ALABAMA BOARD OF FUNERAL SERVICES
Funeral Division Meeting Minutes

July 16, 2025

Prior Notice

Prior notice of Nominations for the vacancy in District 6 was posted on the Secretary of State website on June 20, 2025, and distributed to licensees via the Board's website on June 20, 2025.

Prior notice of the July 16, 2025, fourth quarterly board meeting of fiscal year 2025 was posted on the Secretary of State website January 9, 2025, and revised on April 1, 2025. Meeting information was posted on the Board's website on April 1, 2025, and distributed to licensees via the quarterly newsletter on June 17, 2025. The meeting was held at 9:00 AM in the Board's office located at 4276 Lomac Street, Montgomery, Alabama.

Nominations

Prior to the regular quarterly meeting, Mr. Perine accepted nominations from funeral directors and embalmer of the state pursuant to Alabama Funeral Service Laws for membership position of District 6 which became vacant on June 7, 2025, due to the death of Mr. James Seal. The following nominations were made:

District 6
Heath Bowen
Cody Caldwell
James Martin

Mr. Perine informed the licensees present that only three (3) names could be sent to the Governor for consideration and the three (3) nominations stated above would be submitted in accordance with §34-13-20.

Pledge of Allegiance and Invocation

Mr. Williams asked Mr. Brooks to lead all in attendance in the Pledge of Allegiance to the American flag which was followed by an invocation offered by Mr. Burt.

Call to Order

Roll Call of the Board

Mr. Williams, presiding officer, asked Mrs. Grogan for a roll call to establish a quorum. The following members were present: Kenneth Bishop, Terry Sorrells, Lance Brooks, J. Douglas Williams, Karen Jones Smith, consumer member, Bobby Burt.

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

The following member was absent: Rachel Arrington, and Sandra Hill.

Welcome/Remarks by the Chair

With a quorum established, Mr. Williams called to order the fourth quarterly business meeting of fiscal year 2025 at 9:00 AM. Mr. Williams excused the absence of the member who was 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 16, 2025, meeting. Mr. Williams asked if any member had a conflict of interest for any items on the agenda, being none, Mr. Sorrells 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 members to review the minutes from the April 1, 2025, meeting. Mr. Brooks made a motion, seconded by Ms. Jones Smith to accept the minutes as presented. Being no discussion, the motion passed unanimously.

Old Business

None

Approval of Licenses

New Licensees

Having passed the state law exam, and having met the passing criteria of the International Conference under the new testing format, Mr. Perine requested to dispense with the reading of the applicant's names and that the individuals listed be considered for approval based on having met the qualifications for licensure in the State of Alabama in accordance with Title 34 Chapter 13 of the *Code of Alabama, 1975* and Administrative Code 395, and be approved for license as a funeral director, and/or embalmer, and/or cremationist. Applicants for licensure: SUSAN PAYNE, MICHAEL COX, AWLAHJADAY AGEE, WILLIAM LAZARE, DELBERT FREEMAN, DEAN SCOTT, KIMBERLY NOLAND, MATTISON LEVELL, LAFAITH PHILLIPS, LYNDSIE WADE, JOE EVANS, JR., SHETINA STEWART, JAY TOWNE, HANNAH HENSON, LARRY MOULTRIE, LAUREN GOLDEN, DONALD INGRAM, BRITTANY MCLEOD, KACI SMITH, VERNA SIMS, TYNARMIA MILLER, KINBERLY JACKSON JULIA JENSEN, BRIAN SIMS, LANCE SHERROD, SHONACI TRAVIS, RODRIGO LOPEZ, JIMMY KIMBROUGH, HALLE BENTLEY, RICKY SHERROD, KIMBERLY JACKSON, MOSHIU KNOX, NATHANIEL DAVIS, ZARA BLAKELY, STEPHEN VERMILYA, JAYDA RANEY, ASHTYN PATE, JESSE MAY PAYNE, VALERI MILLER, AUSTIN GUY, MONICA CRITS. Mr. Sorrells made a motion, seconded by Mr. Brooks to approve the new license. Being no discussion, the motion passed unanimously.

Reactivations

Having met the requirements of the law for reactivation, paid all back fees and penalties, Mr. Perine asked the Board to consider for reactivation as Apprentice Funeral Director and Apprentice Embalmer: COURTNEY LONG. Mr. Brooks made a motion, seconded by Mr. Bishop to approve the reactivations. Being no discussion, the motion passed unanimously.

