

TENNESSEE BOARD OF FUNERAL DIRECTORS AND EMBALMERS

MINUTES OF BOARD MEETING

JULY 11, 2017

President Robert Helms called the meeting to order at 10:00 a.m. in Conference Room 1-B, Davy Crockett Tower, Nashville, Tennessee.

Board members present: Robert Helms, President; Charles Rahm, Vice President; Dennis Bridges, Mark Cochran, Jeff Duffer, Robert Davis and Clark McKinney.

Staff present: Robert Gribble, Executive Director; Cherrelle Hooper, Assistant General Counsel; and Lisa Mosby, Administrative Manager.

ADOPTION OF AGENDA:

A motion was made by Charles Rahm to approve the Agenda as printed.

Seconded by Jeff Duffer

Adopted by voice vote

APPROVAL OF MINUTES:

A motion was made by Charles Rahm to approve the Minutes of the June 13, 2017 Board Meeting.

Seconded by Jeff Duffer

Adopted by voice vote

INFORMAL CONFERENCE REGARDING SUMMARY SUSPENSIONS:

Attorney Allison Renfro appeared for the Department of Commerce & Insurance.

Respondent Thomas Henry North, Jr., of Winchester, Tennessee, appeared and was represented by Attorney Kerry Edward Knox of Murfreesboro, TN.

An informal hearing was held to determine whether the public health, safety, or welfare imperatively required emergency action that Thomas Henry North, Jr.'s funeral director license (No. 4635) and embalmer license (No. 4636) should be

subjected to summary suspension. The alleged violations included inappropriate touching of two (2) deceased individuals and inappropriate graphic remarks that were disrespectful to the deceased.

Because of the seriousness of the nature of the alleged violations, the Board determined that the health, safety, and welfare of the public imperatively required emergency action and summarily suspended, as of July 11, 2017, both the funeral director license (No. 4635) and embalmer license (No. 4636) of Thomas Henry North, Jr., pending a formal administrative hearing to be set within a reasonable time.

Board member Jeff Duffer recused himself from participating in this matter.

A motion was made by Charles Rahm to Summarily Suspend the funeral director and embalmer licenses of Thomas Henry North, Jr.

Seconded by Clark McKinney

The motion was withdrawn so that the Board could hear from Mr. North and his legal counsel.

A motion was made by Charles Rahm to Summarily Suspend the funeral director and embalmer licenses of Thomas Henry North, Jr.

Seconded by Clark McKinney

Roll Call Vote:

Board Members	Yes	No
Dennis Bridges	X	
Mark Cochran	X	
Robert Davis	X	
Robert Helms	X	
Clark McKinney	X	
Charles Rahm	X	

Adopted by roll call vote

LEGAL REPORT:
ALLISON RENFRO, ASSISTANT GENERAL COUNSEL

Abbreviations:
 GPL – General Price List

CPL – Casket Price List

OBCPL – Outer Burial Container Price List

SFGSS – Statement of Funeral Goods and Services Selected

1. Case No.: 2017021371

This complaint was filed on April 4, 2017, by a consumer who states his mother passed away and he wanted to get her cremated, yet the Establishment has been slower than the family had hoped, so he filed a complaint against the Establishment for poor performance. Specifically, the complainant feels there should be no reason for the Establishment to hold the body longer than it already has and the family wants the cremated remains.

On March 21, 2017, the Establishment was contacted regarding Complainant's mother's passing, where Complainant advised that his sisters were unwilling to conduct business until they could discuss arrangements in person. The Establishment's funeral director made multiple attempts to contact the sisters to determine when they could make arrangements and reached one of the sisters on March 25, 2017. The sisters arrived on March 28, 2017, one week after their mother's passing. The funeral director explained to them that the cremation procedure can take from four to seven days to complete and some aspects are out of his control like securing the cremation permit, scheduling the cremation, and obtaining a signed death certificate. The family provided the information for the death certificate late in the evening on March 28, 2017, and the death certificate was taken to the doctor to be signed on March 29, 2017. The doctor's office called the funeral director to pick up the death certificate on March 31, 2017, the funeral director hand delivered the documents to the health department on the same day, and was advised he would not get the certificate and permit until the next business day. The death certificate was ready on April 3, 2017. Once the certificate and permit were ready, the funeral director called the crematory to schedule the cremation and was told the cremation could not be scheduled until the following day or the day after that due to prior commitments. The funeral director delivered the remains on April 3, 2017, and called the Complainant advising him of the status. The funeral director picked up the remains on April 5, 2017, and immediately called Complainant but did not get an answer. The funeral director was at a family function when Complainant returned his call hours later. The funeral director called Complainant after the function which was after 9 p.m. and delivered the cremains that same night to Complainant at Complainant's request. The funeral director was therefore taken aback to learn a complaint was filed, after letting the cremation commence without full payment prior to service despite having explained the financial policy

