



# ALABAMA BOARD OF FUNERAL SERVICES

## JOINT MEETING MINUTES

### April 1, 2025

#### **Prior Notice**

Prior notice of the April 1, 2025, third 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 March 07, 2025. The meeting was held at 10:05 AM in the Board's office located at 4276 Lomac Street, Montgomery, Alabama 36106.

#### **Pledge of Allegiance and Invocation**

At 10:05 AM, Mr. J. Douglas Williams asked everyone in attendance to stand and ask Mr. Kenneth Bishop 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, Karen Jones Smith, J. Eddie Seal, Bry'Onda Collins, Bobby Burt, Sandra Hill, 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; Courtney Smith, Financial Specialist; and Brenton Smith, Legal Counsel.

The following members were absent: Rachel Arrington.

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

With a quorum established, Mr. Williams called to order the third 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 April 01, 2025, meeting. Mr. Williams asked if any member had any conflict of interest with any items on the agenda. Being none, Mr. Anderson made a motion, seconded by Mr. Seal 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 January 07, 2025, Board meeting. After review, Mr. Sorrells made a motion, seconded by Mrs. Hill, to approve the minutes of the January 07, 2025, Board meeting. Being no discussion, the motion passed unanimously.

##### **Old Business**

##### **License and Regulatory Compliance Field Officer**

Mr. Perine informed the board members that the Personnel Board needs a decision on the qualifications of the Licensing/Regulatory Compliance Field Officer position so that the job may be posted. After discussion, Mr. Morrison made a motion, seconded by Mrs. Haskell, to approve the qualification of an associate's degree in business, Funeral Service, or Mortuary Science plus 2 years of responsible experience in performing embalming, cremations, and/or mortician-related experience; or licensing regulatory field compliance work-related experience. Being no further discussion, the motion passed unanimously.

### Administrative Support Assistant

Mr. Perine informed the board members that an administrative support assistant had been hired for the open position. Gena Watts joined the board staff on February 01, 2025, as the Administrative Support Assistant.

### Agency Vehicle Purchase/Interior Lighting Upgrade

Mr. Perine informed the board members that a vehicle had been purchased for the year. He also informed the board members that all interior lighting had been replaced in the board office.

### **Executive Director Report**

#### Financial Report

Mr. Perine reported the following for the 2<sup>nd</sup> quarter of the fiscal year 2025 as of March 28, 2025.

	<u>Fund 1785</u>	<u>Fund 0362</u>
Total Qtr. Revenue (January-March):	\$0.00	\$130,246.76
Total Qtr. Expenses (January-March):	\$0.00	\$151,143.76
Total Cash on Hand:	\$104,830.03	\$2,044,456.10
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): \$150,000.00

DOI Transfer In (FY2026): \$0.00

DOI Transfer In (FY2027): \$0.00

Active License Count as of March 28, 2025:

<u>License</u>	<u>Active Count</u>	<u>Applications Received YTD</u>	<u>Licenses Issued YTD:</u>
Apprentice Funeral Directors:	260	40	45
Apprentice Embalmers:	155	23	27
Licensed Funeral Directors:	1471	34	37
Licensed Embalmers:	873	22	19
Licensed Cremationists:	335	16	12
Licensed Practical Embalmer:	27	0	0
Special Work Permit Funeral Directors:	0	1	1
Special Work Permit Embalmers:	0	1	1
Special Work Permit Cremationists:	0	0	0
Licensed Mortuary Services:	4	0	0
Licensed Establishments:	474	9	2
Continuing Education Providers:	39	1	1
Certificates of Authority:	225	5	3
Branch Registrants:	108	2	0
Preneed Sales Agents:	743	78	85
Cemeteries (End/COA)*:	184	0	0
Inactive Certificates of Authority:	46		
Inactive Branch Registrants:	17		
<b>Total:</b>	<b>4961</b>	<b>232</b>	<b>233</b>
Total Crematories	74	1	1

Background Checks FY2025 YTD: 227  
Return-3

Pending Preneed Applications  
Change of Ownership-3  
New COA/Branch-1  
Reactivation-2

Inspections YTD:  
Completed Funeral: 53  
Completed Preneed: 8  
Compliant: 6  
Non-Compliant: 2  
Pending Mini Exam: 1  
Pending Full Exam: 0

