

MINUTES
South Carolina State Board of Funeral Service
Board Meeting

10:00 a.m., February 20 – 21, 2019
Synergy Business Park
110 Centerview Drive, Kingtree Building Room 108
Columbia, South Carolina

Wednesday, February 20, 2019

1. Meeting Called to Order

Charvis K. Gray, President, of Piedmont, called the regular meeting of the South Carolina State Board of Funeral Service to order on February 20, 2019, at 10:00 a.m. Other board members present for the meeting included: Stephen L. McMillan, Jr., Vice-President, of Myrtle Beach; Darryl Dickerson, Secretary/Treasurer, of Goose Creek; William B. Horton, Jr., of Kingtree; Michelle A. Cooper, of Moncks Corner; Eddie J. Nelson, of Blythewood; Dr. D'Michelle P. DuPre, of Chapin; Kenneth E. Baxter, Sr., of Greenville; and Landis D. Price II, of Leesville.

Staff members participating in the meeting included: Mary League, Advice Counsel, Office of Advice Counsel; Robert Elam, Advice Counsel, Office of Advice Counsel; Darra Coleman, Office of Advice Counsel; Donnell Jennings, Disciplinary Counsel, Office of Disciplinary Counsel; Christa Bell, Assistant Deputy Director of Enforcement; Amy Holleman, Administrator; Norma McAllister, Program Assistant; 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 Fred Jordan, of MIS, Winston-Salem, NC.

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, 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. Jeffrey K. Temples was not in attendance.

MOTION

Mr. Nelson made a motion to approve Mr. Temples' absence. Mr. McMillan seconded the motion, which carried unanimously.

4. Director’s Remarks – Emily Farr

Ms. Farr was unable to attend the meeting.

5. Executive Session – Discuss Personnel Matters

Executive Session

MOTION

Mr. Baxter made a motion to go into executive session to discuss a personnel matter. Dr. DuPre seconded the motion, which carried unanimously.

Return to Public Session

MOTION

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

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

6. Approval of Minutes from the December 5-6, 2018 meeting

Mr. Gray called for a motion to approve the minutes for December 5-6, 2018.

MOTION

Mr. Horton made a motion that the Board approves the minutes. Mr. Nelson seconded the motion, which carried unanimously.

7. President’s Remarks – Charvis K. Gray

Mr. Gray welcomed everyone to the meeting.

8. Reports

A. Inspection Report – Ernest Adams

Mr. Adams informed the Board that he and Mr. Poole conducted 109 inspections between November 29, 2018 and February 11, 2019.

B. Investigative Review Committee (IRC) Report – Christa Bell

Ms. Bell presented the IRC recommendations to the Board, which are to dismiss cases 2018-49; 2018-59; 2018-72; 2018-73; 2018-79; and 2018-88; issue a cease and desist for cases 2018-77 and 2018-104; and file formal complaints for cases 2018-69; 2018-70; 2018-74; 2018-75; and 2018-76.

Mr. Gray called for a motion in this matter.

MOTION

Mr. McMillan made a motion that the Board accepts the Investigative Review Committee recommendations. Mr. Dickerson seconded the motion, which carried unanimously.

C. Office of Investigations and Enforcement (OIE) Report – Rodney Pigford

Mr. Pigford presented the OIE report to the Board as follows; cases received January 1, 2018 – February 7, 2019 are 24 active investigations; 27 closed; 16 do not open; 14 pending Board

review for a total of 91 cases. There were 37 cases closed and 15 do not open between January 1, 2018 and December 31, 2018.

- D. Office of Disciplinary (ODC) Counsel – Donnell Jennings
Mr. Jennings stated there are currently 29 open cases, 27 pending action, two pending Consent Agreements and four closed.

Disciplinary

9. 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.: 2018-13
Mr. Landis Price, II recused himself. Mr. Jennings presented the Consent Agreement to the Board. Mr. Horton made a motion to go into Executive session to seek legal advice, seconded by Mr. McMillan. Mr. Horton deferred the motion.
2. Case No.: 2018-12
Mr. Jennings presented the Consent Agreement to the Board.

