



# ALABAMA BOARD OF FUNERAL SERVICES

## JOINT MEETING MINUTES

### October 07, 2025

#### **Prior Notice**

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 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, chair, 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 rollcall to establish a quorum. The following members were present: Kenneth Bishop, Jr., Lance Brooks, J. Douglas Williams, Karen Jones Smith, Bobby Burt, Brian Shake, Randall Anderson, Michael Morrison, and Bry'onda Collins.

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, 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 2026. Mr. Williams welcomed all in attendance.

#### **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 Mrs. Jones Smith 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, Mrs. Jones Smith made a motion, seconded by Mr. Bishop, to approve the minutes of the July 16, board meeting. Being no discussion, the motion passed.

Mr. Perine informed the board that an amendment needed to be made to the minutes from the joint business meeting from October 08, 2024, due to a motion and vote not being recorded after an executive session. Mr. Perine presented the board with the original minutes as well as the amended minutes. After discussion, Mr. Anderson made a motion, seconded by Mrs. Collins, to approve the amended minutes from October 08, 2024, joint business meeting.

## Old Business

### Licensing/Regulatory Compliance Field Officers

Mr. Perine informed the board that following the July business meeting, a hiring committee was formed and interviews were held August 06, 2025, for applicants who applied through the State Personnel Board to be placed on the registry for a licensing/regulatory compliance field officer. Of the twelve (12) names were on the registry, 6 were interviewed by the hiring committee. The committee sent offers to two individuals, Mrs. Latricia Harris, and Mr. Michael Scott Powell, who both accepted the positions and began employment on October 01, 2025. Mr. Perine opened the floor for Mr. Powell and Mrs. Harris to allow them to introduce themselves to the board members and answer any questions the board may have.

Mr. Perine also introduced Ms. Haleigh Smith to the board members as the Accounting Technician for the board. Mr. Perine opened the floor for Ms. Smith to introduce herself to the board and answer any questions the board may have.

## Executive Director Report

### Financial Report

Mr. Perine reported the following financial report for the 4<sup>th</sup> quarter of fiscal year 2025 as of October 01, 2025:

	<u>Fund 1785</u>	<u>Fund 0362</u>
Total Qtr. Revenue (July-September):	\$0.00	\$223,923.00
Total Qtr. Expenses (July-September):	\$0.00	\$170,738.16
Total Cash on Hand:	\$104,830.03	\$1,948,750.79
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

Mr. Perine reported the following financial report for the total fiscal year 2025 as of October 01, 2025:

	<u>Fund 1785</u>	<u>Fund 0362</u>
Starting Cash on Hand:	\$60,715.45	\$2,165,801.87
Total Revenue (FY25):	\$44,114.58	\$699,042.78
Total Expenses (FY25):	\$0.00	\$877,716.36
Ending Cash on Hand:	\$104,830.03	\$1,948,750.79
Total Budget	\$0.00	\$1,352,931.00
Actual Budget	\$0.00	\$866,192.22
Remaining Budget	\$0.00	\$486,738.78

### ADPH Grant FY25:

<u>Organization</u>	<u>Total</u>	<u>Expense</u>	<u>Remaining</u>
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
<b>Total:</b>	<b>\$30,000.00</b>	<b>\$30,000.00</b>	<b>\$0.00</b>

### DOI Transfer to Fund 0362 YTD:

	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>
	\$300,000.00	\$300,000.00		

Mr. Perine reported the following Preliminary Financial Report Totals for fiscal year 2026 as of October 01, 2025:

	<u>Fund 1785</u>	<u>Fund 0362</u>
Starting Cash on Hand:	\$104,830.00	\$1,930,816.21
Total Qtr. Revenue:	\$0.00	\$0.00
Total Qtr. Expenses:	\$0.00	\$0.00
Total Expense Budget:	\$107,000.00	\$1,104,314.00
Total Re-Appropriation:	\$0.00	\$429,429.00
Total Budget:	\$107,000.00	\$1,533,743

