ALABAMA BOARD OF FUNERAL SERVICES
JOINT MEETING MINUTES
August 11, 2026

Prior Notice
Prior notice of the August 11, 2026, third quarterly board meeting of fiscal year 2026 was posted to the Secretary of State website on April 15, 2026. Meeting information was distributed to licensees via the quarterly newsletter on June 18, 2026. The meeting was held at 10:00 AM in the Board's office located at 4276 Lomac Street, Montgomery, Alabama 36106.

Call to Order
At 10:00 AM, Mr. J. Douglas Williams, chair, called the fourth quarterly meeting of the fiscal year 2026 to order.

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, Brian Shake, Randall Anderson, Michael Morrison, and Bry'Onda Williams.

Staff present: Charles Perine, Executive Director; Laura Sullivan, Associate Executive Director—recording; Courtney Smith, Financial Specialist/Licensing Coordinator; Latricia Harris, Licensing and Regulatory Compliance Field Officer; Derek Snellgrove, Licensing and Regulatory Complaince Field Officer; Haleigh Smith, Accounting Technician; and Brenton Smith, Legal Counsel.

The following board members were absent: Sandra Hill and Jennifer Haskell.

Welcome/Remarks by Chair
With a quorum established, 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 August 11, 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. Whitfield, to set the agenda as presented. Being no discussion, the motion passed unanimously.

Public Hearing for Proposed Administrative Rule (SB107)
Mr. Perine informed all present that Senate Bill 107 passed during the last legislative session to authorize a cap increase on certain fees as well as authorize the assessment of an administrative fee from each funeral establishment of up to $30 per service conducted or assisted in conducting. Mr. Perine also informed all present that during the April quarterly business meeting, the board made a recommendation in the form of an administrative rule change to set the administrative fee at $10.00 as well as the procedures for collecting the fee. The administrative rule change was published in the Legislative Monthly, sent out to all licensees, and posted to the board's website to solicit public comment until August 4, 2026. Mr. Perine informed all present that there were four written comments submitted. The board discussed the written comments and then opened the floor for any verbal comments. One verbal comment was made. After discussion, Mr. Martin made a motion, seconded by Mr. Sorrells, to certify the proposed rule as written with no changes. Being no further discussion, the motion passed unanimously.

Business
Approval of Minutes

Mr. Williams asked the members to review the minutes of the April 14, 2026, board meeting. After review, Mr. Martin made a motion, seconded by Mr. Sorrells, to approve the minutes of the April 14, 2026, board meeting as amended, changing the leader of the Pledge of Allegiance from Mr. Kenneth Bishop to Mrs. Christal Whitfield. Being no further discussion, the motion passed unanimously.

Old Business

Licensing and Regulatory Compliance Field Officer

Mr. Perine informed the board that the hiring committee met and conducted interviews for the open Licensing and Regulatory Compliance Field Officer position and offered the position to two individuals: Angel Wilson and Derek Snellgrove. Mr. Perine informed the board that Angel Wilson accepted the position and worked for one day before resigning. Mr. Perine allowed Derek Snellgrove to introduce himself to the board and welcomed him to the staff.

Live Stream Board Meetings

Mr. Perine reintroduced a suggestion that was tabled from the April business meeting for the board to allow live streaming of the quarterly board meetings. After discussion, the board took no action on the matter.

Executive Director Report

Financial Report

Mr. Perine reported the following financial report for the second quarter of fiscal year 2026 as of July 1, 2026:

	Fund 1785	**Fund 0362**
Total Qtr. Revenue (Apr. - Jun.)	$0.00	$120,924.88
Total Qtr. Expenses (Apr. - Jun.)	$0.00	$256,730.76
Total Cash on Hand	$153,763.02	$1,488,302.46
Total Expense Budget	$104,830.03	$1,104,314.00
Total Re-Appropriation	$0.00	$429,429.00
Total Budget	$104,830.03	$1,533,743.00