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

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

Mr. Gray called for a motion in this matter.

MOTION

Mr. Horton made a motion to approve the Consent Agreement for Cases No.: 2018-13 and 2018-12. Mr. Baxter seconded the motion, which carried unanimously.

Mr. Price returned to the meeting.

10. Board Member Training – OIE/ODC/OAC

Darra Coleman, Office of Advice Counsel; Donnell Jennings, Disciplinary Counsel, Office of Disciplinary Counsel; and Christa Bell, Assistant Deputy Director of Enforcement presented an overview of the Disciplinary Process and the Board's authority.

- Investigative Process
- Authorization for Investigations
- Chief Investigator/Supervisor Review
- The role and composition of the Investigative Review Committee (IRC)
- Cease and Desist orders; Consent Agreements; Memorandum of Agreements

- Formal Complaints
- Final Order Hearing
- Disposition Process
- Maintaining confidentiality
- Integrity of the Process
- Ethic Issues
- Purpose and reason for recusals of Board members
- Preserving Objectivity
- Social Media in relationship to Board members
- Sources of Authority (The Engine: Title 40, Chapter 1; The Practice Act: Title 40, Chapter 19; Code of Regulations: Chapter 57; Code of Ethics; Common Law)
- South Carolina Freedom of Information Act
- Grounds for Disciplinary Actions (Sections 40-1-110 and 40-19-110)
- Sanctions and Denial of Licensure (Sections 40-1-115, 40-1-130, 40-19-115, 40-19-120, 40-19-130 and 40-19-140)
- Voluntary Surrender (Section 40-1-150 and 40-19-160)

The Board recessed at 2:00 p.m. and returned to session at 3:00 p.m.

11. Hearing Panel Appointments

Ms. Holleman explained that periodically an actual or perceived conflict of interest case presents to the Board requiring the majority or all of the Board members to recuse themselves. Ms. League explained that in such instances, the Board appointed Hearing Panel would hear the case to determine the finding of facts and conclusion of law. The full Board would review the findings and recommendations of the Hearing Panel, accepting, rejecting, or modifying the findings to determine the final disposition/order.

The Board has determined that the Hearing Panel appointees must possess the same criteria required for an active Board member.

Ms. Holleman asked that the Board nominate individuals to serve on the South Carolina State Board of Funeral Service Hearing Panel.

The Board discussed the matter and nominated Mr. Kenneth Beasley, Mr. Robert Kiser, Mr. Homer Elwood, Jr., and Mr. William P. Troy to serve on the hearing panel.

The Board asked that Ms. Holleman contact the aforementioned persons regarding serving on the South Carolina State Board of Funeral Service Hearing Panel and advised the Board of the responses at tomorrow's (February 21, 2019) meeting.

MOTION

Mr. Baxter made a motion that Ms. Holleman contacts Mr. Kenneth Beasley, Mr. Robert Kiser, Mr. Homer Elwood, Jr., and Mr. William P. Troy to serve as member of the South Carolina State Board of Funeral Service's Hearing Panel and that further action on the final consideration be deferred until tomorrow's meeting. Mr. Dickerson seconded the motion, which carried unanimously.

12. Inspections Committee report

Ms. Holleman presented the inspection report to the Board. Ms. Holleman informed the Board that the Inspection Committee reviewed the current guidelines, statute and regulations to devise a document that complies with current statute and regulations.

The Board discussed the report and made the following motions:

MOTION

Dr. DuPre made a motion to accept the inspection report as presented. Mr. Dickerson seconded the motion. Mr. Baxter, Mr. Gray, Mr. McMillan, Mr. Dickerson, Mr. Gantt, Mr. Nelson, and Dr. DuPre voted yes. Mr. Horton and Ms. Cooper abstained.