Active License Count FY25:

<u>License</u>	<u>Active Count</u>	<u>Applications Received YTD</u>	<u>Licenses Issued YTD</u>
Apprentice Funeral Directors:	188	97	91
Apprentice Embalmers:	111	64	68
Licensed Funeral Directors:	1564	85	81
Licensed Embalmers:	917	54	52
Licensed Cremationists:	360	29	30
Licensed Practical Embalmer:	0	0	0
Special Work Permit Funeral Directors:	0	0	0
Special Work Permit Embalmers:	0	0	0
Special Work Permit Cremationists:	0	0	.00
Licensed Mortuary Services:	5	0	0
Licensed Establishments:	476	1	1
Continuing Education Providers:	39	0	0
Certificates of Authority:	207	10	5
Branch Registrants:	111	3	3
Preneed Sales Agents:	687	171	154
Cemeteries (End/COA)*:	184/125	2	2
Inactive Certificates of Authority:	66		
Inactive Branch Registrants:	22		
<b>Total:</b>	<b>4878</b>		
Total Crematories	74	1	1
Background Checks FY2025 YTD:	388		
Return-3			

Preneed Applications Pending:

	<u>Change of Ownership</u>	<u>New COA/Branch</u>	<u>Endowment Care</u>
	1	1	1
Inspections YTD:	Exams FY25 YTD:		
Complete:	482	Alabama Funeral:	61
Compliant:	371	Alabama Embalmer:	21
Non-Compliant :	111	LRR FD/EM:	116
Need Reinspection:	0	LRR Cremationist:	7
Board Notice:	4		
Inspection Citation:	14	\$8,200.00	
Special Inspection:	15		

Preneed Exams:

	<u>Completed</u>	<u>Compliant</u>	<u>Non-Compliant</u>	<u>Pending</u>
Mini Exam:	20	9	6	5
Full Exam:	2	0	2	4

Preneed Reports Calendar Year 24:

Number of Outstanding Contracts:	178,898
Total Amount of Outstanding Contracts:	\$637,302,033.87
Total New Contracts Written 2024:	17,767

Complaints FY2 YTD:

	<u>Funeral</u>	<u>Preneed</u>	<u>Cemetery</u>
Received	55	29	37
Resolved	40	10	6
Reprimand/Consent	6	0	0
Pending	10	13	31
Pending Admin Action	5	6	

After discussion, Mrs. Jones Smith made a motion, seconded by Mr. Brooks to accept the Executive Director's financial report. The motion passed unanimously.

Property Acquisition Fund

Mr. Perine informed the board that every October, two percent up to seven percent of the total revenue from the previous fiscal year must be placed in the property acquisition fund, pursuant to §34-13-123(1)(2), Code of Alabama 1975. Mr. Perine informed the board that as stated in the previous financial report, the total revenue for fiscal year 2025 was \$699,042.78, and presented the board with the various percentage options to place in the property acquisition fund: 2% - \$13,980.86; 3% - 20,971.28; 4% - 27,961.71; 5% - 34,952.14; 6% - 41,942.57; and 7% - 48,932.99. After a brief discussion, Mr. Brooks made a motion, seconded by Mrs. Jones Smith, to deposit 7% of the total revenue from fiscal year 2025 into the property acquisition fund, totaling \$48,932.99. Being no further discussion, the motion passed unanimously.

**Executive Session**

**Other Business/Adjournment**

Mr. Perine addressed the board and asked for any further questions, comments, or concerns. Being none, 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 for 30 minutes. Mr. Anderson made a motion, seconded by Mrs. Collins to enter into executive session and adjourn the business meeting following the executive session and reconvening on January 06, 2026, at 10:00 AM. Being no discussion, the motion passed unanimously, and at 10:26 AM the board went into executive session. The business meeting adjourned at 10:46 AM.

Minutes submitted by: Laura Sullivan.

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Charles M. Perine, Executive Director