



ALABAMA BOARD OF FUNERAL SERVICES

FUNERAL DIVISION MEETING MINUTES

October 07, 2025

Prior Notice

Prior notice of the nominations for the replacement of board members was distributed to licensees via the quarterly newsletter on September 08, 2025, and via the board's website.

Prior notice of the October 07, 2025, first quarterly board meeting of fiscal year 2026 was posted to the Secretary of State website on January 09, 2025. Meeting information was distributed to licensees via the quarterly newsletter on September 08, 2025. The meeting was held at 9:00 AM in the Board's office located at 4276 Lomac Street, Montgomery, Alabama 36106.

Nominations

At 8:48 AM, prior to the regular quarterly board meeting, Mr. Perine accepted nominations from funeral directors and embalmers of the state pursuant to Alabama Funeral Service Laws for membership position of Districts 3, 4, 6, and 7 of the Funeral Division, which will become vacant on December 31, 2025; and Mr. Perine accepted nomination from preneed sales agents and cemetery authorities of the state pursuant to Alabama Funeral Service Laws for membership position of Seats 1 and 2 of the Preneed Division, which will become vacant on December 31, 2025, due to the terms expiring. Mr. Perine informed all present that only three (3) names per district or seat could be sent to the Governor for consideration and the nominees stated below would be submitted in accordance with §34-13-20. The following nominations were made:

Funeral Division			
<u>District 3</u>	<u>District 4</u>	<u>District 6</u>	<u>District 7</u>
James Martin	James Douglas Williams	Zachoria Wilson	Crystal Whitfield
William Bodiford	Korey Hameen	Heath Bowen	Howard Johnson
Howard Burton	Joseph Martin	Cody Caldwell	Kenneth Martin

Preneed Division	
<u>Seat 1</u>	<u>Seat 2</u>
Bry'Onda Collins	Brian Shake
Roderick Bumpers	James Kahalley
Corey Nelson	David Smith

Pledge of Allegiance and Invocation

At 9:09 AM, Mr. J. Douglas Williams, presiding officer, asked all present to stand, and asked Mr. Lance Brooks to lead all in attendance in 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 asked Ms. Laura Sullivan for a roll call to establish a quorum. The following members were present: Kenneth Bishop, Jr., Lance Brooks, J. Douglas Williams, Karen Jones Smith, and Bobby Burt.

Staff present: Charles Perine, Executive Director; Laura Sullivan, Associate Executive Director, recording; Octavia Johnson, Accountant; Courtney Smith, Financial Specialist; Haleigh Smith, Accounting Technician; Latricia Harris, Licensing/Regulatory Compliance Field Officer; Michael Scott Powell, Licensing/Regulatory Compliance Field Officer; and Brenton Smith, Legal Counsel.

The following board members were absent: Terry Sorrells, Rachel Arrington, and Sandra Hill.

Mr. Perine rose on a point of personal privilege, allowed by Mr. Williams, to acknowledge and show appreciation to Mr. Lance Brooks and Ms. Rachel Arrington by presenting them with a Certificate of Appreciation in honor of their service to the Alabama Board of Funeral Services.

Welcome/Remarks by Chair

With a quorum established, Mr. Williams called to order the first quarterly funeral division business meeting of fiscal year 2026. 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 07, 2025, 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 Mr. Burt 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 16, 2025, board meeting. After review, Mr. Bishop made a motion, seconded by Mrs. Jones Smith, to approve the minutes of the July 16, board meeting. Being no discussion, the motion passed unanimously.

Approval/Denial of Licenses

New Licenses

Having passed the state law exam, and having met the passing criteria on the licensure exam or having met the requirements for licensure by reciprocity, Mr. Perine asked the board to consider the following individuals be approved for licensing as a funeral director, embalmer, or cremationist: Jerald Shutz, Nedra Craft, Blake Montgomery, Brittany Steele, Carl Dorrough, Christa Eastman, Elizabeth Biel, Ellexas Sambenedetto, Brandon Bell, Elizabeth Dempsey, Emily Whittig, Haleigh Burks, Hollie Owens, Gabriel Maxwell, Courtney Long, Jesse Payne, Joh Parrack, Kenneth Martin, Kimberly Stewart, Joe Powell, Joshua Williams, Kimberly Bradshaw, Lawana Tyus, Jalisa Hill, Leonard Murphy, Zachary Fricks, Timothy Barnes, Stacey Simpson, Sarah Boling, Johnnie Walley, Kimberly Stewart, Kristofer Lassiter, Madison Allen, Olicia McCord, Orlando Johnson, and Delbert Freeman. Mr. Brooks made a motion, seconded by Mr. Bishop, to approve the licensure of the individuals listed above as a funeral director, embalmer, or cremationist. Being no discussion, the motion passed unanimously.