MOTION

Mr. McMillan made a motion that facilities that received a fail inspection will require a follow-up within 30 business days. Mr. Baxter seconded the motion, which carried unanimously.

MOTION

Mr. Baxter made a motion that the Board adopts the definition of Parlor to mean a place in the facility to display the deceased body and that the Board defines a Chapel as a room designated for conducting funeral services. Mr. Nelson seconded the motion, which carried unanimously.

13. Investigative Review Committee Appointment

The Board discussed the IRC appointment and determined that the South Carolina Morticians' Association should present the nomination.

MOTION

Mr. McMillan made a motion to table the discussion to allow the South Carolina Morticians' Association to submit a candidate. Mr. Baxter seconded the motion, which carried unanimously.

14. Executive Session for Legal Advice, If Needed

15. Public Comments (no votes taken)

16. Adjournment

Mr. Gray called for a motion to adjourn.

MOTION

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

Mr. Gray, after ensuring there being no further business to discuss, adjourned the February 20, 2019 meeting for the South Carolina State Board of Funeral Service at 4:31pm.

The meeting will reconvene on February 21, 2019 at 10:00 a.m.

Thursday, February 21, 2019

17. Meeting Called to Order

Charvis K. Gray, President, of Columbia, called the regular meeting of the South Carolina State Board of Funeral Service to order on February 21, 2019, at 10:00 a.m. Other board members present for the meeting included: Stephen L. McMillan, Jr., Vice President, of Myrtle Beach; Darryl Dickerson, Secretary/Treasurer, of Goose Creek; William B. Horton, Jr., of Kingstree; Michelle A. Cooper, of Moncks Corner; Stephan R. Gantt, of Greenwood; Jeffrey K. Temples, of West Columbia; and Landis D. Price II of Leesville.

Staff members participating in the meeting included: Mary League, Advice Counsel, Office of Advice Counsel; Robert Elam, Advice Counsel, Office of Advice Counsel; Amy Holleman, Administrator; Norma McAllister, Program Assistant; Rodney Pigford, Chief Investigator, 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; Rion Rampey, Executive Director, South Carolina Funeral Directors Association; Cynthia A. Linhart, of James A. McAlister, Inc.; Mark Smith and Brandi Kizer, of Avinger Crematory; Julie B. Pendleton and Henry W. Treye Sharpe, III of Hatcher Funeral Home & Cremation Service; William L. Keith, of Miller River-Caulder Funeral Home; Patrick Campbell, of The Standard Cremation & Funeral Home; Wyman B. Gaster, Jr., of Morris Funeral Home, Inc.; William M. Sullivan, of Sullivan Brothers Mortuary, Inc.; Daniel Jordan and James E. Brogan, of Stoudenmire-Dowling Funeral Home; Shanta J. Hoard, of Grace Funeral Services LLC; Bernadette Snider, of Koger's Mortuary; Andy Byrd, of Heritage Funeral Services; Jonathan J. Jamison; Tiffany R. Edwards; Jennie Daniels, 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.

18. Introduction of Board Members and Persons Attending the Meeting

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

19. Approval of Excused Absences

Mr. Kenneth E. Baxter, Sr. and Mr. Eddie J. Nelson were not in attendance.

MOTION

Ms. Cooper made a motion to approve the absences. Dr. DuPre seconded the motion, which carried unanimously.

20. Approval of Excused Absences for IRC members

1. January 22, 2019
2. November 26, 2018

Mr. Frank Way was not in attendance.

MOTION

Mr. Horton made a motion to approve the absences. Mr. McMillan seconded the motion, which carried unanimously.

21. Administrator’s Remarks – Amy Holleman

A. Financial Report

Ms. Holleman reported that the Board’s cash balance at the end of December 2018 was -\$186,834.41.

B. Ethics Commission Statement of Economic Interest

Ms. Holleman reminded the Board that the Statement of Economic Interest filing is due by March 30, 2019.

