

MINUTES
South Carolina State Board of Funeral Service
Board Meeting

10:00 a.m., August 22-23, 2018
Synergy Business Park
110 Centerview Drive, Kingtree Building Room 108
Columbia, South Carolina

Wednesday and Thursday, August 22-23, 2018

1. Meeting Called to Order

Jeffrey K. Temples, President, of Columbia, called the regular meeting of the South Carolina State Board of Funeral Service to order on August 22, 2018, at 9:57 a.m. Other board members present for the meeting included: Charvis K. Gray, Vice President, of Piedmont; William B. Horton, Jr., of Kingtree; Michelle A. Cooper, of Moncks Corner; Stephen L. McMillan, Jr., of Myrtle Beach; Eddie J. Nelson of Blythewood; Dr. D'Michelle P. DuPre, of Chapin; Kenneth E. Baxter, Sr., of Greenville; Darryl Dickerson of Goose Creek; and Landis D. Price II of Leesville.

Staff members participating in the meeting included: Mary League, Advice Counsel, Office of Advice Counsel; Donnell Jennings, Disciplinary Counsel, Office of Disciplinary Counsel; Erin Baldwin, Disciplinary Counsel, Office of Disciplinary Counsel; Amy Holleman, Administrator; Norma McAllister, Program Assistant; Sharon Wolfe, Chief Investigator, Office of Investigations and Enforcement; Eric Thompson, Chief Inspector, Office of Investigations and Enforcement; Ernest Adams, Inspector, Office of Investigations and Enforcement; and William Poole, Inspector, Office of Investigations and Enforcement.

Members of the public attending the meeting included: Elizabeth Simmons, South Carolina Morticians Association; and Conner Parker, South Carolina Department of Consumer Affairs.

A. Public Notice

Mr. Temples announced that public notice of this meeting was properly posted at the South Carolina State 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.

2. Introduction of Board Members and Persons Attending the Meeting

The board members, staff, and all other persons attending the meeting introduced themselves.

3. Approval of Excused Absences

Mr. Stephen R. Gantt was not in attendance.

MOTION

Mr. Horton made a motion to approve Mr. Gantt's absent. Dr. DuPre seconded the motion, which carried unanimously.

4. Reports

A. Inspection Report

Mr. Poole informed the Board that he and Mr. Adams conducted 166 inspections between May 30, 2018 and August 14, 2018.

B. Investigative Review Committee (IRC) Report

Mr. Landis Price II and Mr. Jeffrey Temples recused themselves. Mr. Chavis Gray presided.

Ms. Wolfe presented the IRC recommendations to the Board, which were to dismiss case 2018-40; issue a letter of caution for case 2018-37; and file formal complaints for cases 2017-49; 2017-52; 2018-28 and 2018-33.

Mr. Gray called for a motion in this matter.

MOTION

Mr. Horton made a motion that the Board accepts the Investigative Review Committee recommendations. Dr. DuPre seconded the motion, which carried unanimously.

Mr. Price and Mr. Temples returned to the meeting. Mr. Temples presided over the remaining session.

C. Office of Investigations and Enforcement (OIE) Report – Sharon Wolfe

Ms. Wolfe presented the OIE report to the Board. As of April 17, 2018, the cases received between January 1, 2018 and April 17, 2018 were: 32 active; three open cases; two closed cases, one pending Board action and one pending consent agreement review for a total of 39 cases. There were 3 cases closed and 3 do not open between January 1, 2018 and April 17, 2018. Mr. Temples stated that the Board received the report as information only.

D. Office of Disciplinary (ODC) Counsel – Donnell Jennings

Mr. Jennings reported 12 open cases. Mr. Jennings stated there are currently seven pending action, three pending rescheduling and three pending hearings. Mr. Temples stated that the Board received the report as information only.

Disciplinary

5. Approval of Consent Agreement (CA) – Donnell Jennings

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

1. Case No.: 2017-46

Mr. Donnell Jennings presented the Consent Agreement to the Board.

Mr. Jennings informed the Board that the Respondent, Jeremy L. Bethea is licensed by the Board as a Funeral Director and Embalmer and was duly licensed at all times relevant to the matters set forth herein.

