	0	0
Consent Agreement	0	0	0
Administrative Hearing	0	0	0

After discussion, Mrs. Haskell made a motion, seconded by Mrs. Collins to accept the Executive Director’s report. The motion passed unanimously.

Employment Matters

Administrative Support Assistant

Mr. Perine informed the Board of the retirement of Ms. Sherrye Dawson, the Board’s previous Administrative Support Assistant, which became effective on January 01, 2025. Mr. Perine has created a job description based on the duties of Ms. Dawson and has sent the job announcement to the industry. Four interviews have been scheduled following the Board meeting. The Personnel Board requested that the Board also grant hiring authority to the Executive Director following the authority to handle employment matters that was granted to the Executive Director by the Board in the last meeting. After discussion, Mr. Anderson made a motion to give authority to Mr. Perine to hire an Administrative Support Assistant with a grade of 64 and a pay range of \$33,000.00 through \$55,000.00. The motion was seconded by Mr. Sorrels. Being no further discussion, the motion passed unanimously.

Merit Increases

Mr. Perine informed the Board that state employees can be awarded a merit increase in salary on the anniversary of their hire or last merit increase, should the Board vote to do so. Ms. Johnson and Ms. Sullivan were last granted a merit increase February of 2024, and Mrs. Grogan and Mr. Perine were last granted a merit increase July of 2023. Mr. Perine also informed the Board that Ms. Johnson was a merit system employee, so the merit increase was required for her along with her evaluation that was completed by Mr. Perine and Ms. Sullivan. However, Mr. Perine, Mrs. Grogan, and Ms. Sullivan are unclassified employees, so it is at the discretion of the Board. Mr. Perine stated that state employees were granted a Cost of Living raise in October of 2023 and 2024, which moves the employees closer to their salary range cap. Once state employees reach that cap, they can no longer be awarded a merit increase unless it is a special merit request. After discussion, Mrs. Collins made a motion, seconded by Mr. Anderson, to award Ms. Johnson, Ms. Sullivan, Mrs. Grogan, and Mr. Perine a two-step merit increase. After further discussion, the motion passed unanimously.

The International Conference Annual Meeting

Mr. Perine stated to the Board that the International Conference of Funeral Examining Board’s 128th annual meeting is being held in Palm Springs, California, on February 24-28, 2025. Originally, four Board members requested to attend, however, a fifth Board member requested to attend the morning of the meeting. The International Conference is the organization that issues the national board exam for funeral directing and embalming licensure. Mr. Perine notified the Board that because of the addition of the fifth Board member, the request or funding out-of-state travel be increased to \$11,000.00. The organization usually awards a grant to one Board member, however, this year they have decided to award a second grant. The grant will cover the travel expenses for the recipient. The first grant has been awarded to Mr. Anderson. The second grant will be granted to whomever the Board votes to award the



grant. Those two members are not included in the request for funding out-of-state travel. After discussion, Mrs. Haskell made a motion, seconded by Mr. Seal to increase the requested amount to \$11,000.00 and award Mr. Sorrells the second grant. The motion passed unanimously.

Agency Vehicle Purchase

Mr. Perine discussed with the Board that in the Board meeting from January 2024, a motion was made to purchase one vehicle, even though the intent of the Board was to purchase one vehicle per year until the Board had purchased five vehicles. Mr. Perine asked that if it still the will of the Board, that a vote be made to purchase one vehicle per year for the next four years. Following discussion, Mr. Sorrells made a motion, seconded by Mrs. Hill, to purchase one vehicle per year for the next for years. Being no further discussion, the motion passed unanimously.

Interior Lights Upgrade

Mr. Perine discussed with the Board that the office building has lights that are going out. These lights are being phased out so the bulbs cannot be replaced. Therefore, the office light fixtures need to be upgraded to LED lighting. The quote to change all the light fixtures that was given to the Board is \$10,876.49. After a brief discussion, Mrs. Haskell made a motion, seconded by Mr. Sorrells, to upgrade all the light fixtures in the office building to LED lighting. Being no further discussion, the motion passed unanimously.

Legislation

Mr. Perine discussed with the Board that Legislative Session will begin in February. He has been monitoring legislation that may affect the board as a whole. Senate Bill 29, sponsored by Senator Elliott, is being introduced this session. This bill allows for applications of any kind in the state to be automatically approved if no action has been taken on the application from the board within 45 days. If the bill passes, this will affect our Board applications. Mr. Perine also discussed with the Board the need for our Board to introduce a bill in 2026 that will create a funding mechanism to fund the Board with the addition of preneed to the Board.

Proposed Board Meetings 2025-2026

Mr. Perine informed the Board of the proposed dates for the next four Board meetings. After discussion, Mr. Seal made a motion, seconded by Mrs. Hill, to approve the dates for the next four Board meetings as April 1, 2025, July 8, 2025, October 7, 2025, and January 6, 2026. Being no further discussion, the motion passed unanimously.

Other Business

Resolution – Dr. Calvin J. Meadows

Mr. Brooks made a motion, seconded by Mr. Anderson, that A Resolution of Condolences be made in memory of Apostle Dr. Calvin J. Meadows, Pervious Board vice chair from 2013 - 2022. The motion passed unanimously.

Parking Spaces

Mr. Perine informed the Board that the surgery center next door approached him to ask to rent parking spaces from us. After discussion, Mr. Morrison made a motion, seconded by Mr. Anderson, to allow the employees of the surgery center to use our parking lot free of charge, and draw up a contact for liability



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purposes and blocking out the dates for board meetings that the parking lot cannot be used. Being no discussion, the motion passed unanimously.

Executive Session/Adjournment

The board's legal counsel declared that the discussion of a matter regarding the legal ramifications of and legal options for pending litigation, controversies not yet being litigated but imminently likely to be litigated warrants an executive session, and recommends that the board enter into executive session. Mr. Anderson made a motion, seconded by Mrs. Hill to enter into executive session for 30 minutes to discuss a matter regarding legal ramifications of and legal options for pending litigation, controversies not yet being litigated but imminently likely to be litigated. The motion passed unanimously. At 11:51 AM, the board entered into executive session. At 12:20 PM, Mr. Anderson made a motion to adjourn the meeting and reconvene April 1, 2025, seconded by Mrs. Hill. The motion passed unanimously. The meeting adjourned at 12:20 PM.

Minutes Submitted by: Laura Sullivan

J. Douglas Williams, Chair

Charles M. Perine, Executive Director