



ALABAMA BOARD OF FUNERAL SERVICES

JOINT MEETING MINUTES

January 06, 2026

Prior Notice

Prior notice of the January 06, 2026, second quarterly board meeting of fiscal year 2026 was posted to the Secretary of State website on January 09, 2025, and updated on December 16, 2025. Meeting information was distributed to licensees via the quarterly newsletter on December 17, 2025. The meeting was held at 9:00 AM in the Board's office located at 4276 Lomac Street, Montgomery, Alabama 36106.

Call to Order, Pledge of Allegiance, and Invocation

At 9:05 AM, Mr. Charles M. Perine, Executive Director, called the second quarterly meeting of the fiscal year 2026 to order and asked all present to stand as Mr. Cody Caldwell lead all in attendance in the Pledge of Allegiance to the American flag, which was followed by an invocation offered by Mr. Bobby Burt.

Oath of Office

Mr. Perine stated that on December 31, 2025, the terms of the representatives on the funeral division of the board from districts three, four, six, and seven expired, and the terms of the representatives on the preneed division of the board from seats one and two expired. Nominations from the October 07, 2025, meeting were presented to the Governor. On December 05, 2025, the Governor appointed James Martin, Jr., J. Douglas Williams, Cody, Caldwell, and Christal Whitfield to represent districts three, four, six, and seven respectively on the funeral division of the board; and appointed Brian Shake and Bry'Onda Collins to represent seats one and two of the preneed division of the board. Mr. Perine administered the oath of office to Mr. Martin, Mr. Williams, Mr. Caldwell, Mrs. Whitfield, Mr. Shake, and Mrs. Collins. Following the oath, Mr. Perine declared all previous offices of the board vacant due to the new terms which began on January 01, 2026, for chair, vice-chair, treasurer, and secretary.

Election of Officers

Mr. Perine opened the floor for nominations for the office of chair. Mr. Martin nominated Mr. J. Douglas Williams for the office of chair, seconded by Mrs. Whitfield. With no other nominations, Mr. Perine asked the question: Mr. Doug Williams for the position of chair?

Vote:

Yea votes: Mr. Bishop, Mr. Sorrells, Mr. Martin, Mrs. Jones Smith, Mr. Caldwell, Mrs. Whitfield, Mr. Burt, Mrs. Hill, Mr. Shake, Mr. Anderson, Mr. Morrison, Mrs. Collins, and Mrs. Haskell

Nay votes: none

Abstain: none

Absent: none

The motion passed unanimously.

Mr. Perine yielded the floor to the chair, Mr. Williams, who opened the floor for nominations for the office of vice-chair. Mr. Anderson nominated Mrs. Bry'Onda Collins for the office of vice-chair, seconded by Mr. Anderson. With no other nominations, Mr. Williams asked the question: Mrs. Bry'Onda Collins for the position of vice-chair?

Vote:

Yea votes: Mr. Bishop, Mr. Sorrells, Mr. Martin, Mr. Williams, Mrs. Jones Smith, Mr. Caldwell, Mrs. Whitfield, Mr. Burt, Mrs. Hill, Mr. Shake, Mr. Anderson, Mr. Morrison, and Mrs. Haskell

Nay votes: none

Abstain: none

Absent: none

The motion passed unanimously.

Mr. Williams then opened the floor for nominations for the office of secretary. Mr. Martin nominated Mr. Terry Sorrells. With no other nominations, Mr. Williams asked the question: Mr. Terry Sorrells for the position of secretary?

Vote:

Yea votes: Mr. Bishop, Mr. Martin, Mr. Williams, Mrs. Jones Smith, Mr. Caldwell, Mrs. Whitfield, Mr. Burt, Mrs. Hill, Mr. Shake, Mr. Anderson, Mr. Morrison, Mrs. Collins, and Mrs. Haskell

Nay votes: none

Abstain: none

Absent: none

The motion passed unanimously.

Mr. Williams then opened the floor for nominations for the office of treasurer. Mr. Morrison nominated Mr. Randall Anderson, seconded by Mr. Martin. With no other nominations, Mr. Williams asked the question: Mr. Randall Anderson for the position of treasurer?

Vote:

Yea votes: Mr. Bishop, Mr. Sorrells, Mr. Martin, Mr. Williams, Mrs. Jones Smith, Mr. Caldwell, Mrs. Whitfield, Mr. Burt, Mrs. Hill, Mr. Shake, Mr. Morrison, Mrs. Collins, and Mrs. Haskell

Nay votes: none

Abstain: none

Absent: none

The motion passed unanimously.

Mr. Perine informed the board that by rule of the board, Mr. Williams will serve as presiding officer over the funeral division board meeting, and Mrs. Collins will serve as presiding officer over the preneed division board meeting.