The Respondent admits that:

- a. Respondent serves as the Funeral Director/Embalmer and Owner/Manager of Bethea Funeral Home (License No.: FE.35 PAR) in Bennettsville, South Carolina. Respondent's license was first issued on March 1, 1994.

- b. On or about December 14, 2015, Respondent submitted a death claim to Lincoln Heritage Insurance Company ("LHIC"). In the claim, Respondent reported the decedent's date of death as December 5, 2015.
- c. On or about December 15, 2015, LHIC issued payment of \$1,858.34 in the form of a check to Respondent through LHIC's express claim service and requested that Respondent submit a certificate of death to complete the claim. Respondent cashed the check but did not submit a certificate of death. Since December 2015, LHIC has repeatedly requested that Respondent submit a certificate as proof of death, but Respondent failed to do so. After LHIC made several unsuccessful attempts to verify the decedent's date of death, LHIC suspected the claim may have been submitted by Respondent under false pretenses.
- d. On or about January 23, 2018, the Board's investigator met with Respondent to discuss the allegations. Respondent stated the decedent passed away in a hospital in Georgia on December 5, 2015, and admitted he had no excuse as to why he did not timely file a death certificate.
- e. On or about March 23, 2018, the Board's investigator obtained a copy of the death certificate, which indicated that the decedent's date of death was December 5, 2015.

Therefore the Respondent agreed that:

1. Respondent's license shall be publicly reprimanded.
2. Respondent shall pay a civil penalty of Five Hundred Dollars (\$500.00) to the Board within sixty (60) days of the effective date of this Agreement. Said Fine is not deemed paid until received in full by the Board.
3. Respondent shall pay investigative costs of Five Hundred Forty-Nine Dollars and Fourteen Cents (\$549.14) to the Board within sixty (60) days of the effective date of this Agreement. Failure to pay the costs and fines as ordered shall result in the immediate administrative suspension of Respondent's license until such time as the civil penalty is paid in full.

Executive Session

MOTION

Mr. Horton made a motion to go into executive session to receive legal advice. Mr. McMillan seconded the motion, which carried unanimously.

Return to Public Session

MOTION

Mr. Horton made a motion to come out of Executive Session. Ms. Cooper seconded the motion, which carried unanimously.

Mr. Temples noted, for the record, there were no votes taken during Executive Session.

Mr. Temples called for a motion in this matter.

MOTION

Dr. DuPre made a motion to accept the Consent Agreement. Mr. Baxter seconded the motion, which carried unanimously

6. Disciplinary Hearing

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

1. Case No.: 2017-15

Ms. Erin Baldwin informed the Board that on the night of August 21, 2018 Mr. Leroy James presented a signed Agreement to Voluntarily Surrender License In Lieu Of Discipline. Ms. Baldwin informed the Board with the voluntary relinquishment of the license disposes the need for a hearing.

7. Executive Session for Legal Advice, If Needed

8. Public Comments (no votes taken)

9. Adjournment

Mr. Temples called for a motion to adjourn.

MOTION

Dr. DuPre made a motion to adjourn the meeting. Ms. Cooper seconded the motion, which carried unanimously.

Mr. Temples, after ensuring there being no further business to discuss, adjourned the August 22, 2018 meeting for the South Carolina State Board of Funeral Service at 10:26 a.m.

The meeting will reconvene on August 23, 2018 at 10:00 a.m.

Thursday, August 23, 2018

10. Meeting Called to Order

Charvis K. Gray, Vice-President, of Columbia, called the regular meeting of the South Carolina State Board of Funeral Service to order on August 23, 2018, at 10:01 a.m. Other board members present for the meeting included: Charvis K. Gray, Vice President, of Piedmont; William B. Horton, Jr., of Kingstree; Michelle A. Cooper, of Moncks Corner; Stephen L. McMillan, Jr., of Myrtle Beach; Eddie J. Nelson of Blythewood; Kenneth E. Baxter, Sr., of Greenville; Darryl Dickerson of Goose Creek; Stephan R. Gantt, of Greenwood; and Landis D. Price II of Leesville.

Staff members participating in the meeting included: Mary League, Advice Counsel, Office of Advice Counsel; Donnell Jennings, Disciplinary Counsel, Office of Disciplinary Counsel; Erin Baldwin, Disciplinary Counsel, Office of Disciplinary Counsel; Amy Holleman, Administrator; Norma McAllister, Program Assistant; Eric Thompson, Chief Inspector, Office of Investigations and Enforcement; Ernest Adams, Inspector, Office of Investigations and Enforcement; and William Poole, Inspector, Office of Investigations and Enforcement.

