

**South Carolina Board of Funeral Service**  
**Board Meeting Minutes**  
Wednesday, December 4, 2024 at 10:00 am  
110 Centerview Dr., Kingstree Building, Lowcountry Conference Room  
Columbia, South Carolina 29210

**Meeting Called to Order**

Gregory Evan, President, called the meeting of the South Carolina State Board of Funeral Services to Order at 10:00am

**Public Notice-** Public notice of this meeting was properly posted at the S.C. Board of Funeral Service office, Synergy Business Park, Kingstree Building, and on the Board website 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.

**Pledge of Allegiance**

All present recited the Pledge of Allegiance

**Approval of the Agenda**

**Motion:** To approve the agenda. Motion was made by Mr. Price and seconded by Mr. Hawkins. This motion passed.

**Introduction of the Board Members and Persons Attending the Meeting:**

**Board Members Present**

Gregory Evans, President, of Newberry  
Thomas Wright, Vice President, of Beaufort  
Wayne Pratt, Sr. Secretary/Treasurer, of Newberry  
Lan Price of Leesville  
James Hodge of Anderson  
Timothy Cox of Williamston  
Stoney Bachman, of Norway  
Douglas Hawkins, of Florence

**SCLLR Staff Present**

Mary League, Office of Advice Counsel  
Brandy Duncan, Advice Counsel  
Matalie Mickens, Board Executive  
Braeda Andrews, Administrative Assistant  
Alexis Bell, Disciplinary Counsel, Office of Disciplinary Counsel  
Robert Dean, Lead Investigator, Office of Investigations  
Tori Smith, Investigator

**Public Present:**

Garrett A. Morgan  
Aaron Ganaway  
Michelle Dupre  
Michelle Cooper

### **Approval of Excused Absences of Board Members**

**Motion:** To approve the absence of Mr. Dickerson and Mr. Taylor. Motion made by Mr. Price and seconded by Mr. Wright. The motion passed.

### **Approval of Excused Absences of IRC Members**

All IRC members were present.

### **Approval of Meeting Minutes**

1. October 16, 2024 Board Meeting

**Motion:** To approve the October 16, 2024 meeting minutes with the change that Adam Birr is with Consumer Affairs, not SCFDA. Motion was made by Mr. Price and seconded by Mr. Hodge. The motion passed.

### **President's Remarks- Gregory Evans**

Mr. Evans greeted and welcomed everyone to the meeting

#### **Presentation of Service Plaques**

Service plaques were presented to Dr. D'Michells DuPre and Michelle Cooper in recognition of their hard work, enthusiasm, and commitment to excellence to the Board and the citizens of South Carolina.

### **Staff Reports**

#### **Board Executive- Matalie Mickens**

Ms. Mickens advised of the licensee photo, change of manager report, updated Laws and Regulations, as well as the Board Member Reference Manual. She also informed the Board to be looking for an email regarding license tags in their packets.

Financial report: The cash balance is \$-22,604.65.

#### **Office of Inspections Report- Matalie Mickens**

Ms. Mickens presented the Inspection Report. Between October 10, 2024 to November 27, 2024, 110 inspections have been completed. Between January 1, 2024 to October 9, 2024 , a total of 502 inspections were performed.

#### **Office of Investigations and Enforcement (OIE) Report- Robert Dean, Lead Investigator**

Mr. Dean presented the Office of Investigation and Enforcement (OIE) Report. The total number of complaints received from January 1, 2024 to November 25, 2024 is 85. There are a total of 27 active investigations, 54 cases have been closed.

### **Investigative Review Conference (IRC) Report - Robert Dean, Lead Investigator**

Mr. Dean presented the IRC report for the Board's review. There were 2 cases recommended for dismissal, 2 cases recommended for formal complaints, and two cases were recommended for letters of caution.

**Motion:** To approve the IRC Report. Motion made by Mr. Hodge and seconded by Mr. Price. The motion passed.

### **Office of Disciplinary Counsel (ODC) Report - Alexis Bell, Esq.**

Ms. Bell presented the Office of Disciplinary report and provided that as of December 3, 2024 there are 22 open cases; 19 pending hearings & agreements; a total of 8 cases have been closed since the prior Board meeting. Since January 1<sup>st</sup> a total of 24 cases have been closed.

### **Application Hearing - Funeral Establishment**

#### A. New Facility

##### 1. The Shipman Funeral Home, LLC-Latta- Garrett A. Morgan

Ms. Mickens informed the Board that the application is complete and that the request is for the Board to approve the additional facility with Garrett A. Morgan as the manager of record.