Roll Call of the Board

Mr. Williams asked Ms. Laura Sullivan, Associate Executive Director, for a roll call to establish a quorum. The following members were present: Kenneth Bishop, Jr., Terry Sorrells, James Martin, Jr., J. Douglas Williams, Karen Jones Smith, Cody Caldwell, Christal Whitfield, Bobby Burt, Sandra Hill, Brian Shake, Randall Anderson, Michael Morrison, Bry'Onda Collins, and Jennifer Haskell.

Staff present: Charles Perine, Executive Director; Laura Sullivan, Associate Executive Director, recording; Octavia Johnson, Accountant; and Brenton Smith, Legal Counsel.

The following board members were absent: none.

Welcome/Remarks by Chair

With a quorum established and all offices filled, 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 06, 2026, meeting. Mr. Williams asked if any member had any conflict of interest with any items on the agenda. Being none, Mr. Sorrells 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 October 07, 2025, board meeting. After review, Mrs. Whitfield made a motion, seconded by Mr. Sorrells, to approve the minutes of the October 07, 2025, board meeting. Being no discussion, the motion passed.

Old Business

Legislation Funding Bill

Mr. Perine informed the board that a bill will be introduced during the 2026 legislative session, beginning January 13, 2026, that aims to create a funding source for the board. Mr. Perine explained that the bill will increase license

fee caps and add an administrative fee to the current law. Mr. Perine also informed the board that the bill will be sponsored in the Senate by Senator Vivian Figures with Senator Garlan Gudger as co-sponsor. After brief discussion, Mr. Perine informed the board that he will send out talking points to the board members to take to their respective associations when discussing the bill. Mr. Perine also informed the board that the legislatures are urging the board to submit a clean-up bill to clean up the current language in the law and that he is going to begin working on that as well.

Licensure System

Mr. Perine informed the board that the current licensure system being used, Thentia, has gone into receivership. Because of that, Mr. Perine has contacted the Office of Information Technology (OIT) to obtain a second quote for adding the inspection and preneed examination piece into the system that OIT is working to build. The new quote comes in at \$222,900.00. The original quote was at \$196,150.00. Alternatives to using OIT to build the inspection and preneed examination piece include Tyler Technologies, who already has software in place for inspections and preneed examinations. The cost of using Tyler Technologies would be \$160,000.00 with \$81,700.00 maintenance fee for the inspection and preneed examination piece alone. Additionally, Mr. Perine received a quote of \$250,000.00 from Mogul Clients to host the preneed database. After brief discussion, a motion was made by Mrs. Haskell, seconded by Mrs. Collins, to approve the additional \$26,750.00 cost for OIT to build the inspection and examinations piece into the system they are building for us. Being no further discussion, the motion passed unanimously.

Executive Director Report

Financial Report

Mr. Perine reported the following financial report for the 1st quarter of fiscal year 2026 as of January 01, 2026:

	<u>Fund 1785</u>	<u>Fund 0362</u>
Total Qtr. Revenue (October-December):	\$48,932.99	\$121,349.58
Total Qtr. Expenses (October-December):	\$0.00	\$320,956.64
Total Cash on Hand:	\$153,763.02	\$1,731,209.15
Total Expense Budget:	\$107,000.00	\$1,104,314.00
Total Re-Appropriation:	\$0.00	\$429,429.00
Total Budget:	\$107,000.00	\$1,533,743.00

ADPH Grant FY25:

<u>Organization</u>	<u>Total</u>	<u>Expense</u>	<u>Remaining</u>
ABFS	\$7,000.00	\$0.00	\$7,000.00
AFDA	\$2,000.00	\$0.00	\$2,000.00
AFDMA	\$2,000.00	\$0.00	\$2,000.00
Total:	\$11,000.00	\$0.00	\$11,000.00

DOI Transfer to Fund 0362 YTD:

<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>
\$300,000.00	\$300,000.00	\$75,000.00	

Active License Count FY2026:

<u>License</u>	<u>Active Count</u>	<u>Applications Received YTD</u>	<u>Licenses Issued YTD</u>
Apprentice Funeral Directors:	223	19	26
Apprentice Embalmers:	130	9	13
Licensed Funeral Directors:	1586	20	20
Licensed Embalmers:	925	5	7
Licensed Cremationists:	367	11	7
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	0
Licensed Mortuary Services:	5	0	0

Licensed Establishments:	471	1	0
Continuing Education Providers:	39	0	0
Certificates of Authority:	218	0	0
Branch Registrants:	109	0	0
Preneed Sales Agents:	726	42	48
Endowment Care Cemeteries:	182	0	0
Inactive Certificates of Authority:	65		
Inactive Branch Registrants:	23		
	Total: 5069		
Total Crematories	73	0	0
Background Checks FY2026 YTD:	109		