Members of the public attending the meeting included: Elizabeth Simmons, South Carolina Morticians Association; Cody Lee Anders of George Funeral Home & Cremation Center; Ella Mungo and Harold Fraizer of Harold Frazier Mortuary, LLC; Valerie Mayer of Cremation Simplified; Sharon Stahl of The Island Funeral Home & Crematory, Lowcountry Crematory, and The Island Crematory; Audrey Houck, Vice President of Comptroller, FPG Intermediate Holdco, LLC; Belinda M. Guinyard and Bernadette Snider of Snider Mortuary, LLC; Christopher Scott Halsey; Terry Gene Woodall III; Tyler Blake Sommer; Cynthia Amanda Mitchell; William Edward Richburg; Gary Weston Hiott, Jr.; Conner Parker, South Carolina Department of Consumer Affairs.

A. Public Notice

Mr. Gray announced that public notice of this meeting was properly posted at the South Carolina State Board of Funeral Service office, Synergy Business Park, Kingstree 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.

11. Introduction of Board Members and Persons Attending the Meeting

The board members, staff, and all other persons attending the meeting introduced themselves.

12. Approval of Excused Absences

Dr. Michelle DuPre was not in attendance.

MOTION

Mr. Horton made a motion to approve Dr. DuPre's absent. Mr. McMillan seconded the motion, which carried unanimously.

13. Minutes

1. Approval of Minutes for the June 7, 2018 board meeting

Mr. Gray called for a motion to approve the minutes for the June 7, 2018.

MOTION

Mr. Baxter made a motion to approve the June 7, 2018 minutes. Mr. Dickerson seconded the motion, which passed unanimously.

2. Amending the minutes for April 26, 2018

Ms. Erin Baldwin addressed the Board explaining that the license number listed in the Consent Agreement was correct. However, due to a scrivener’s error, the name of the funeral establishment was incorrect. Ms. Baldwin asked that the Board introduce a motion to remove reference to the funeral home entity’s name in the April 26, 2018 minutes.

MOTION

Mr. Horton made a motion to correct the error in the April 26, 2018 minutes. Mr. Dickerson seconded the motion, which carried unanimously.

14. President’s Remarks – Chavis K. Gary, presiding

Mr. Gray did not have any remarks.

15. Administrator’s Remarks – Amy Holleman

Ms. Holleman informed the Board that Mr. Robert “Kip” Kiser’s father passed on August 22, 2018. The Board offered its condolences to the family. Ms. Holleman stated that Kiser Funeral Home in Cheraw is in charge of the services.

A. Financial Report

Ms. Holleman reported that the Board’s cash balance at the beginning of August 2018 was -\$155,341.03.

Ms. Holleman informed the Board that:

- 143 Ceased and Desist letters were mailed to 143 licenses; 21 Funeral Establishments and branches; two crematories; one retail sales outlet; 36 Funeral Directors; 83 Funeral Directors and Embalmers; and no embalmers.

B. Updates: Funeral Establishments; Change of Managers

Ms. Holleman reported the following changes:

FE#	Name of Funeral Establishment (FE)	Name of former Manager	Name of New Manager	Effective Date
993	Upstate Family Funeral Services	Cassius Isiah Murray	Gaynell Workman Tarrance	07/05/2018
994	Upstate Family Funeral Services	Cassius Isiah Murray	Gaynell Workman Tarrance	07/05/2018
909	Sunset View Mortuary LLC	Brendolyn Jenkins	Alfonzo Moody	06/06/2018
246	Richardson Funeral Home Inc.	Jerry Richardson	Charles Jason Richardson	07/09/2018
958	Woodridge Memorial Park & Funeral Home	Robert Arthur Shields	Thomas Earl Maddux	07/06/2018
956	George Funeral Home & Cremation Center	Thomas Allen Bateman	Cody Lee Anderson	07/09/2018
335	Parks Funeral Home	John B. Parks III	Paula Parks Wicker	08/08/2018
12	The McDougald Funeral Home	Douglas C. McDougald, Jr.	Jesse F. McDougald	08/20/2018

C. Inspections Committee

Ms. Holleman asked that the Board elect two members for the Inspections Committee. The Board discussed the matter.