to the family in written form. The funeral director states that if the cremation was delayed to any degree, it was due to the family not meeting with the funeral director until one week after the first initial request of service. Included with the response were documents corroborating the timeline of events as described by funeral director in his response.

Recommendation:

- Close

A motion was made by Clark McKinney to accept Counsel's recommendation.

Seconded by Robert Davis

Adopted by voice vote

2. Case No.: 2017024911

This complaint was filed by a consumer who alleges various issues such as lack of explanation of services provided, unprofessional conduct of establishment staff, demand for payment prior to the conclusion of the service, and lack of food as agreed upon, which made the family feel like the establishment took advantage of them since they were from out of town and did not know an alternative establishment.

The Complainant decided to have his son's remains cremated and made arrangements with the funeral director where they verbally discussed that 30 people were expected for the service and what package of services was wanted. The Complainant states he specifically requested to see his son one last time before he was cremated and place personal items with him, and the funeral director told the family they could return any time on the day before the funeral to do that. The Complainant states there was no discussion about when or how billing would take place. When the family arrived the day before the funeral, the funeral director was not available and the family was told it was not possible for the family to see his son one last time by a funeral home employee. That employee explained at least three times to the family that the son would need to be removed from the cooler and prepared for viewing. Complainant asked her to leave the room and told her she was unprofessional and needed to call the funeral director to clarify the family's desires, but she stormed off. Complainant was then intercepted by another employee who apologized for the employee's behavior and advised the family's wishes would be met. This employee advised

the family that they needed to purchase a more expensive package that included more food since the family could not estimate the number of expected guests because they were from out of town. After viewing his son's remains for a final time, the Complainant was presented with the funeral bill before the funeral service which caught him unprepared, and he had to rely on his father-in-law for payment. The bill was presented without explanation or itemization.

The establishment chaplain greeted the family the day of the funeral service and made comments that made the family uncomfortable such as referring to the funeral director as bipolar and referring to the establishment as "insanity funeral home." At the conclusion of the funeral service, the chaplain went to the front of the room and spoke about cremation and how the establishment is the best place to have it conducted to the absolute shock of the family to insert an unwelcome plug for the establishment at their son's funeral service.

The family believed there would be food provided based on their arrangement conference, but only coffee and water was provided. The family also paid \$300 for discs, thinking it was the video of the service when really it was photos the family provided to the establishment compiled in Power Point form. Further, the bill contained a \$495 charge to transport the son from the hospital to the establishment, which the consumer considers to be a highly inflated expense.

After the service, the consumer called the establishment several times and left voice messages, and after 24 hours of no response, sent an email outlining his issues and asked for an explanation and an apology. The consumer received a response in the form of a letter from the establishment's attorney explaining to the consumer that he and his family are wrong about their experience. The attorney's letter stated that the establishment upheld its contractual obligations, but the consumer disagrees and thinks that the conduct of the chaplain was especially egregious as well as how the financial arrangements were handled. The consumer hopes that Tennessee has a code of conduct for establishments and funeral directors to make the experience of a grieving family more pleasant.

Recommendation:

- Consent order with \$500 civil penalty and authorization for a hearing for failure to clearly and fully disclose prices, unprofessional conduct (TCA 62-5-317(4)), failure to treat the public in a respectful manner, and engaging in an act that is misleading/deceptive.

A motion was made by Charles Rahm to accept Counsel's recommendation.