Having met the requirements of the law for reactivation, paid all back fees and penalties, Mr. Perine asked the Board to consider for reactivation as Funeral Director and Embalmer: JAMES HUTCHESON, MICHAEL

BLACK, RICHARD HIGHTOWER. Funeral Director, Embalmer and Cremationist: REN MAYEAUX. Funeral Director: JANET SMITH and KENNETH PERRY. Mr. Brooks made a motion, seconded by Ms. Jones-Smith to approve the reactivations. Being no discussion, the motion passed unanimously.

Leave of Absence

Mr. Perine informed the Board that MALASYIA DAVIS requested an apprentice leave of absence for medical reasons. Following discussion, Mr. Sorrells made a motion, seconded by Mr. Brooks to grant Ms. Davis a 3 month leave of absence for her funeral director and embalmer apprenticeships. Being no further discussion, the motion passed unanimously.

Extension

Mr. Perine informed the Board that he received a request from MARY WOODS for an extension of her apprenticeship. Mr. Perine stated Ms. Woods in her letter to the Board indicated she had been caring for a sick family member and was requesting an extension of her apprenticeship to complete her education. Mary Wood's reason was verified by letter from family member's doctor. Following discussion, Mr. Burt made a motion, seconded by Ms. Jones Smith to grant Ms. Woods a 12-month extension to her apprenticeship. Being no further discussion, the motion passed unanimously.

Establishments

Mr. Perine asked the Board to consider the following establishments for licensure: AGEE BROTHER'S FUNERAL HOME (CLANTON) (C/O), MOULTON HERITAGE FUNERAL HOME (MOULTON) (NEW), S & H FUNERAL SERVICE (JASPER) (NEW), SHARPLEY-MCCARVER FUNERAL HOME (QUINTON) (NEW), CENTRAL ALABAMA FUNERAL HOME (LINVILLE) (NEW), ZION MEMORIAL FUNERAL HOME (SYLACAUGA) (CREMATORY REGISTRATION), ARMOUR FUNERAL HOME & CEMETERY DBA ARMOUR'S MEMORIAL (ALEXANDER CITY) (C/O), COMMUNITY MEMORIAL FUNERAL HOME (LOCKHART) (NEW), NEPTUNE SOCIETY (BIRMINGHAM) (NEW), NORTHPORT FUNERAL & CREMATION SERVICE (NORTHPORT) (CREMATORY REGISTRATION), WILSON FUNERAL HOME & ON-SITE CREMATORY (CARBON HILL) (C/O), S & K MORTUARY, LLC, SERENITY & KEEPER (DOTHAN) (C/O), LAWRENCE FUNERAL HOME @ PINEVIEW (VALLEY GRANDE) (C/O). Mr. Brooks made a motion, seconded by Mr. Sorrells to approve the establishments and/or registrations. Being no discussion, the motion passed unanimously.

Mr. Perine stated the following establishments had submitted change of ownership but still had not met the requirements of the preneed division related to preneed contracts. Mr. Perine asked the Board to consider the following change of ownership applications contingent on completion of the preneed division requirements: CRESTWOOD FUNERAL HOME (GADSDEN) (C/O), VALHALLA FUNERAL HOME (MIDFIELD) (C/O), ELKINS FUNERAL HOME (FLORENCE) (C/O), ELKINS CHAPEL EAST (KILLEN) (C/O), RIDOUT'S BROWN SERVICE (MOULTON) (C/O). Mr. Sorrells made a motion, seconded by Ms. Jones Smith to approve the change of ownership applications contingent on completion of preneed division requirements. Being no discussion, the motion passed unanimously.

Establishment Denials/Closures

Mr. Perine informed the Board that there were no establishment denials but informed the Board of the two closures listed below. Mr. Burt made a motion, seconded by Mr. Brooks to approve the closures of the establishments listed below. Being no discussion, the motion passed unanimously.

ELLIOTT FUNERAL HOME (MOULTON)

Licensure Exam Stats

Mr. Perine provided the Board with the exam statistics listed below.