MOTION

Mr. Horton made a motion to elect Mr. Landis Price and Mr. Stephen McMillan as board member representatives for the Inspections Committee. Mr. Dickerson seconded the motion, which carried unanimously.

New Business

Application Hearings

16. New Funeral Home or Change of Ownership

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

1. George Funeral Home & Cremation Center – Aiken – Cody Lee Anderson

Mr. Cody Lee Anderson and Ms. Audrey Houck appeared before the Board on behalf of George Funeral Home & Cremation Center.

Ms. Holleman informed the Board that the application is complete and that Mr. Anderson requests that the Board approve the new funeral home with him as the manager. Also, Mr. Anderson is requesting that the Board grant permission to reassign the funeral establishment's original license number, FE.4.

Mr. Anderson, license number FDE 3794, initially licensed on June 12, 2008, resides 12.1 miles from the facility, and does not have a criminal background. Ms. Holleman informed the Board that C. L. Anderson Holdings, LLC is the owner and parent company with Cody Lee Anderson as the sole member.

Mr. Anderson asked the Board grant approval of the change of ownership with him as the manager. Mr. Anderson informed the Board that the Funeral Establishment originally began operations in 1920 and operated under the license FE.4 from 1920-2012, when the ownership changed. Mr. Anderson stated that due to the historic nature he asked that the Board reinstate the license FE.4 for George Funeral Home & Cremation Center.

The Board discussed the matter then made a motion to go into executive session.

Executive Session

MOTION

Mr. Horton made a motion to go into executive session to receive legal advice. Mr. Dickerson seconded the motion, which carried unanimously.

Return to Public Session

MOTION

Mr. Horton made a motion to come out of Executive Session. Mr. Baxter seconded the motion, which carried unanimously.

Mr. Gray noted, for the record, there were no votes taken during Executive Session.

Mr. Gray called for a motion in this matter.

MOTION

Mr. Cooper made a motion that the Board approve the new facility application pending final inspection and a favorable letter from the South Carolina Department of Consumer Affairs. Mr. Baxter seconded the motion, which carried unanimously.

MOTION

Ms. Cooper made a motion to deny the request to reinstate license FE.4. Mr. Baxter seconded the motion, which carried unanimously.

2. Harold Frazier Mortuary – Walterboro – Ella Mungo

Ms. Ella Mungo and Mr. Harold Frazier appeared before the Board on behalf of Harold Frazier Mortuary, LLC.

Ms. Holleman informed the Board that the application is complete and that Ms. Mungo requests that the Board approve the change of ownership with her as the manager. Ms. Mungo, license number FDE.2404, initially licensed on January 2, 1998, resides 15 miles from the facility, and does not have a criminal background. Ms. Holleman informed the Board that Harold Frazier Mortuary, LLC is the owner and parent company.

Mr. Frazier informed the Board that he initially licensed in 1998 as a Funeral Director/Embalmer and his license is active. He stated that he has 75 percent ownership in the company. Ms. Holleman, after reviewing the recently submitted information concurred with his statement. Ms. Holleman informed the Board that Ms. Fishbourne, who is not the majority owner, signed the original application.

The Board reviewed the information and questioned Mr. Frazier in regards to the matter. Ms. Mungo informed that Board that she read and understands the statute and laws.

The Board informed Mr. Frazier that the application must have the signature of the owner. Mr. Frazier agreed to sign the application and asked that the Board to approve the change of ownership with Ms. Mungo as the manager.

MOTION

Mr. Horton made a motion that the Board approves the change of ownership application pending submission of a new application with Mr. Harold Frazier's signature. Mr. Dickerson seconded the motion, which carried unanimously.

Cremation Simplified, Lowcountry Crematory, The Island Crematory, and The Island Funeral Home & Crematory are all being purchased by FPG South Carolina, LLC. Ms. Holleman asked them if, in the interest of time, they wanted to consider those applications together. The Board decided that the Board would hear Cremation Simplified's application separately from Lowcountry Crematory, The Island Crematory, and The Island Funeral Home & Crematory which would be presented together.