Exams FY2025 YTD:  
Alabama Funeral Directors: 27  
Alabama Embalmer: 10  
LRR FD/EM: 56  
LRR Cremationist: 2

Reports  
Financial Waivers-41  
Endowment Care Annual Reports-94  
COA/Branch Annual Reports-168  
Inactive COA Reports-12

Complaints FY2 YTD:

	<u>Funeral</u>	<u>Preneed</u>	<u>Cemetery</u>
Received	10	6	7
Resolved	3	0	0
Reprimand/Consent	0	0	0
Pending	4	3	7
Closed at complainant request	0	0	0
Not enough evidence	1	0	0
Unable to verify	2	0	0
Resolved by parties	0	1	0
No jurisdiction	0	0	0
Held in abeyance	0	0	0
Letter of reprimand	0	0	0
Consent Agreement	0	0	0
Administrative Hearing	2	2	0

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

## **Employment Matters**

### Preneed Support

Mr. Perine informed the Board members that there has been some restructuring of the flow of preneed business within the board office and with that comes the need for another Administrative Support Assistant. Mr. Perine asked that the board grant hiring authority to the Executive Director for the hire of an Administrative Support Assistant. After discussion, Mrs. Haskell made a motion, seconded by Mrs. Collins to grant the Executive Director the hiring authority of an Associate Support Assistant 3 through an Accounting Technician. Being no further discussion, the motion passed unanimously.

### **Licensure System**

Mr. Perine informed the board members that after hearing the feedback from the new licensing system through Thentia, he has sought out alternative options for the licensing system. Mr. Perine met several times with the Office of Information Technology for the state and they informed Mr. Perine that a system could be tailor made for the board for \$196,150.00. There is the option to roll out the system in phases that will bring the cost down. After discussion, Mrs. Haskell made a motion, seconded by Mr. Morrison to move forward with creating a new licensing system. All in favor of the motion: Mr. Bishop, Mr. Sorrells, Mr. Brooks, Mr. Anderson, Mr. Morrison, Mrs. Jones Smith, Mr. Seal, Mrs. Collins, Mr. Burt, Mrs. Hill, and Mrs. Haskell. All opposed of the motion: Mr. Shake. The motion carries.

### **The International Conference Annual Meeting**

Mr. Perine informed the board members of the actual budget as of March 28, 2025, for The International Conference of Funeral Examining Boards 121<sup>st</sup> Annual Meeting. The budget was approved at \$36,500.00. The actual budget as of March 28, 2025, is \$4,317.11. Board members that attended the meeting gave notes on how the meeting took place and the valuable information that was given during the meeting.

### **Legislation**

Mr. Perine discussed with the board members the current legislative session bills that may affect the Board's operations if they get passed. Those bills were SB12, SB29, SB39, SB138, SB193, SB248, SB266, HB48, HB186/SB148, HB472, HB327, SB199, HB22, HB64, HB155, HB165, and SB163. Mr. Perine also encouraged the board members to begin submitting ideas of things that they want to see addressed in a bill that would be introduced by the Board during next year's legislative session.

### **Executive Session**

The board's legal counsel declared that a discussion regarding the legal ramifications of and legal options for pending litigation and controversies not yet being litigated but imminently likely to be litigated warrants an executive session and recommends that the board enter into an executive session. Mrs. Haskell made a motion, seconded by Mrs. Jones Smith to enter into executive session for 30 minutes. Being no discussion, the motion passed unanimously. At 11:27 AM, the board entered into executive session. At 11:53 AM, Mr. Williams called the business meeting back to order.

### **Other Business**

#### **Board Meeting Date Change**

Mr. Perine informed the board members that the board meeting scheduled for July 08, 2025, is conflicting with the National Funeral Director's and Mortician's Association Annual Meeting and recommends that the board reschedule the meeting for that day to July 15, 2025. Mr. Sorrells made a motion, seconded by Mrs. Haskell, to move the next board meeting to July 15<sup>th</sup>, 2025. The motion passed unanimously.

### **Adjournment**

Mr. Williams ask the board members and all present if there were any further questions or comments. Being none, Mr. Brooks made a motion, seconded by Mr. Sorrells to adjourn the meeting and reconvene on July 15<sup>th</sup>, 2025. Being no further discussion, the motion passed unanimously. The meeting adjourned at 11:57 AM.

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J. Douglas Williams, Chair

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Charles M. Perine  
Executive Director