Alabama Exam Stats (April 2025 – June 2025) Administered			
Alabama Exams	Pass	Fail	Pass Rate
Funeral Director (18)	14	4	77%
Embalmer (7)	6	1	85.70%
State Law Exam FD/EM (29)	24	5	82.70%
State Law Exam Crematonist (4)	4	0	100%

Discipline

Mr. Perine informed the Board the consent agreements were entered into, in addition to the indicated letters of reprimand. Mr. Sorrells made a motion, seconded by Mr. Brooks to accept the consent agreements and the letters of reprimand. Being no discussion, the motion passed unanimously.

Complaint number	Consent agreements/letters of reprimand	Violation
ABFS24-0019A	$2,500.00 Fine/MFD 6-month probation	34-13-56(a)(2)(dd);34-13-121(a)(2) failed to provide accurate pricing and a statement of goods and services at the conclusion of arrangement conference, failed to complete that state ID from prior to cremation
ABFS24-0019B	$500.00 Fine	34-13-131(a)(2) failed to have a completed state ID form prior to cremation
ABFS24-0040	Resolved prior to hearing date	34-13-56©(2)(dd); 34-13-9(a);34-13-56(c)(2)(dd) resolved prior to complaint being served
ABFS24-0066	$5,000.00 Fine	34-13-56(c)(2)(m);(dd) failed to file a report of death to obtain a burial-transit permit prior to the transportation from the state of Texas, demonstrated incompetence by failing to file a death certificate with local registration district where the death occurred
ABFS25-0019	$1,000.00 Fine/ MFD 2-yr probation	34-13-113(e) failure to liability insurance coverage
ABFS25-0020	$500.00 Fine	34-13-23 395-X-6-.014(2)(b) performed a cremation without completed authorization form from the crematory performing the cremation
ABFS25-0022	Letter of reprimand	34-13-1(a)(42);(44);(45)made changes to statement of goods and services without family consent, discussed insurance documents, requested signatures on documents, signed statement of goods and services without the family's knowledge
ABFS25-0028	$2,500.00 Fine/MFD 2-yr probation	34-13-123;395-X-6-.014(2)(b) failure to use the cremation authorization for of the crematory performing the cremation
ABFS25-0038	Letter of reprimand	34-13-9(a); 34-13-120(e); 34-3-121(j);395-X-6-.06(2)(a); 395--6-.14(4)(a) pricing does not comply with Funeral Rule, failure to maintain required records, failure to complete state ID form, cypress consent for embalming

Mr. Sorrells made a motion and seconded by Mr. Brooks to accept the consent agreements and letters of reprimand as presented. Being no discussion, the motion passed unanimously.

CE Provider/Course Request

Course Request

Mrs. Grogan presented for the Board's approval a list of 206 programs available to licensees, with 14 of those courses given interim approval pursuant to Alabama Funeral Service Administrative Code 395-X-1-.04. Mrs. Grogan informed the Board that there was one program that had questionable content (celebrant training) which had been previously denied on all occasions by the Board. The Board was reminded of licensees who had completed the program stated the training conflicted with the definition and duties of funeral directing and funeral director as defined in §34-13-1. Mr. Brooks made a motion, seconded by Mr. Sorrells to approve the new continuing education courses as presented except the program that contained celebrant training. Being no further discussion, the motion passed unanimously.

Administrative Hearing

Mr. Perine informed the Board of upcoming administrative hearings on August 20, 2025. Mr. Perine asked the Board's will on whether they wanted to reconvene for the administrative hearings or allow them to be heard by an Alabama Administrative Law Judge. No motion required.

Executive Session

At 9: 50 AM, Mr. Sorrells made a motion, seconded by Mr. Brooks to go into executive session for 20 minutes to discuss the good name and character of an applicant. All in attendance were informed that the regular business meeting would reconvene following the executive session. At 10:00 AM with all parties assembled, the meeting was called back to order. Mr. Sorrells made a motion, seconded by Ms. Jones Smith to deny the apprentice funeral director application of Matha Fuller. Being no discussion, the motion passed unanimously.

Other Business/Adjournment

Questions/Adjournment

Being no questions from those in attendance, A motion to adjourn the meeting was made by Mr. Brooks and seconded by Ms. Jones Smith. The motion passed unanimously. The meeting adjourned at 10:01 AM, and would reconvene October 7, 2025, at 9:00 AM.

Minutes submitted by: E. Denise Grogan.

J. Douglas Willlams, Presiding Officer

Charles M. Perine, Executive Director