3. Cremation Simplified – Ridgeland – Valerie Mayer

Ms. Valerie Mayer, Ms. Sharon Stahl and Ms. Audrey Houck appeared before the Board on behalf of Cremation Simplified.

Ms. Holleman informed the Board that the application is complete and that Ms. Valerie Mayer is asking that the Board approve the change of ownership with her as the manager. Ms. Holleman informed the Board that Ms. Mayer, license number FD 3312, initially licensed on February 20, 2007, resides 9.1 miles from the facility, and does not have a criminal background. Ms. Holleman informed the Board that FPG South Carolina, LLC is the owner with FPG Intermediate Holdco, LLC, as the sole member and parent company.

The Board questioned Ms. Mayer, Ms. Stahl and Ms. Houck in regards to this matter. Ms. Houck informed the Board that she is the Vice President Comptroller with FPG Intermediate Holdco, LLC. Ms. Stahl stated that the company is asking the Board to approve the change of ownership with Ms. Mayer as the new manager. Ms. Stahl explained that Cremation Simplified mainly provides online services. It operates as a branch to The Island Funeral Home & Crematory.

MOTION

Ms. Cooper made a motion to approve the change of ownership with Ms. Mayer as the manager pending final inspection. Mr. McMillan seconded the motion, which carried unanimously.

4. Lowcountry Crematory – Ridgeland – Sharon N. Stahl
Ms. Sharon N. Stahl and Ms. Andrey Houck appeared before the Board on behalf of Lowcountry Crematory.
5. The Island Crematory – Hilton Head – Sharon N. Stahl
Ms. Sharon N. Stahl and Ms. Andrey Houck appeared before the Board on behalf of The Island Crematory.
6. The Island Funeral Home & Crematory – Hilton Head – Sharon N. Stahl
Ms. Sharon N. Stahl and Ms. Andrey Houck appeared before the Board on behalf of The Island Funeral Home & Crematory.

Ms. Holleman informed the Board that the applications are complete and that Ms. Sharon N. Stahl is asking that the Board approves the change of ownership with her as the manager. Ms. Holleman informed the Board that Ms. Stahl, license number FD.2091, initially licensed July 10, 1991, resides between 8.7 – 13.5 miles from the facilities, and does not have a criminal background. Ms. Holleman informed the Board that FPG South Carolina, LLC is owner of the facilities with FPG Intermediate Holdco, LLC as the sole member and parent company.

The Board questioned Ms. Stahl regarding this matter. Ms. Stahl explained that The Island Funeral Home & Crematory is the parent company and the other facilities and crematories are branches. Ms. Stahl explained that if approved, she will be manager of three of the facilities, of which two have the same location.

Executive Session

MOTION

Mr. Horton made a motion to go into executive session to receive legal advice. Mr. Price seconded the motion, which carried unanimously.

Return to Public Session

MOTION

Mr. McMillan made a motion to come out of Executive Session. Ms. Cooper seconded the motion, which carried unanimously.

Mr. Gray noted, for the record, there were no votes taken during Executive Session.

Mr. Gray called for a motion in this matter.

MOTION

Mr. Baxter made a motion to approve the change of ownership with Ms. Stahl as the manager pending final inspection. Mr. McMillan seconded the motion, which carried unanimously.

7. Snider Mortuary, LLC – Moncks Corner – Belinda Michilanie Guinyard

Ms. Belinda M. Guinyard and Ms. Bernadette Snider appeared before the Board on behalf of Snider Mortuary, LLC.

Ms. Hollman informed the Board the application is complete and that Ms. Belinda M. Guinyard is asking that the Board approve the new facility with her as the manager. Ms. Holleman informed the Board that Ms. Guinyard, license number FDE.3642, initially licensed December 1, 2011, resides 5.3 miles from the facility and does not have a criminal background. Ms. Hollman informed the Board that Snider Mortuary, LLC is the owner and parent company with Bernadette Snider as the sole member. Ms. Holleman informed the Board if approved, Ms. Guinyard would be required to submit a driver's license with her new address.

The Board questioned Ms. Guinyard and Ms. Snider regarding the matter. Ms. Snider informed the Board that she is currently a Funeral Director Apprentice. The Board informed Ms. Snider that statute section 40-19-110 (2) does not allow the use of the name of an unlicensed person in connection with a funeral establishment. .