Mr. Perine reported the following report for the ADPH Grant for fiscal year 2026 as of July 1, 2026:

Organization	**Total**	**Expense**	**Remaining**
ABFS	$7,000.00	$7,000.00	$0.00
AFDA	$2,000.00	$2,000.00	$0.00
AFDMA	$2,000.00	$2,000.00	$0.00
Total:	**$11,000.00**	**$2,000.00**	**$0.00**

Mr. Perine reported the following report for the DOI Transfer to Fund 0362 YTD:

FY24	**FY25**	**FY26**	**FY27**
$300,000.00	$300,000.00	$300,000.00	

Mr. Perine reported the following active license count for fiscal year 2026 as of April 1, 2026:

License Type	**Active Count**	**Applications Received YTD**	**Licenses Issued YTD**
Apprentice Funeral Directors	256	72	70
Apprentice Embalmers	155	50	47
Funeral Director	1630	71	77
Embalmer	953	38	39
Cremationist	394	40	35
Practical Embalmer	0	0	0
SP WP FD	1	1	1
SP WP EM	1	1	1
SP WP Cremationist	0	0	0
Mortuary Services	5	0	0

Establishments	464	8	6
CE Provider	39	0	0
Preneed Sales Agent	765	146	157
COA	225	7	9
Branches	113	2	1
Endowment Care	203	1	1
Inactive COA	44		
Inactive Branch	12		
Total	**5,260**		
Total Crematories	**76**	0	6
Background Checks FY26 YTD	**289**		

Mr. Perine reported the following report on applications pending as of July 1, 2026:

New		
Change of Ownership	**New COA/Branch**	**Endowment Care**
1	0	0
Reactivation		
COA	**Branch**	**PSA**
1	0	0

Other Pending Applications			
	Pending	**Approved**	**Denied**
Appointment of Successor Trustee (Preneed)	0	6	0
Appointment of Successor Trustee (Endowment Care)	0	5	0

Mr. Perine reported the following report for inspections and exams for fiscal year 2026 as of July 1, 2026:

Inspections FY26 YTD			**Exams FY26 YTD**	
Completed	181		Alabama Funeral	58
Compliant	117		Alabama Embalmer	16
Non-Compliant	64		LRR FD/EM	68
Need Reinspection	3		LRR Cremationist	15
Board Notice	3			
Inspection Citation	14			
Special Inspection	6			
Reinspection Completed	1			

Mr. Perine reported the following report on exams for fiscal year 2026 as of July 1, 2026:

Mini Exam			
Prelim Complete	**Exam Complete**	**Compliant**	**Non-Compliant**
346	132	68	64 (1 pending full exam)

Full Exam				
Pending	**Complete**	**Compliant**	**Non-Compliant**	**Consent Agreement Pending**
0	3	0	3	1

Mr. Perine reported the following report on Preneed Activity Reports for Calendar Year 25 as of July 1, 2026:

Report of Preneed Activity					
Category	**Status**	**Reported**	**Late**	**Total Reported**	**Not Reported**

COA	Active	214	6	220	4
COA	Inactive	19	2	21	23
Branch	Active	111	0	111	2
Branch	Inactive	2	0	2	10
Totals		**346**	**8**	**354**	**38**

Endowment Care Annual Reports			
Submitted	**Compliant**	**Deficient**	**Non-Submittals**
171	102	69	32

Financial Statement Waiver Request			
Received	**Pending**	**Approved**	**Denied**
72	0	62	10

Preneed Activity Reporting Statistics		
	Current Year	**Prior Year**
Calendar Year	2025	2024
Number of Outstanding Contracts	161,365	178,898
Total Amount of Outstanding Contracts	$665,482,971.70	$637,302,033.87
Total New Contracts	16,963	17,767

Mr. Perine reported the following report for complaints for fiscal year 2026 as of July 1, 2026:

	Funeral	**Preneed**	**Cemetery**
Received	80	8	47
Resolved	46	2	27
Reprimand/Consent	0	0	0
Pending	24	6	20
Pending Admin Action	18	0	0
No Jurisdiction	22	1	23
No Violation	3		1
Not Enough Evidence	10		1
Resolved Among Parties	5		2
Non-Verifiable Complaint	2		
Closed at Complaintants Request	2		
Letter of Reprimand	2		
Consent Agreement		1	

After discussion, Mr. Martin made a motion, seconded by Mrs. Jones Smith, to accept the Executive Director's financial report as presented. Being no further discussion, the motion passed unanimously.

Legal Compliance Audit

Mr. Perine informed the board that the examiners of public accounts began a legal compliance audit on August 7, 2026, and the examiners may have reached out to some or all board members for that reason.

Legislation – Clean-up Bill

Mr. Perine presented to the board two proposals for legislative review and modernization of Title 34, Chapter 13, Code of Alabama 1975: formation of two advisory committees to do a comprehensive rewrite that will include determining if current laws still apply to practice today or submit a limited technical change to make the funeral law and preneed law concise. Mr. Perine also informed the board that there is chance of cemetery legislation being introduced in the next legislative session and suggested to the board that if cemetery regulation is introduced, then a clean-up bill be put on hold until cemetery legislation is complete to keep down confusion. After discussion, Mr.

Sorrells made a motion, seconded by Mrs. Whitfield, to table proposed legislation clean-up bill to allow for cemetery legislation. Being no further discussion, the motion passed unanimously.

Executive Session

The Board's legal counsel declared that the discussion of a matter regarding the legal ramifications of and legal options for pending litigation, controversies not yet being litigated but imminently likely to be litigated warrants an executive session. Mr. Perine recommended that the Board enter into executive session for 30 minutes to discuss with legal counsel a matter regarding the legal ramifications of.and legal options for pending litigation, controversies not yet being litigated but imminently likely to be litigated. Mr. Anderson made a motion, seconded by Mrs. Whitfield, to enter into executive session for 30 minutes to discuss an employment matter resulting in possible litigation. The motion passed unanimously. At 11:34 AM, the Board entered executive session. At 11:59 AM, Mr. Williams called the business meeting back to order. Mr. Martin made a motion, seconded by Mrs. Jones Smith, that there is a vacancy in the accountant position, and to ratify the employment actions taken by Mr. Perine as to Ms. Johnson's position with the board. The motion passed unanimously.

Employment Matters

Vacancies

Mr. Perine informed the board that the accountant, one licensing and regulatory compliance field officer, and associate executive director of the funeral division positions of the board staff are vacant. Mr. Perine recommended to the board that the board fill the field officer position first and allow the other staff personnel to continue as is with the other positions. Mr. Martin made a motion, seconded by Mr. Sorrells, to fill the field officer position first. Being no discussion, the motion passed unanimously.

Other Business/Adjournment

Mr. Williams asked the board members and all present for any further questions, comments, or concerns. Being neither, Mr. Perine informed the board of a time sensitive matter involving an administrative hearing that could potentially affect the date the first quarterly board meeting of fiscal year 2027 is held. In the event of a hearing, Mr. Perine provided the board with two options: move the October 13, 2026, meeting to October 27, 2026, since the board will have to take action after the hearing and serve the action no later than October 29, 2026; or have the regularly scheduled board meeting on October 13, 2026, and then have a special called meeting of the funeral division to discuss the action to be taken. After a brief discussion, Mr. Martin made a motion, seconded by Mr. Burt to adjourn the business meeting and reconvene on October 13, 2026, at 10:00 AM unless the matter involving the administrative hearing calls for the meeting to be moved to October 27, 2026. Being no further discussion, the motion passed unanimously. The business meeting adjourned at 12:07 PM.

Minutes submitted by: Laura Sullivan.

J. Douglas Williams, Chair

Charles M. Perine, Executive Director