C. 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
482	Dyson’s Home For Funerals	Tarlton Blackwell	James Robert Lybrand	02/05/2019

**New Business
Application Hearings**

Mr. Gray called for an adjustment in the agenda moving Ms. Cynthia Ann Linhart’s application (#24.2) next on the agenda.

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

2. Cynthia Ann Linhart

Ms. Linhart appeared before the Board on her own behalf.

Ms. Holleman informed the Board that the application is complete. Ms. Linhart completed her Funeral Directors’ apprenticeship in December 2018 and is applying for an extension while completing her education at Piedmont Technical College.

Ms. Linhart informed the Board that she currently taking two courses and requires four additional courses in order to complete her certification. Ms. Linhart anticipates graduating at the end of the 2019 fall semester.

MOTION

Ms. Cooper made a motion that the Board grants a one year extension. Mr. Gantt seconded the motion, which carried unanimously.

22. 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. Avinger Crematory – Holly Hill – Branigan L. Kizer

Mr. Marvin Smith and Ms. Branigan L. Kizer appeared before the Board on behalf of Avinger Crematory.

Ms. Holleman informed the Board that the application is complete and that Ms. Branigan L. Kizer requests that the Board approve the new crematory with her as the manager. Ms. Kizer, license number FDE 3975, initially licensed on September 14, 2016, resides 17.5 miles from the facility, and does not have a criminal background. Ms. Holleman informed the Board that McAlister-Smith Funeral Home, Inc. is the owner with Marvin M. Smith as the sole member.

Mr. Smith asked the Board grant approval of the new crematory with Branigan L. Kizer as the manager. Mr. Smith informed the Board that the business is relocating to the Avinger location, one of the six crematories owned by the business.

The Board questioned Mr. Smith regarding the matter. Ms. Kizer informed the Board that she read and understands the statute and laws.

MOTION

Mr. Horton made a motion that the Board approves the new crematory application pending final inspection. Mr. Dickerson seconded the motion, which carried unanimously.

2. Golden Strip Cremation Services – Preston Charles Calvert, Jr.

Mr. Preston Charles Calvert, Jr. and Mr. W. Andrew Byrd appeared before the Board on behalf of Golden Strip Cremation Services.

Ms. Holleman informed the Board that the application is complete and that Mr. Calvert requests that the Board approve the new crematory with him as the manager. Mr. Calvert, license number FD.3646, initially licensed on February 7, 2012, resides ¼ of a mile from the facility, and does not have a criminal background. Ms. Holleman informed the Board that Cannon Byrd, LLC is the owner with members being W. Andrew Byrd and James A. Cannon. Cannon Byrd, LLC is the parent company of Golden Strip Cremation Services.

Mr. Byrd addressed the Board stating that the initial plans for Heritage Funeral Home included a future installation of a crematory. Mr. Byrd informed the Board that county zoning approved the crematory and that contingent on Board's approval; the onsite construction will begin on the crematory.

The Board questioned Mr. Byrd in regards to the matter.

MOTION

Mr. Horton made a motion that the Board approves the new crematory pending final inspection after construction. Mr. Price seconded the motion, which carried unanimously.

3. Morris Funeral Home, Inc. – Wyman Brice Gaster, Jr.

Mr. Wyman Brice Gaster, Jr. appeared before the Board on behalf of Morris Funeral Home, Inc.

Ms. Holleman informed the Board that the application is complete and that Mr. Wyman Brice Gaster, Jr., is asking that the Board approve the change of ownership with him as the manager. Ms. Holleman informed the Board that Mr. Gaster, license number FDE 1873, initially licensed on November 29, 1984, resides one mile from the facility, and does not have a criminal background. Ms. Holleman informed the Board that Morris Funeral Home, Inc. is the owner with Wyman Brice Gaster, Jr. as the majority shareholder, and minority shareholders, Grayling W. Powell and Keith W. Thompson.

Mr. Gaster addressed the Board and asked that the Board approve the change of ownership.