MOTION

Mr. Horton made a motion to deny the application. Ms. Cooper seconded the motion, which carried unanimously.

Mr. Chavis called for a recess. The Board recessed for 15 minutes. Mr. Temples, arriving at 11:40 a.m., presided over the remainder of the meeting.

17. Licensure by Endorsement

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

1. Christopher Scott Halsey – North Carolina

Mr. Halsey appeared before the Board on his own behalf.

Ms. Holleman informed the Board that the application is complete. Mr. Halsey initially licensed May 31, 2018 as an Embalmer in North Carolina. The license is active in good standing. He licensed by endorsement as a Funeral Director, license number FD.4006, in South Carolina on September 18, 2017. He attended Fayetteville Technical Community College, Fayetteville, NC receiving a diploma in Funeral Service Education on December 10, 2016. Mr. Halsey passed the National Board Examination in Science on May 23, 2018. Mr. Halsey asked the Board to approve his embalmer's application for licensure by endorsement.

The Board questioned Mr. Halsey regarding this matter and reviewed both, North Carolina and South Carolina, embalmer license requirements. Ms. Holleman stated that South Carolina requires a 24 month apprenticeship with the completion of 50 cases, including 25 meeting the Board's special case requirements, the submission of quarterly reports signed by the apprentice, supervisor, and manager, graduation from an accredited Mortuary College, and passing the National or State science exam.

Mr. Halsey completed his North Carolina traineeship on July 31, 2017. Mr. Halsey informed the Board that he completed a 12 month traineeship under supervision, in which he assisted with the embalming of at least 25 cases and worked at least 2,000 hours, as required by the North Carolina law. In addition, Mr. Halsey, during his traineeship he was required to submit monthly reports to the North Carolina Board listing his work in the preceding month. These reports required certification by the supervisor and the manager of the funeral establishment. North Carolina requires graduation from a Mortuary Science College approved by its Board.

Executive Session

MOTION

Mr. McMillan made a motion to go into executive session to receive legal advice. Mr. Gray seconded the motion, which carried unanimously.

Return to Public Session

MOTION

Mr. Gray made a motion to come out of Executive Session. Ms. Cooper seconded the motion, which carried unanimously.

Mr. Temples noted, for the record, there were no votes taken during Executive Session.

Mr. Temples called for a motion in this matter.

MOTION

Ms. Cooper made a motion that the Board deny Mr. Halsey's embalmer licensure by endorsement application due to the fact that he has not been engaged in the practice of embalming for five years. In order to grant his licensure by endorsement Mr. Halsey must serve a one year apprenticeship in the state of South Carolina and complete 25 cases with the required stipulations for the embalmer. Mr. Gray seconded the motion, which carried unanimously.

2. Terry Gene Woodall III – Texas

Mr. Terry Gene Woodall III appeared before the Board on his own behalf.

Ms. Holleman informed the Board that the application is complete. Mr. Woodall initially licensed as a Funeral Director/Embalmer in Texas on September 23, 2016. He attended Piedmont Technical College, in Greenwood, SC receiving an Associate in Applied Sciences – Funeral Services on December 10, 2014. Ms. Holleman informed the Board that Mr. Woodall received a South Carolina certificate of apprenticeship on July 10, 2014. Mr. Woodall, at Gray Mortuary, completed 14 months from July 2014 to September 2015' met the 50 cases requirement, and completed the 25 required specified cases.

The Board questioned Ms. Holleman and Mr. Woodall regarding this matter. Mr. Woodall stated while residing in Texas he completed a one year apprenticeship and obtained his Funeral Director/Embalmer's license in 2016. Mr. Woodall confirmed that combining both apprenticeships he served 26.5 months.

Thomas McFee Funeral Home employs Mr. Woodall, and he is currently a resident of South Carolina.

Executive Session

MOTION

Mr. Gray made a motion to go into executive session to receive legal advice. Mr. McMillan seconded the motion, which carried unanimously.

Return to Public Session

MOTION

Mr. Gray made a motion to come out of Executive Session. Mr. McMillan seconded the motion, which carried unanimously.

Mr. Temples noted, for the record, there were no votes taken during Executive Session.

Mr. Temples called for a motion in this matter.

