

MINUTES
South Carolina Board of Funeral Service
Board Meeting
10:00 a.m., June 2, 2010
Synergy Business Park
110 Centerview Drive, Kingtree Building, Room 108
Columbia, South Carolina

1. [Meeting Called to Order](#)

Jeff Temples, president, of Columbia, called the regular meeting of the SC Board of Funeral Service to order at 10:10 a.m. Other Board members present for the meeting included: Eddie Nelson, vice president, of Columbia; Michelle Cooper, secretary, of Moncks Corner; Thomas Baker, of Kershaw; Glen Crawford, of Lancaster; Thomas Genoble, of Union; William Horton, of Kingtree; Margery McWhorter, of Columbia; and Tony Tipton, of Greer.

Staff members participating in the meeting included: Ernest Adams, Inspector; Doris Cubitt, Administrator; Sandra Dickert, Administrative Assistant; Amy Holleman, Administrative Specialist; Tony Kennedy, Investigator; Jeanie Rose, Administrative Specialist; Sheridan Spoon, Deputy General Counsel; and Michael Teague, Administrative Assistant.

A video of this meeting can be viewed at www.lfr.state.sc.us/POL/Funeral . On the Board's home page, click 'Board Information' and follow the link to the video.

A. [Public Notice](#)

Mr. Temples announced that public notice of this meeting was properly posted at the S. C. Board of Funeral Service office, Synergy Business Park, Kingtree Building, and provided to all requesting persons, organizations, and news media in compliance with Section 30-4-80 of the South Carolina Freedom of Information Act.

B. [Pledge of Allegiance](#)

All present recited the Pledge of Allegiance.

Mr. Genoble delivered the invocation

2. [Introduction of Board Members and Persons Attending the Meeting](#)

The Board members, staff and members of the public introduced themselves.

3. [Approval of Excused Absences](#)

MOTION

Mr. Crawford made a motion the Board approve the absences for Mr. Beasley and Mr. Elwood. Mr. Nelson seconded the motion, which carried unanimously.

4. [Approval of Minutes for the April 22, 2010 Meeting](#)

Mr. Nelson stated he asked for a list of all licensed apprentices since the last meeting, all funeral home managers, or change of managers since the last meeting to the present date. He asked that the Board members receive the information in the agenda

packages. He would like the information emailed to him, if possible, by the close of this business week.

MOTION

Mr. Tipton made a motion the Board approve the minutes of the April 22, 2010 meeting as amended. Mrs. McWhorter seconded the motion, which carried unanimously.

5. [President's Remarks - Jeff Temples](#)

Mr. Temples welcomed everyone to the meeting.

6. [Administrator's Remarks - Doris Cubitt](#)

Mrs. Cubitt stated she had a couple of matters for the members to think about. She further stated the proposed regulations became effective April 23, 2010. She briefly discussed Regulation 57-06(7) and (8), which discusses apprenticeship.

The Board asked that this matter be placed on the agenda for a work session meeting.

A. [OIE Report - Office of Investigations and Enforcement](#)

B. [OGC - Office of General Counsel](#)

No representative from OGC was present to give this report.

C. [OLC - Office of Licensure and Compliance](#)

No representative from OLC was present to give this report.

7. [Unfinished Business](#)

There was no unfinished business for discussion during this meeting.

8. [Discussion Items](#)

A. [Apprenticeship Updated Quarterly Report Form - Ernest Adams](#)

Mr. Adams stated the Board has been reviewing the quarterly apprentice forms for revisions. He further stated the Board had discussed what would constitute a case for the apprentices. He noted staff has bolded the letters A, F, G, and H under funeral director and the letters L, M, N, O, R, and S under embalming on the revised form. He said the tasks listed with these letters are tasks which must be completed to constitute a case, however, the other tasks listed under funeral directing and embalming can also be completed. He noted the second page notes that the form must be submitted within ten days after the close of each quarter. He went on to say a statement could be included on the form which says that the bolded tasks are the basic tasks; however, a case is not limited to those tasks only. He is asking the Board to approve during this meeting in order to allow staff to begin using the forms beginning July 1.

It was noted during discussion that the cases listed on the current forms would still be counted, that the form would also need to include a statement that the preceptor must be present while the tasks are being completed, that the first paragraph would be revised to state that the other tasks must be completed at least fifty percent of the time.

The Board asked that the revisions be completed and emailed to the Board. Once staff has received a positive response from the majority of the Board staff could begin using the form on July 1.

B. [Preceptor Licensed for 5 years and a Preceptor Course](#)

Mr. Adams stated this matter had been discussed some time ago.