The Board questioned Mr. Morris regarding this matter. Mr. Morris informed the Board that read and understands the statute and laws.

MOTION

Mr. Price made a motion to approve the change of ownership with Mr. Gaster as the manager. Dr. DuPre seconded the motion, which carried unanimously.

The Board required that if Mr. Gaster currently sells pre-need that he provides staff with a favorable letter from South Carolina Department of Consumer Affairs.

4. **Sullivan Brothers Mortuary, Inc. – Greer – William Maurice Sullivan**

Mr. William Maurice Sullivan appeared before the Board on behalf of Sullivan Brothers Mortuary, Inc.

Ms. Holleman informed the Board that the application is complete and that Mr. William Maurice Sullivan is asking that the Board approves the change of ownership with him as the manager. Ms. Holleman informed the Board that Mr. Sullivan, license number FDE 3478, initially licensed September 18, 2009, resided 3.5 miles from the facility, and does not have a criminal background. Ms. Holleman informed the Board that Sullivan Brothers Mortuary Inc. is owner of the facility with Mr. William Maurice Sullivan as sole shareholder. Sullivan Brothers Mortuary Inc. is the parent company.

Mr. Sullivan addressed the Board and asked that the Board approve the change of ownership with him as the manager and that the facility retain the current license number, FE 172.

The Board questioned Mr. Sullivan regarding this matter.

MOTION

Mr. Horton made a motion to approve the change of ownership for Sullivan Brothers Mortuary, Inc. with Mr. Sullivan as the manager, pending a favorable pre-need letter from South Carolina Department of Consumer Affairs and allow the facility to retain the current license number. Mr. Dickerson seconded the motion, which carried unanimously.

5. **The Standard Cremation & Funeral Center - Anderson – Patrick M. Campbell**

Mr. Patrick M. Campbell appeared before the Board on behalf of The Standard Cremation & Funeral Center.

6. **The Standard Crematory – Anderson – Patrick M. Campbell**

Mr. Patrick M. Campbell appeared before the Board on behalf of The Standard Crematory.

Ms. Holleman informed the Board that the applications are complete and that Mr. Patrick M. Campbell is asking that the Board grants a one year extension to open the new facility. Ms. Holleman informed the Board that Mr. Campbell, license number FDE.2599, initially licensed February 17, 2000, resides seven miles from the facilities, and does not have a criminal background. Ms. Holleman informed the Board that The Standard Cremation & Funeral Center, Inc. is the owner and parent company of the facility.

The Board questioned Mr. Campbell regarding this matter. Mr. Campbell explained that inclement weather caused several delays. Mr. Campbell informed the Board that the he anticipates opening

the business in December 2019. He confirmed that the business obtained the appropriate county permits and zoning documents to begin construction. Mr. Campbell asked that the Board grant a one year extension to open the facility.

MOTION

Mr. Horton made a motion that the Board grants a one year extension to open The Standard Cremation & Funeral Center and The Standard Crematory pending final inspection. Mr. McMillan seconded the motion, which carried unanimously

23. Licensure by Endorsement

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

1. James Edward Brogan – Indiana

Mr. Jeffrey K. Temples recused himself. Mr. Daniel Jordan and Mr. James Edward Brogan appeared before the Board on his behalf.

Ms. Holleman informed the Board that the application is complete. Mr. Brogan initially licensed January 9, 2014 as Funeral Director/Embalmer in Indiana. The license is active in good standings. Mr. Brogan does have a criminal record. According to the application, in 2015 Mr. Brogan as a Funeral Director/Embalmer in Kentucky and was employed in that capacity for a one year. Ms. Holleman stated staff is unable to verify his licensure in the state of Kentucky. Ms. Holleman informed the Board that according to Mr. Brogan's employment history he lacks the requirement to be engaged in the practice of Funeral Service for five years for licensure by endorsement.