MOTION

Ms. Cooper made a motion that the Board approves Mr. Woodall's application based on him having met the substantially equivalent requirements by completing 26.5 months apprenticeship, completing 50 cases including the 25 cases specified by South Carolina and pending passing the law exam. Mr. McMillan seconded the motion, which carried unanimously.

3. Tyler Blake Sommer – Illinois

Mr. Tyler Blake Sommer appeared before the Board on his own behalf.

Ms. Holleman informed the Board that the application is complete. Mr. Sommer stated he attended Worsham College of Mortuary Science, Wheeling, IL receiving an Associate of Applied Sciences on September 5, 2012. He stated while in school students performed embalming procedures on cases at Cook County Memorial. Mr. Sommer stated that after college he completed an apprenticeship in Kentucky and obtained a Funeral Director and Embalming license on September 12, 2014. Mr. Sommer stated he failed to renew his Kentucky license, which was valid for two years, 2014-2016. He stated he obtained licensure by reciprocity in Illinois on January 24, 2017.

The Board questioned Mr. Sommer regarding his employment with Anderson Funeral Home since May 2018. Mr. Sommer confirmed his employment at Anderson Funeral Home, and he stated that he has been embalming there with a supervisor present. Mr. Sommer stated he was not aware that it is unlawful to assist with embalming in the State of South Carolina without an apprenticeship certificate or a South Carolina Embalmer's license, and he believed it was OK since he is licensed in Illinois.

The Board informed Mr. Sommer that it is unlawful in the state of South Carolina for a person not licensed by the State of South Carolina to engage in the practice of funeral service in South Carolina, which includes embalming.

Ms. Holleman informed the Board that Kentucky requires a two year apprenticeship, which required the apprentice work 40 hours per week and complete 25 cases per year.

Ms. League stated for licensure by endorsement the Board examines the requirements of the state the applicant initially licensed to determine if the state or territory requirements are substantially equivalent to South Carolina's requirements.

Executive Session

MOTION

Mr. Horton made a motion to go into executive session to receive legal advice.

Ms. Cooper seconded the motion, which carried unanimously.

Return to Public Session

MOTION

Mr. Horton made a motion to come out of Executive Session. Mr. Dickerson seconded the motion, which carried unanimously.

Mr. Temples noted, for the record, there were no votes taken during Executive Session.

Mr. Temples called for a motion in this matter.

MOTION

Ms. Cooper made a motion that the Board approves the reciprocity application being that Mr. Sommer has substantially met the equivalent standards of the state of South Carolina, pending passing the State Law exam. The Board cautioned Mr. Sommer not to engage in any funeral service practices without a valid license. Mr. McMillan seconded the motion, which carried unanimously.

18. Funeral Director and/or Embalmer Application

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

1. Cynthia Amanda Mitchell

Ms. Cynthia Amanda Mitchell appeared before the Board on his own behalf.

Ms. Holleman informed the Board that the application is complete. Ms. Holleman informed the Board that Ms. Mitchell has not passed the Funeral Director's exam.

Ms. Mitchell informed the Board that she completed her apprenticeship on June 13, 2013, and her five years to license has expired. She asked the Board to accept her apprenticeship as complete and approve her application to take the exam. Ms. Mitchell explained that many different circumstances prevented her to take the test.

The Board questioned Ms. Mitchell regarding this matter. Ms. Mitchell confirmed that she took the exam on June 14, 2018 and failed. Ms. Mitchell confirmed she applied to take the Funeral Director's exam prior to the five year deadline.

MOTION

Mr. Horton made a motion that the Board grant Ms. Mitchell until August 23, 2019 to take

and pass the Funeral Director's Art and the State Law exams. If she passes the Arts exam near year's end Board staff must grant Ms. Mitchell at least one opportunity to take and pass the law exam. If Ms. Mitchell does not pass within the set time limit, she must reappear before the Board. Ms. Cooper seconded the motion, which carried unanimously

2. William Edward Richburg

Mr. William Edward Richburg appeared before the Board on his own behalf.

Ms. Holleman informed the Board that the application is complete. Mr. Richburg began his apprenticeship as a Funeral Director/Embalmer on December 4, 2015. He completed his embalming cases in June 2016. Mr. Richburg completed his Funeral Director cases in September 2017.