Seconded by Dennis Bridges

Adopted by voice vote

3. Case No.: 2017026801

This complaint was filed by a consumer alleging conflict of interest, possible fraudulent activity, and incitement of family distress. After Complainant's wife died, he contacted the establishment and expressed his desire to pay the establishment directly instead of waiting for insurance which he said he expressed when meeting at the establishment to make arrangements. Complainant went to the bank to withdraw funds but because his name was not on his wife's account the bank would not give him any information about the bank account. The bank's assistant branch manager called the establishment to verify it had the deceased's body and that she would allow the usage of the credit card attached to the account to be used for payment. The consumer was unsure what information the branch manager had disclosed about the bank account and available funds; she did not disclose details to him, so he declined to use the credit card the bank was willing to approve. The Complainant therefore agreed to use the establishment's insurance assignment plan and pay their 20% convenience fee because his hands were tied, yet was told by the establishment that it could not get in touch with the insurance company; however, the insurance company stated that it had not received a request for payment, or any information, from the establishment regarding the deceased's funeral services. By this time, the consumer resolved the banking issues and decided to pay the establishment directly for the funeral contract, but this request was not received well by the establishment, and the consumer was then told he did not have authorization to make funeral arrangements and that his son would need to sign off on them because his son was listed on the bank account one day before the funeral service was to occur.

Response: The Complainant's son, and not Complainant, was listed as the beneficiary on the bank account of the deceased and on her insurance policy so the son's involvement in making the funeral arrangements was necessary. We were in no way involved in the bank's decision to verify the information that Complainant provided the bank and made no attempts to influence their handling of the matter. The father and son made the arrangements from the proceeds of the insurance policy and the statement that we did not contact the insurance company is incorrect.

Recommendation:

- Close with a Letter of Warning – warning against misrepresentation of fraud in the conduct of the business of a funeral establishment and misleading and/or deceptive acts.

A motion was made by Mark Cochran to accept Counsel's recommendation.

Seconded by Jeff Duffer

Adopted by voice vote

4. Case No.: 2017029971

5. Case No.: 2017030011

6. Case No.: 2017030031

On May 4, 2017, an inspector for the Board visited the Establishment and issued a citation for the following violations:

1. Funeral Director 1 (a funeral director employed by the Establishment) – funeral director license expired on January 31, 2017 and was not renewed until March 6, 2017; from February 1, 2017 through March 5, 2017, she worked without a valid license.
2. Funeral Director 2 (a funeral director who is manager of record for the Establishment) – funeral director license expired on January 31, 2017 and was not renewed until March 6, 2017; from February 1, 2017 through March 5, 2017, the Establishment operated without a licensed funeral director as their manager and allowed Respondent 1, an unlicensed person, to practice funeral directing.
3. There were seven total contracts written by the Establishment during this time.

Response: Funeral Director 1 did not wait on families or participate in any funeral services during the dates stated. We did not get renewal notices in the mail. No excuses and a lesson learned, but the online procedure is not the easiest reminder on renewal requests. I would appreciate that our reputation and dedication to the profession be considered in the determination of the complaint's disposition.

Recommendation:

- Establishment: Consent Order with \$250 civil penalty and authorization for a hearing
- Funeral Director 1: Close with a Letter of Warning
- Funeral Director 2: Close with a Letter of Warning

A motion was made by Clark McKinney to accept Counsel's recommendation.

Seconded by Charles Rahm

Adopted by voice vote

7. Case No.: 2017030901

8. Case No.: 2017030921

9. Case No.: 2017030941

On April 17, 2017, an inspector for the Board visited Establishment 1 and Establishment 2 and issued a citation because the funeral director's license had expired January 31, 2017 and was not reinstated until March 1, 2017. During the time his license was expired, the funeral director completed the funeral arrangements for one person at Establishment 1 and for one person at Establishment 2. During the time of the invalid license, the funeral director served in the position of manager for the establishment.

Response: The reason my license was not renewed is because I never received a renewal notice by mail or email. I have always received a renewal notice at least 30 days prior to the renewal date. Part of the confusion may be related to the fact that my funeral director license and embalmer's licenses are due in alternate years.

Recommendation:

- Establishment 1: Consent order with \$250 civil penalty and authorization for a hearing
- Establishment 2: Consent order with \$250 civil penalty and authorization for a hearing
- Funeral Director: Close with a Letter of Warning

A motion was made by Clark McKinney to accept the Board's recommendation.