Mr. Brogan addressed the Board, stating that he has had an active license since January 9, 2014 and employed with funeral services since 2002. Mr. Brogan stated that the Kentucky Board would not verify his period of licensure since it is currently inactive. Mr. Brogan provided the letter denying the verification request. In addition, Mr. Brogan informed the Board that in 2007 he served a one year apprenticeship in West Virginia that did not transfer to Indiana. Therefore, he completed an additional one year apprenticeship in Indiana. Mr. Brogan stated that totally he completed 24 months as an apprentice.

Mr. Brogan attended Mid-America College of Funeral Service, Jeffersonville, IN receiving his Associates degree of Applied Science in funeral Service on September 21, 2012. Mr. Brogan passed the National Board Examination in Science on September 21, 2012 and the National Board Examination in Arts on September 20, 2012.

The Board questioned Mr. Brogan regarding this matter and reviewed the Indiana Funeral Service license requirements.

Executive Session

MOTION

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

Return to Public Session

MOTION

Mr. Horton made a motion to come out of Executive Session. Dr. DuPre seconded the motion, which carried unanimously.
Mr. Gray noted, for the record, there were no votes taken during Executive Session. Ms. Cooper left the session.

Mr. Gray called for a motion in this matter.

MOTION

Mr. Horton made a motion that the Board approves the application for licensure by endorsement for Mr. James Edward Brogan, pending successfully passing the South State Funeral Service law exam. Mr. McMillan seconded, the motion, which carried unanimously.

Ms. League stated for clarification that the Board deemed “engaged in” as defined in regulations as an “unrestricted license of at least five (5) years duration under the laws of another state or territory”.

2. Marie Harrelson Thompson – North Carolina

Ms. Thompson was unable to appear and asked that her application be moved to the April 24, 2019 Board meeting.

Mr. Gray called for a five minute recess. The Board returned to regular session at 11:40 a.m.

24. Extension of Apprenticeship

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

1. William Lyndell Keith

Mr. William Lyndell Keith 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. Keith completed his apprenticeship in May 2018 serving from May 3, 2016 through May 3, 2018. Mr. Keith anticipates graduating in December 2019. Mr. Keith is asking the Board to extend his Funeral Director’s apprenticeship while he completes his education at Piedmont Technical College.

Mr. Keith addressed the Board asking that the Board extend his apprenticeship while he completes his education at Piedmont Technical College.

MOTION

Mr. Horton made a motion to extend Mr. Keith’s apprenticeship for one year to complete his education. Mr. Temples seconded the motion, which carried unanimously.

25. 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. Tiffany Rose Edwards

Ms. Tiffany Rose Edwards appeared before the Board on his own behalf.

Ms. Holleman informed the Board that the application is complete. Ms. Holleman informed the Board is asking permission to sit for the Funeral Director/Embalmer’s exams. Ms. Holleman informed the Board that Ms. Edwards began her apprenticeship in February 16, 2012 which expired

February 16, 2014. Ms. Edwards submitted the July- September 2012 quarterly report late and failed to submit the January-March 2013 report.

Ms. Edwards informed the Board that she completed her apprenticeship on February 16, 2014 and during that time mailed the quarterly reports to the staff. Ms. Edwards stated that while inquiring regarding the next steps to take the exam staff informed her of the missing quarterly reports. Ms. Edwards informed the Board that she does not have a copy of the missing report.

The Board questioned Ms. Edwards regarding this matter.

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

Mr. McMillan made a motion to come out of Executive Session. Dr. DuPre 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. Temples made a motion to deny the application, but the Board will grant a year for Ms. Edwards to serve and complete an additional six month's apprenticeship to complete the late/missing quarters in her initial apprenticeship, and that the Board waives the five year limit for this period.

2. Shanta Jovanna Hoard

Ms. Shanta Jovanna Hoard appeared before the Board on her own behalf.