Mr. Richburg asked the Board to accept the late quarterly reports of January – March 2017; April – June 2017; and September – December 2017. Mr. Richburg stated that he typically submitted the quarterly reports by email. He stated that he recently learned of a malfunction in the scanning system he used to submit the reports; therefore, he was not aware that the Board did not received the January-March 2017 reports prior to speaking with Board staff. Mr. Richburg stated that only upon submission of the application to appear before the Board did he receive information of the additional missing/late reports.

The Board questioned Mr. Richburg regarding this matter and his responsibility in maintaining his quarterly report records with timely submissions.

Ms. Holleman informed the Board that on August 9, 2018 Board staff received the late reports. Ms. Holleman stated Board staff spoke with Mr. Richburg on October 18, 2017, then again in December 2017 regarding the late reports, January-June 2017.

Executive Session

MOTION

Mr. Nelson made a motion to go into executive session to receive legal advice. Mr. Gray seconded the motion, which carried unanimously.

Return to Public Session

Mr. McMillan made a motion to come out of Executive Session. Mr. Baxter seconded the motion, which carried unanimously.

Mr. Temples noted, for the record, there were no votes taken during Executive Session.

Mr. Temples called for a motion in this matter.

MOTION

Ms. Cooper made a motion that the Board to deny acceptance of the late quarterly reports, The Board's position is that Board staff adequately communicated the deficiencies and that Mr. Richburg was granted ample time to submit timely reports, but he failed to take the appropriate action. In addition, in order to accept his apprenticeship Mr. Richburg is required to serve an additional eight months of apprenticeship, and he must timely filing the quarterly reports. Mr. Baxter seconded the motion, which carried unanimously.

Ms. Cooper left the meeting at 1:19 a.m.

19. Extension of Apprenticeship

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

1. Gary Weston Hiott, Jr.

Mr. Gary Weston Hiott, Jr. appeared before the Board on his own behalf.

Ms. Holleman informed the Board that the application is complete. Ms. Holleman informed the Board that Mr. Hiott began his Funeral Director apprenticeship at Mountain View Funerals and Cremation on July 21, 2015, and he was granted one extension which expired August 7, 2017.

Mr. Hiott completed his required cases in June 2017, and completed the twenty-four months in March 2018. Mr. Hiott anticipates graduating in May 2019. He is asking the Board to extend his Funeral Director apprenticeship certificate while he completes his education at Piedmont Technical College.

Mr. Hiott informed the Board that he completed a three year apprenticeship term which included an extension in 2017. He informed the Board that he lacks one course in completing his education requirements and that he intends to enroll in the next session of the class which is January 2019.

MOTION

Mr. Dickerson made a motion to extend Mr. Hiott's apprenticeship for one year to complete his education. Mr. Nelson seconded the motion, which carried unanimously.

20. Election of Officers

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

Mr. Temples opened the floor for the nomination of Board Officers.

Mr. Horton nominated Mr. Chavis Kejuan Gray for President. Mr. McMillan seconded the nomination, which carried unanimously.

MOTION

Mr. Horton made a motion that the Board confirms Mr. Stephen Lee McMillan, Jr. as Vice-President. Mr. Nelson seconded the nomination, which carried unanimously.

Mr. McMillan nominated Mr. Darryl Dickerson for Secretary/Treasurer. Mr. Gray seconded the nomination, which carried unanimously.

The new officers for the South Carolina State Funeral Service Board are:

President: Chavis Kejuan Gray
Vice President: Stephen Lee McMillan, Jr.
Secretary/Treasurer: Darryl Dickerson

21. Executive Session for Legal Advice, If Needed

22. Public Comments (no vote taken)

23. Adjournment

Mr. Temples called for a motion to adjourn.

MOTION

Mr. McMillan made a motion to adjourn the meeting. Mr. Horton seconded the motion, which carried unanimously.

Mr. Temples, after ensuring there being no further business to discuss, adjourned the August 23, 2018 meeting for the South Carolina State Board of Funeral Service at 1:27 p.m.

The next scheduled Board meeting for the South Carolina State Board of Funeral Service is October 3, 2018 at 10:00 a. m., at Synergy Business Park, 110 Centerview Drive, Kingstree Building, Room 108, Columbia, South Carolina.