Apprentice License Reactivation

Having met the requirements for reactivation of an apprenticeship license, Mr. Perine asked the board to consider the following individual be approved for reactivation of apprenticeship licensure for funeral director and embalmer: Byron Couch. Mr. Brooks made a motion, seconded by Mrs. Jones Smith, to approve the reactivation of apprenticeship licensure for funeral director and embalmer for Byron Couch. Being no discussion, the motion passed unanimously.

Permanent License Reactivation

Having met the requirements for reactivation of a permanent license, Mr. Perine asked the board to consider the following individuals be approved for reactivation of a permanent licensure for funeral director, embalmer, or cremationist: Stephanie Wyatt, Byron Couch, Khadijah Boyd. Mrs. Jones Smith made a motion, seconded by Mr. Brooks, to approve the reactivation of permanent licensure for funeral director, embalmer, or cremationist for the individuals listed above. Being no discussion, the motion passed unanimously.

New Establishment

Having met the requirements for obtaining an establishment license, Mr. Perine asked the board to consider the following entity be approved for an establishment license: Decatur Brown Service Funeral Home, LLC. Mr. Brooks made a motion, seconded by Mrs. Jones Smith, to approve an establishment license for Decatur Brown Service Funeral Home, LLC. Being no discussion, the motion passed unanimously.

Establishment Closure Pending Preneed Surrender

Mr. Perine informed the board members that Corbitt Funeral Home has elected to voluntarily surrender the establishment license and close operation. Mr. Perine also informed the board that the closure could not take place until the preneed aspect of the business has been properly approved by the board. After brief discussion, Mrs. Jones Smith made a motion, seconded by Mr. Brooks, to accept the voluntary closure of Corbitt Funeral Home, contingent on the approval of the preneed division's change of ownership of the preneed license. Being no further discussion, the motion passed unanimously.

Licensure Exam Stats

Mr. Perine informed the board of the following exam statistics for July – September of the fiscal year 2025:

	Month	Exam Type	Total Exams Given	Total Pass	Total Fail	Pass Percentage	Average
July	July	ALFD	2	0	2	0.00%	
		LRR FD/EM	11	9	2	81.82%	
		LRR CR	1	1	0	100.00%	
		ALEM	2	2	0	100.00%	
TOTALS			16	12	4		70.59%
August	August	ALFD	7	6	1	85.71%	
		LRR FD/EM	10	8	2	80.00%	
		LRR CR	0	0	0		
		ALEM	2	2	0	100.00%	
TOTALS			19	16	3		84.21%
September	September	ALFD	7	6	1	85.71%	
		LRR FD/EM	10	10	0	100.00%	
		LRR CR	0	0	0		
		ALEM	0	0	0		
TOTALS			17	16	1		94.12%
GRAND TOTAL			52	44	8	Pass: 84.62% Fail: 15.38%	

Discipline

Mr. Perine presented the following amended consent agreement to the board for approval. The amendment gave a payment schedule to the establishment for payment of the fines detailed in the consent agreement.

Complaint Number	Consent Agreements/ Letters of Reprimand	Violation
Amended ABFS25-0019	\$1,000.00 Fine/MFD 2-year probation	34-13-113(e): failure to obtain liability insurance coverage
Amended ABFS25-0028	\$2,500.00 Fine/MFD 2-year probation	34-13-123; 395-X-6-.14(2)(b): failure to use the cremation authorization for the crematory performing the cremation
		<p style="margin-left: 40px;">a. \$1,50000 due on September 07, 2025;</p> <p style="margin-left: 40px;">b. \$500.00 due on the 7th day of the month until the total fine amount is paid in full;</p> <p style="margin-left: 40px;">c. All payments must be received in the Board's office on the dates provided above and submitted by either a certified check or money order.</p>

After a brief discussion, Mr. Brooks made a motion, seconded by Mr. Bishop, to approve the amended consent agreement as presented. Being no further discussion, the motion passed unanimously.

Continuing Education Provider Request/Course Request

Mr. Perine presented the board with a list of 6 continuing education providers and 30 continuing education courses for consideration and approval, totaling 42.5 hours; and with 4 of the courses being given interim approval by Mr. Perine due to the date the courses were offered to licensees, pursuant to Alabama Code 395-X-1-04. Mr. Perine informed the board that there was no questionable content submitted with the courses. Mr. Burt made a motion, seconded by Mr. Bishop to approve the 42.5 hours of continuing education courses as presented. Being no further discussion, the motion passed unanimously.

Other Business/Adjournment

Mr. Perine addressed the board and asked for any further questions, comments, or concerns. Being none, Mrs. Jones Smith made a motion, seconded by Mr. Burt to adjourn the business meeting and reconvene on January 06, 2026, at 9:00 AM. Being no discussion, the motion passed unanimously. The business meeting adjourned at 9:25 AM.

Minutes submitted by: Laura Sullivan.

Presiding Officer

Charles M. Perine, Executive Director