Ms. Holleman informed the Board that the application is complete. Ms. Hoard began her apprenticeship as a Funeral Director/Embalmer on February 1, 2017 and extended on January 10, 2019. During the course of this time, Ms. Hoard submitted the July 2018 – September 2018 report late. Ms. Hoard submitted her remaining reports on time. On May 16, 2018, Ms. Hoard received an Associate in Applied Science Mortuary Science from City Colleges of Chicago, Community College District No. 508 Chicago, IL.

Ms. Hoard addressed the Board and stated that due to an illness she unintentionally submitted the report late. Ms. Hoard stated immediately after her illness she submitted the late report to staff.

The Board questioned Ms. Hoard regarding this matter.

Mr. Gray called for a motion in this matter.

MOTION

Mr. Price made a motion that the Board accepts the application. Dr. DuPre seconded the motion, which carried unanimously.

Ms. League added that Ms. Hoard was able to establish good cause for the delayed report submission and the minimum amount of time elapsed between the report's due date and date received.

3. Jonathan Jermaine Jamison

Mr. Jonathan Jermaine Jamison appeared before the Board on his own behalf.

Ms. Holleman informed the Board that the application is complete. Ms. Holleman informed the Board that according to the records, Mr. Jamison initially license on October 16, 1998, and his license lapsed on June 30, 2003. Since his license lapsed, Mr. Jamison attempted reinstatement in July 2010, March 2011, and June 2011, however each application lapsed prior to Mr. Jamison completing the process.

Mr. Jamison passed the state Funeral Director's art exam on September 14, 1998. Mr. Jamison received his Master of Education majoring in Counselor Education/Elementary form South Carolina State University, Orangeburg, SC on December 14, 2002. Ms. Holleman stated that Mr. Jamison is asking that the Board approves his Funeral Director's application.

Mr. Jamison addressed the Board and stated due to various reasons he did not complete the application process and asked that the Board accept his application. The Board questioned Mr. Jamison regarding this matter.

Executive Session

MOTION

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

Return to Public Session

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

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

Mr. Gray asked that Ms. League, Advice Counsel, read the disposition of the Board in this matter.

MOTION

Ms. League read that in regards to the application the Board's motion is that to reinstate his license, Mr. Jamison must meet licensing requirements to include re-examination and serving a two year apprenticeship with the required cases as his license has been lapsed for approximately 16 years. Public protection requires assurance of his competence in the profession. Mr. Horton made a motion to accept the statement read by Counsel. Mr. McMillan seconded the motion, which carried unanimously.

3. Julie Baker-Pendleton

Mr. Henry W. Sharp and Ms. Julie V. Baker-Pendleton appeared before the Board on her behalf. Mr. Landis Price, II recused himself.

Ms. Holleman informed the Board that the application is complete. Ms. Baker-Pendleton is asking that the Board approves her Funeral Director/Embalmer's application. Ms. Baker-Pendleton began her apprenticeship on September 1, 2016 and extended through January 10, 2019. During the

course of the apprenticeship, Ms. Baker-Pendleton submitted two late quarterly reports.

Ms. Baker-Pendleton addressed the Board and stated immediately after becoming aware of the late quarterly reports she re-submitted the reports. Ms. Baker-Pendleton received her Associate in Applied Science in Funeral Services from Piedmont Technical College on December 7, 2018. She passed the NBE Science exam on December 29, 2018 and the NBE Arts exam on December 21, 2018.

The Board questioned Ms. Baker-Pendleton and Mr. Henry W. Sharp regarding this matter.

Mr. Sharp, apprentice supervisor, confirmed that Ms. Baker-Pendleton completed the time and cases on the late quarterly reports.

MOTION

Mr. Horton made a motion to accept the application. Mr. McMillan seconded the motion, which carried unanimously.

Mr. Landis Price, II returned to the meeting.

4. **Bernadette Snider**

Ms. Bernadette Snider appeared before the Board on her own behalf. Mr. Price returned to the session. Mr. Dickerson recused himself.