Marcus Davis and Garrett A. Morgan were both sworn in. Both spoke and responded to the questions from the Board.

**Motion:** To go into Executive Session for legal advice. Motion was made by Mr. Price and seconded by Mr. Hodge. The motion passed.

**Motion:** To exit executive session where legal advice was sought and no votes were taken. Motion was made by Mr. Pratt and seconded by Mr. Hawkins. The motion passed.

**Motion:** To approve the application for the new facility pending final inspection. Motion was made by Mr. Hawkins and seconded by Mr. Bachman. The motion passed. Mr. Price and Mr. Wright were opposed.

## **Break**

### **Apprentice Application- Approval of Apprenticeship**

#### A. Aaron Ganaway

Ms. Mickens informed the Board that the application was complete and that is a request for the Board to approve the application with a criminal background.

Mr. Ganaway was sworn in and responded to questions from the Board.

**Motion:** To go into Executive Session for legal advice. Motion was made by Mr. Hawkins and seconded by Mr. Pratt. The motion passed

**Motion:** To exit executive session where legal advice was sought and no votes were taken. Motion was made by Mr. Hodge and seconded by Mr. Hawkins. The motion passed.

**Motion:** To defer taking any actions on the application at this time and ask the applicant to gather and provide to the Board additional Information, specifically copies of the police reports relative to all charges, arrest warrants for these charges, and copies of the indictments. Once these documents are provided and received, the board will be able to review that information and ask the applicant to reappear before the board. Motion made by Mr. Price and seconded by Mr. Wright. The motion passed.

## **BREAK**

### **Approval for Consent Agreement Parameters and Delegations of Authority to the Board Chair**

**Motion:** To approve the Consent Agreement Parameters and Delegations of Authority to the Board Chairs. Motion was made by Mr. Hawkins, seconded by Mr. Price. This motion passed.

### **Clarification of CE Requirements**

**Motion:** To approve the Clarification of CE Requirements. Motion was made by Mr. Price, seconded by Mr. Hawkins. This motion passed

### **Approval of Additional Crematory Operator Course**

**Motion:** To approve Matthews Environmental Solutions as an additional Crematory Operator Course. Motion was made by Mr. Wright and seconded by Mr. Hawkins. The motion passed.

### **Approval of Frequently Asked Questions (FAQ's)**

**Motion:** To go into Executive Session for legal advice. Motion was made by Mr. Cox seconded by Mr. Hodge. The motion passed.

**Motion:** To come out of Executive Session where legal advice was sought and no votes were taken. Motion was made by Mr. Hawkins and seconded by Mr. Price. The motion passed.

Mr. Evans asked Ms. League, advice counsel to read the Frequently Asked Question. Ms. League presented the question.

**Question:** What is required if a request is made by a person or entity to transfer a dead human body from an initial receiving funeral home to a subsequent receiving funeral home, a receiving transferee funeral home?

**Answer:** The initial funeral home is required to transfer the dead human body to the receiving transferee funeral home upon proper request. However, the receiving transferee funeral home is responsible for paying the initial funeral home prior to or at the time of transfer for any actual services provided by the initial receiving funeral home. Failure of the initial funeral home to release a dead human body upon request or failure of the receiving funeral home to make payment to the initial funeral home for actual services provided is unprofessional conduct.

**Motion:** Mr. Evans asked the Board for a vote to accept the Frequently Asked Question. All were in favor. The motion passed.

### **Travel Approval**

Ms. Mickens asked the Board to approve her travel to the International Conference Annual Meeting held in Palm Springs, California February 25-27, 2025.

**Motion:** To approve the travel of Ms. Mickens and two Board members to the International Conference Annual Meeting in Palm Springs, California. Motion was made by Mr. Price, seconded by Mr. Hawkins. The motion passed

### **Board Member Training**

**Motion:** To go into Executive Session for legal advice. Motion was made by Mr. Bachman and seconded by Mr. Hawkins. The motion passed.

**Motion:** To come out of Executive Session where legal advice was sought and no votes were taken. Motion was made by Mr. Bachman and seconded by Mr. Hawkins. The motion passed.

### **Agenda Topics for Future Meetings**

None discussed.

### **Public Comments**

None presented.

### **Adjournment**

**Motion:** To Adjourn the meeting. Motion was made by Mr. Price, seconded by Mr. Wright. The motion passed.