Seconded by Jeff Duffer

Adopted by voice vote

10. Case No.: 20170032551

A complaint was filed by a consumer who states a cremation certificate was filed for a decedent by a facility in mid-March. The family made two phone calls to the facility, on the dates of May 5 and 16, 2017. On the 5th, the family was told the reason the urn had not been sent was because of rain, but there was no explanation why the urn was not sent in mid-March or April, and the owner promised to send the urn, so the family waited. On the 16th, the family spent several hours trying to contact the owner who was available by 3:30 p.m., but at that time, the receptionist advised the owner was with another family. The Complainant learned the urn was onsite and asked if the family could expect a shipment. The owner promised to call on the 17th with a tracking number. As of May 23, 2017, the family has not received a parcel slip, call, or other notification.

Response: The establishment did not refuse to mail the urn. After the decedent passed away on March 8, 2017, the owner made many efforts to contact the family to make final arrangements and after a few weeks, Complainant and her brother met to make arrangements. After the service, the family requested that the cremains be mailed, but provided differing accounts of where to send the remains, as one call would instruct the owner to send all the cremains to one location, then another call would say to divide the cremains and send them to each sibling. The cremains have been sent to Complainant and included with the response was a mail receipt indicating shipment on May 30, 2017.

Rebuttal to response: Complainant states that while her brother was sitting at the establishment office on March 20, 2017 she was called, asked if she had other siblings and if she preferred if the remains were divided between her and her brother, and she advised she had one brother and it did not matter who received the remains. When she called the establishment in May she was told the weather prevented the parcel from being sent. Her primary concern with the establishment is proper logistics and honest customer service that all patrons deserve at a time of trial.

Recommendation:

- Consent order with \$250 civil penalty and authorization for hearing for failure to treat the public in a respectful manner, and engaging in an act that is misleading/deceptive.

A motion was made by Charles Rahm to accept Counsel's recommendation.

Seconded by Dennis Bridges

Adopted by voice vote

11. Case No.: 2017025171

This complaint was filed by a consumer whose husband's funeral service was conducted by the establishment. The decedent, Complainant's husband, passed away on August 15, 2016. The deceased's sister let Complainant know the arrangements had been made. Complainant was presented her husband's veteran flag during the services and was provided with a note from the establishment certifying Complainant, the wife of the deceased, was present at the service in case she needed the note for work.

Upon receiving the death certificate, the Complainant noticed her name was not listed as surviving spouse and notified the establishment but was told that they couldn't do anything, that the next of kin who provided information for the death certificate would need to request the change. The establishment also notified her that she needed to send a notarized letter, certified copy of her marriage certificate, and original copy of the death certificate she received to the establishment in order to make the amendment request. She received a letter requesting evidence from around the time of death showing she was still married, and if not available, a court order will be required because there was evidence he married the woman listed as his spouse on the death certificate after he married the Complainant.

The Complainant included the information she submitted which claims that while she and the deceased were separated, they were still legally married at the time of death, yet as next of kin she was not notified by the establishment of his passing or that arrangements were made.

The funeral establishment failed to provide a response.

Recommendation:

- Consent order with \$500 civil penalty and authorization for a hearing, as the funeral home has the primary responsibility for filing the certificate of death and amendments to the certificate of death. Consumers may contact the Vital Records Section of the Department of Health directly to file needed amendments to the death certificate provided consumers have proof/documentation satisfactory to Vital Records. However, consumers may be unaware of this option, and they understandably look to the funeral establishment that served them for this type of assistance.

A motion was made by Charles Rahm to accept Counsel's recommendation.

Seconded by Dennis Bridges

Adopted by voice vote

12. Case No.: 2017018741

This is a consumer complaint alleging that a death certificate was not properly issued and received by the family. The death occurred in Georgia in February 2016, but the body was to be transported back to Tennessee. The funeral home responded stating that due to the fact that the death occurred in Georgia there was confusion between the agent retained to embalm the body in the State of Georgia and this Respondent. The death certificate has been requested from the State of Georgia. As of this date, it has not been received; but the funeral home did provide proof that the death certificate was requested in December 2016.

Recommendation:

- Authorize formal hearing and settlement by consent order with \$250 civil penalty.

A motion was made by Clark McKinney to accept the Board's recommendation.

Seconded by Charles Rahm

Adopted by voice vote

13. Case No.: 2017018621

Pursuant to inspection in March 2017, the following violations were found:

- 1) The Statement of Funeral Goods and Services Selected failed to itemize the type of casket being provided on the statements for four decedents.
- 2) The Statement of Funeral Goods and Services Selected failed to list the reason for the embalming for one decedent.
- 3) The Statement of Funeral Goods and Services Selected failed to state that the crematory fee charged was higher than the price paid by the funeral home for providing the service.