Preneed Applications Pending:

	<u>Change of Ownership</u>	<u>New COA/Branch</u>	<u>Endowment Care</u>
	0	0	0

Inspections YTD:

Completed:	32	
Compliant:	19	
Non-Compliant:	13	
Need Reinspection:	3	
Board Notice:	0	
Inspection Citation:	14	\$2,400.00
Special Inspection:	15	
Reinspection Completed:	1	

Exams FY25 YTD:

Alabama Funeral:	17
Alabama Embalmer:	1
LRR FD/EM:	17
LRR Cremationist:	4

Preneed Exams:

	<u>Preliminary</u>		<u>Mini Exam</u>		<u>Non-</u>
	<u>Completed</u>	<u>Pending</u>	<u>Completed</u>	<u>Compliant</u>	<u>Compliant</u>
	29	29	14	14	0
		<u>Full Exam</u>		<u>Non-</u>	<u>Consent</u>
	<u>Pending</u>	<u>Complete</u>	<u>Compliant</u>	<u>Compliant</u>	<u>Agreement</u>
	0	2	0	2	2

Preneed Activity 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 FY2026 YTD:

	<u>Funeral</u>	<u>Preneed</u>	<u>Cemetery</u>
Received	14	3	8
Resolved	1	1	0
Reprimand/Consent		0	0
Pending	6	2	6
Pending Admin Action	1	0	0
No Jurisdiction	1		1
No Violation	3		1
Duplicate	1		

Complaints FY2025 YTD – 124:

	<u>Funeral</u>	<u>Preneed</u>	<u>Cemetery</u>
Received	57	28	39
Resolved/No Violation	41	13	7
Reprimand/Consent	6	0	0
Pending*	8	11	2
Pending Admin Action*	5	6	0
No Jurisdiction	2	3	30
Unable to Investigate		1	

After discussion, Mr. Martin made a motion, seconded by Mr. Sorrells to accept the Executive Director's financial report. The motion passed unanimously.

Employment Matters

Mr. Perine informed the board that Michael Scott Powell offered his resignation on January 02, 2026. Mr. Powell asked to take leave beginning January 06, 2026, through January 15, 2026. Mr. Perine granted his leave. Mr. Perine suggested that the board meet with the State of Alabama Personnel Department to amend the job announcement for the License Compliance Field Officer or changing the job description as a whole to another category.

Mr. Perine informed the board that it is time to review the annual merit increases for Laura Sullivan and Charles Perine. Mr. Williams asked that Mr. Perine and Ms. Sullivan step away from the meeting to discuss the merit increase. Octavia Johnson took over as recording secretary. After discussion, Mr. Sorrells made a motion, seconded by Mrs. Jones Smith to approve a 2-step merit increase for Mr. Perine and Ms. Sullivan. The motion passed unanimously.

Mr. Perine and Ms. Sullivan returned to the meeting.

The International Conference Annual Meeting

Mr. Perine informed the board that as due paying members, we are encouraged by the Governor to attend the Annual Meeting for the International Conference of Funeral Service Examining Boards. This year is the 122nd Annual Meeting, which will be held in Louisville, Kentucky on February 23, 2026, through February 29, 2026, with the 23rd and the 29th being travel days. The conference has awarded two grants to two board members, which will go to Mr. Caldwell and Mrs. Whitfield. Mr. Perine presented a proposed budget for attending the annual meeting and is requesting approval for \$20,000.00. Mr. Perine discussed that due to the close proximity of the annual meeting, attendees would have the option to drive or fly. After discussion, Mr. Martin made a motion, seconded by Mr. Anderson, to cover the expenses that will be incurred for attending the annual meeting. Being no further discussion, the motion passed unanimously.

Proposed Board Meetings 2026-2027

Mr. Perine presented the board with the following proposed dates for the upcoming quarterly board meetings: April 14, 2026, July 14, 2026, October 13, 2026, and January 12, 2027. After discussion, Mr. Anderson made a motion, seconded by Mrs. Whitfield, to accept the dates presented for the upcoming quarterly board meeting dates. The motion passed unanimously.

Other Business/Adjournment

Mr. Williams asked the board members and all present for any further questions, comments, or concerns. Being none, Mrs. Whitfield made a motion, seconded by Mr. Sorrells to adjourn the business meeting and reconvene on April 14, 2026, at 10:00 AM. Being no further discussion, the motion passed unanimously. The business meeting adjourned at 10:12 AM.

Minutes submitted by: Laura Sullivan.