Mrs. Cubitt stated the revised regulations do not include language regarding preceptors; however, during previous discussion the Board had determined preceptors must have enough working knowledge to be a preceptor, that a preceptor must be licensed at least five years and should not supervise more than two individuals at one time. She further stated the Board had also discussed that prior to becoming a preceptor the individual should take a course in preceptor requirements, which would count toward continuing education. She further stated Piedmont Technical College had stated it would work on a suitable course should the Board decide to go that route.

The Board asked staff to include this topic on the agenda for the work session meeting.

The Board asked that this matter be added to the work session meeting.

9. [New Business](#)

A. [Approval of New Facility](#)

1. [Gilmore Mortuary Services - Henry Cecil Gilmore](#)

Ms. Rose stated Mr. Gilmore has asked for deferral in this matter as he is experiencing difficulty in obtaining zoning approval.

Mrs. Cubitt asked the Board to give staff guidance regarding Regulation 57-10(C) in regard to the required one year residency to become a manager. Discussion ensued regarding the required one year of residency in South Carolina to become a manager. Topics included the one year of residency being the preceding year to becoming a manager, the reason for the required residency being the consent to service for licensing or disciplinary issues.

MOTION

Mr. Crawford made a motion to defer Gilmore Mortuary Services application hearing to the next meeting. Mr. Nelson seconded the motion, which carried unanimously.

2. [Greenlawn Memorial Park & Funeral Home - Desi Montez Corley](#)

On May 12, 2010 the Board received a new facility application from Greenlawn Memorial Park and Funeral Home. The application reflects FPG South Carolina LLC/Stephen M. Shaffer as the facility owner and Desi Montez Corley as the proposed manager. Mr. Corley was initially issued a dual license on July 25, 2001, which remains current and in good standing. His criminal history report shows no arrests or convictions. He lives 8.46 miles from the funeral home.

This proceeding was recorded by a court reporter in order to produce a verbatim transcript should one be necessary.

MOTION

Mr. Nelson made a motion the Board approve Greenlawn Memorial Park and Funeral Home pending favorable inspection and a letter from the SC Department of Consumer Affairs regarding pre-need contracts. Mr. Baker seconded the motion, which carried unanimously.

3. [Woodridge Memorial Park - William M. Turner](#)

The Board has received a new facility application dated May 25, 2010 from Woodridge Memorial Park and Funeral Home. The application reflects FPG South Carolina LLC/Stephen M. Shaffer as the facility owner and William M. Turner as the proposed manager. Mr. Turner was initially issued a funeral director's license on October 6, 2005, which remains current and in good standing. He license 6.99 miles from the facility and his criminal history report reflects no arrests or convictions.

This proceeding was recorded by a court reporter in order to produce a verbatim transcript should one be necessary.

MOTION

Mr. Horton made a motion the Board approve Woodridge Memorial Park's application pending favorable inspection and a letter from SC Department of Consumer Affairs regarding pre-need contracts. Mr. Nelson seconded the motion, which carried unanimously.

4. [New Life Funeral Home Services LLC - Frank Williams, Jr.](#)

On May 24, 2010 the Board received a new facility application from New Life Funeral Home Services LLC. The application reflects Lyndon Mickens as the owner and proposed manager of this facility. Mr. Williams was initially issued a dual license on July 29, 1974 which remains current and in good standing. His criminal history report reflects no arrests or convictions. He lives 21.77 miles from the facility.

This proceeding was recorded by a court reporter in order to produce a verbatim transcript should one be necessary.

MOTION

Mr. Horton made a motion the Board approve the New Life Funeral Home Services LLC pending a favorable inspection and receipt of a letter from SC Department of Consumer Affairs regarding pre-need contracts. Mr. Nelson seconded the motion, which carried unanimously.

B. [Approval of Additional Facility](#)

1. [Thomas McAfee Funeral Home - Thomas F. McAfee, IV](#)

On April 19, 2010 the Board received an additional facility application from Thomas McAfee Funeral Home. The application reflects Thomas F. McAfee, IV as the owner and proposed manager of the facility. Mr. McAfee was initially issued a dual license on July 11, 1984 and the license is current and in good standing. His criminal history report reflects no arrests or convictions. He lives six miles from the facility.

This proceeding was recorded by a court reporter in order to produce a verbatim transcript should one be necessary.

MOTION

Mr. Baker made a motion the Board approve the Thomas McAfee Funeral Home application pending final inspection. Mr. Genoble seconded the motion, which carried unanimously.

2. [D. B. Walker & Co. Funeral Services Chapel - Gloria L. Vessels](#)

On May 18, 2010 the Board received an additional facility application from D. B. Walker & Company Funeral Services Chapel. The application reflects D. B. Walker as the

facility owner and Gloria Walker Vessels as the proposed manager. Ms. Vessels was initially issued a dual license on May 18, 1993 and the license is current and in good standing. Her criminal history report reflects no arrests or convictions. She lives 21.37 miles from the facility.