- 4) The General Price List must clearly state which caskets are defined in the package price list, and the consumer must be shown the Casket Price List.

In response the funeral home acknowledges the issues and has made the necessary changes to the price list and discussed the issues with the Statement of Funeral Goods and Services Selected with their funeral directors to ensure these issues do not reoccur.

Recommendation:

- Authorize formal hearing and settlement by consent order with \$500 civil penalty due to similar violations in 2009.

A motion was made by Charles Rahm to accept Counsel's recommendation.

Seconded by Jeff Duffer

Adopted by voice vote

14. Case No.: 2017021641

15. Case No.: 2017021661

Pursuant to inspection in March 2017, the funeral director was found to be operating on a license which expired January 31, 2017 and was not renewed until March 31, 2017. During the time the license was expired, it was found that the funeral director executed one contract for goods and services. In response the funeral home states that the director did not perform any services and did not sell any products during the time his license was expired. The funeral home states that a pre-signed form was used with the signature of the funeral director with the expired license. The funeral home provided a written statement from a family member of the deceased stating that the arrangements and selections were not provided by the unlicensed funeral director. The funeral establishment acknowledges that the funeral director failed to renew his license timely.

Recommendation:

- Authorize formal hearing. Authorize settlement by consent order with \$500.00 civil penalty to funeral home and \$250.00 civil penalty to the funeral director. This is the second violation of the establishment for allowing a funeral director to operate with an expired license.

A motion was made by Dennis Bridges to accept Counsel's recommendation.

Seconded by Clark McKinney

Adopted by voice vote

ADMINISTRATIVE MATTERS:
ROBERT B. GRIBBLE, EXECUTIVE DIRECTOR

PERFORMANCE AUDIT UPDATE:

The Tennessee Comptroller of the Treasury, Division of State Audit, continues in the process of conducting a Performance and Compliance Audit for the Board of Funeral Directors and Embalmers and other regulatory boards within the Department of Commerce and Insurance.

As the board members may recall, Executive Director Robert Gribble initially met with auditors from the Comptroller of the Treasury on August 22, 2016 for an entrance conference (initial interview) regarding the Board of Funeral Directors and Embalmers.

Since the last board meeting on June 13, 2017, there has not been any official communication from the auditors of the Division of State Audit that are conducting the Performance and Compliance Audit.

The Performance and Compliance Section of the Comptroller's Office conducts performance audits based on identification of risks in statewide processes and programs or agency-specific operations and activities. This section also conducts performance audits to evaluate the efficiency and effectiveness of government programs in accordance with the Governmental Entity Review Law. In coordination with the financial and compliance audit section, this section is responsible for auditing functional areas of departments, agencies, and institutions of state government as well as federally sponsored programs in accordance with the Single Audit Act.

We will continue to update the Board regarding the audit.

LEGISLATIVE UPDATE:

There were no proposed legislation ideas received by the Executive Director from the board members subsequent to the board meeting on June 13, 2017, and prior to the June 21, 2017 deadline, as set by the board members at the last meeting.

Thus, no proposed legislation will be submitted to the Administration from the Board of Funeral Directors and Embalmers for consideration of inclusion in the Governor's legislative packet during the next legislative session.

EXAM TESTING CONTRACT:

As previously reported to the Board, the exam administration contract between the Tennessee Board of Funeral Directors and Embalmers and the International Conference of Funeral Service Examining Boards, Inc., expired June 30, 2017.

Representatives of the Department of Commerce and Insurance worked with The Conference on a new contract regarding: 1) the State Board Examination (SBE) which is comprised of two (2) parts, a funeral service arts section (funeral director exam) and a funeral service sciences section (embalmer exam) and 2) a Laws, Rules, and Regulations Examination (LRR).

A new five year exam administration contract has been signed by all parties. The exam contract is in the finalization stage. The Department is in the process of obtaining approvals from the Central Procurement Office and the Comptroller of the Treasury; and once those approvals have been granted, the contract will become effective.