Ms. Holleman informed that the application is complete. Ms. Holleman informed the Board that Ms. Snider began her apprenticeship as a Funeral Director on March 20, 2002 and had two extensions. During this period, Ms. Snider submitted one late quarterly report. Ms. Holleman stated that Ms. Snider as of today has submitted all quarterly reports.

Ms. Snider addressed the Board stating that she mailed the April 2017 – June 2017 to staff immediately following-up to confirm receipt. Ms. Snider stated that upon learning that staff did not receive the quarterly report, she immediately re-sent the report to board staff.

MOTION

Mr. McMillan made a motion to accept the application. Mr. Price seconded the motion, which carried unanimously.

Mr. Darryl Dickerson returned to the meeting.

26. Ratification of Issuance of License by Endorsement – Frank Anthony Repole

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

Ms. League explained that on December 6, 2018 Mr. Frank Anthony Repole appeared before the Board for licensure by endorsement. While he actual met the requirements, it was not recognized during his appearance. Therefore, after consulting with the Board Chairperson it was decided that staff would immediately issue Mr. Repole's license and that the Board would consider ratification of its previous action.

MOTION

Dr. DuPre made a motion to ratify the issuance of the license for Mr. Frank Anthony Repole that was erroneously denied. Mr. McMillan seconded the motion, which carried unanimously.

27. Certification to sit for State Funeral and State Embalmers Exams

Ms. Holleman informed the Board that she meet with the Funeral Service representatives from Piedmont Technical College. The College currently grants permission for those qualified degreed individuals within its purview to sit for the National Funeral Service exams. In addition to its long standing Funeral Service degree program and the Funeral Director's certificate program, Piedmont now offers an Embalmer Certificate only.

Ms. Holleman informed the Board that currently, qualified individuals that complete the Piedmont Technical College's Funeral Service Certificate only programs must submit an application to the South Carolina State Board of Funeral Service in order to be certified to take the Funeral Service exams. In order to provide consistency, the Board is asked to approve that Piedmont Technical College be granted the authority to certify qualified individuals that complete the Funeral Service Certification programs

The Board discussed the matter.

MOTION

Mr. Horton made a motion that board allows Piedmont Technical College to certify those eligible individuals that have successfully completed the Funeral Director and/or Embalmer Certificate program for the South Carolina Funeral Director and/or Embalmer exams.

Investigative Review Committee (IRC) Appointment

Mr. Dickerson recommended Ms. Elizabeth Simmons for an appointment to the IRC.

MOTION

Mr. Dickerson made a motion that the Board appoints Elizabeth Simmons as a member of the Investigative Review Committee. Mr. Price seconded the motion, which carried unanimously.

Hearing Panel Appointments

As an update, Ms. Holleman informed the Board that the nominees for the hearing panel, Mr. Kenneth Beasley, Mr. Robert Kiser, Mr. Homer Elwood, Jr., and Mr. William P. Troy have agreed to serve. The Board decided to accept the four nominees and to randomly select as needed a three person hearing panel from the approved list. The fourth person would serve as an alternate.

MOTION

Mr. Horton made a motion to approve Mr. Kenneth Beasley, Mr. Robert Kiser, Mr. Homer Elwood, Jr, and Mr. William P. Troy as panel members for the South Carolina Board of Funeral Service. The hearing panel will consist of three of the members randomly selected to serve for each hearing as needed and the fourth panel member will serve as an alternate. Mr. McMillan seconded the motion, which carried unanimously.

28. Legislative Update

There were no updates.

29. Executive Session for Legal Advice, If Needed

30. Public Comments (no vote taken)

31. Adjournment

Mr. Gray called for a motion to adjourn.

MOTION

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

Mr. Gray, after ensuring there being no further business to discuss, adjourned the February 21, 2019 meeting for the South Carolina State Board of Funeral Service at 1:05 p.m.

The next scheduled Board meeting for the South Carolina State Board of Funeral Service is April 23-24, 2019 at 10:00 a. m., at Synergy Business Park, 110 Centerview Drive, Kingstree Building, Room 108, Columbia, South Carolina.