This proceeding was recorded by a court reporter in order to produce a verbatim transcript should one be necessary.

MOTION

Mr. Crawford made a motion the Board approve D. B. Walker & Co. Funeral Services Chapel application pending inspection. Mr. Nelson seconded the motion, which carried unanimously.

C. [Approval of Manager Change](#)

1. [Barron Funeral Home, LLC - Michael Paul Shaffer](#)
2. [Dantzler-Baker Funeral Home - Michael Paul Shaffer](#)

These two application hearings were heard as one hearing.

On May 24, 2010 the Board received change of manager applications from Barron Funeral Home and Dantzler-Baker Funeral Home. The applications reflect Greg Rollings as the owner and Michael Paul Shaffer as the proposed manager for both facilities. Mr. Shaffer was initially issued a dual license on August 14, 1990, which remains current and in good standing. He lives 0.59 miles from Barron Funeral Home and 22.27 miles from Dantzler-Baker Funeral Home. His criminal background report shows no arrests or convictions.

This proceeding was recorded by a court reporter in order to produce a verbatim transcript should one be necessary.

MOTION

Mr. Nelson made a motion to free form discuss this matter in executive session to get legal advice. Mr. Crawford seconded the motion, which carried unanimously.

MOTION

Mr. Genoble made a motion to Dantzler-Baker Funeral Home - Michael Paul Shaffer Mr. Baker seconded the motion, which carried unanimously.

10. [Disciplinary Reports](#)

- A. [Investigative Review Committee \(IRC\) Report/Consent Orders - Tony Kennedy and Ernest Adams](#)

Mr. Kennedy stated the IRC has not met since the last meeting.

- B. [Inspections Report - Ernest Adams](#)

Mr. Adams has inspected 37 facilities since the last Board meeting.

- C. [Number of Open Complaints](#)

There are currently 14 open cases.

1. [Committee Reports](#)

- A. [Legislative Committee - Tom Genoble, Sheridan Spoon](#)

This committee had no report.

B. [Examination/CEU/Education - Glen Crawford, Ernest Adams](#)

This committee had no report.

Mr. Adams noted changes have been made to the state law exam.

C. [Regulatory Compliance \(Federal and State\) / FTC / OSHA / ADA / PreNeed - Billy Horton, Tom Genoble, Doris Cubitt](#)

This committee had no report.

Mr. Horton stated after the license cycle is complete he asked that the agency pull the manager of record for each funeral home and write a letter to each manager to show proof of residency by way of driver's license, voter's registration, or an official government issued document, and Google map indicating the mileage between the individual's residence and the facility. He asked that this letter be done every two years.

D. [Publications / Newsletter / Website - Glen Crawford, Tony Tipton, Jeff Temples, Sandra Dickert](#)

This committee had no report.

Mrs. Cubitt noted a newsletter was just posted to the web and that it would be e-blasted to funeral homes which have provided email addresses.

12. [Public Comments](#)

No public comments were made during this meeting.

13. Executive Session

MOTION

Mr. Nelson made a motion to enter executive session to seek legal advice regarding Barron Funeral Home and Dantzler-Baker Funeral Home's request for change of manager. Mr. Crawford seconded the motion, which carried unanimously.

14. Return to Public Session

The Board returned to public session.

MOTION

Mr. Crawford made a motion the Board finds that the applicant, Mr. Shaffer, is qualified as a manager and meets the statutory requirements to serve as manager. He may serve as either the manager of Dantzler-Baker Funeral Home or Barron Funeral Home at his choosing. The applicant must submit the name of another qualified manager to serve as the manager of the other funeral home not selected and if that person delegating from the Board the authority to find that person to be qualified to the Board administrator without reappearance or additional fees. Mr. Baker seconded the motion, which carried unanimously.

Mr. Rollings stated he chooses Mr. Shaffer to be the manager at Barron Funeral Home and Mrs. Baker would be the manager at Dantzler-Baker Funeral Home.

MOTION

Mr. Baker made a motion to if Mrs. Baker is going to stay the manager of Dantzler-Baker Funeral Home, this Board refund the money for the manager change at the Dantzler Baker Funeral Home. Mr. Crawford seconded the motion, which carried unanimously.

Mrs. Cubitt stated staff has reserved a conference room for August 3, 2010 for a work session.

15. [Adjournment](#)
MOTION

Mr. Crawford made a motion the meeting be adjourned. Mr. Genoble seconded the motion, which carried unanimously.

The June 2, 2010 meeting of the SC Board of Funeral Service adjourned at 1:00 p.m.