LICENSEE REPORT:

REPORT OF LICENSES ADMINISTRATIVELY APPROVED BY EXECUTIVE DIRECTOR PURSUANT TO BOARD AUTHORITY FOR THE PERIOD OF JUNE 13, 2017 – JULY 10, 2017

Establishment(s)

Hux & Lipford Funeral Home, LLC
Mountain City, TN

Type of Action(s)

New Establishment

Individual(s)

Jeremy Lynn Clinard
Clarksville, TN

Type of License(s)

Funeral Director and Embalmer

James Byron Collins
Memphis, TN

Funeral Director and Embalmer

James Daniel Moore
Lakeland, TN

Funeral Director and Embalmer

Jeffrey Wayne Rutledge
Murfreesboro, TN

Funeral Director and Embalmer

Andrew Thomas Vanderwall

Funeral Director and Embalmer

Dayton, TN

Stephen Dale Anderson
Old Hickory, TN

Funeral Director and Embalmer
Reciprocity – Kentucky

Michael McGeehan
Memphis, TN

Funeral Director and Embalmer
Reciprocity – Missouri

CLOSED ESTABLISHMENTS:

Three (3) establishments have reported closing since the last board meeting:

- Hux-Lipford Funeral Home, 300 West Main Street, Mountain City, TN;
- Queen Ann Funeral Home, 410 North First Street, Pulaski, TN; and
- Tennessean Funeral Home & Cremation Services, 2700 Larmon Avenue, Nashville, TN.

DISCIPLINARY ACTION REPORT:

This is a Report of Consent Orders that have been administratively accepted / approved by the Executive Director pursuant to Board authority and as reported on the May 2017 Regulatory Boards Disciplinary Action Report:

Respondent: Snow Funeral Home, 465 Bonnell Street, Memphis, TN
Violation: Failure to provide the remains of the deceased in a timely manner
Action: \$2,500 Civil Penalty

Respondent: Peter Showers, Jr., 465 Bonnell Street, Memphis, TN
Violation: Failure to provide the remains of the deceased in a timely manner
Action: \$1,250 Civil Penalty

OPEN COMPLAINT REPORT:

As of July 10, 2017 there were 60 open complaints.

A motion was made by Clark McKinney to accept the Executive Director's Report.

Seconded by Robert Davis

Adopted by voice vote

PROPOSED RULEMAKING UPDATE:

Cherrelle Hooper, Assistant General Counsel for Regulatory Boards, informed the board members to expect receiving proposed rules for their review and consideration no later than the next board meeting.

ADOPTION OF BOARD MEETING DATES FOR 2018:

Upon motion by Clark McKinney and seconded by Jeff Duffer, the Board adopted the second Tuesday of every month as board meeting dates during the calendar year of 2018.

INDIVIDUAL APPLICATION(S):

**Monica Dawn Adkins
Chattanooga, TN**

**Funeral Director/Embalmer
Reciprocity – North Carolina**

Upon motion by Charles Rahm and seconded by Mark Cochran, based upon application record, this individual was approved for licensure.

Adopted by voice vote

ESTABLISHMENT APPLICATION(S):

**NEIGHBOURS LIFE CELEBRATION SERVICES
ATTN: JACQUELINE MARIE ANDERSON, MGR.
520 WEST LYTLE ROAD, SUITE A
MURFREESBORO, TN 37130-3669**

New Establishment

Ownership: Corporation

**Owner(s): Rutherford Family Funeral Services, Inc., 1332 Rosa Parks
Boulevard, Nashville, TN 37208-2595**

Upon a motion by Clark McKinney and seconded by Charles Rahm, based upon application record, the establishment was approved for licensure.

**SMITH FAMILY FUNERAL AND CREMATION SERVICES, LLC
ATTN: JOHN HARVEY SMITH, II, MGR.
3277 FRANKLIN ROAD
MURFREESBORO, TN 37128-4113**

New Establishment

Ownership: Limited Liability Company

**Owner(s): Smith Family Funeral and Cremation Services, LLC, 3277
Franklin Road, Murfreesboro, TN 37128-4113**

Upon a motion by Charles Rahm and seconded by Clark McKinney, based upon application record, the establishment was approved for licensure.

NEW BUSINESS:

The Funeral Board meeting can be streamed by going to <http://funeral.tn.gov>, clicking on "Public Meeting Information," and then clicking on "Watch" at the corresponding funeral board meeting date.

ADJOURN:

A motion was made by Clark McKinney to adjourn.

Seconded by Robert Davis

Adopted by voice vote

The meeting was adjourned by President Robert Helms at 12:25 p.m.

Respectfully submitted,

Robert B. Gribble

Robert B. Gribble, CFSP
Executive Director