

NORTH CAROLINA BOARD OF FUNERAL SERVICE

Minutes

January 21, 2026 Board Meeting

The North Carolina Board of Funeral Service convened for a duly scheduled Board meeting on January 21, 2026, at the Board offices at 1033 Wade Avenue, Suite 108, Raleigh, NC 27605.

Present: Ms. Le'Shekia Coleman, President; Mr. Gary Overcash, Vice President; Mr. Robert Nunnaley, Secretary; Mr. Thomas Hilderbrand, Mr. Michael Allen, Mr. Brian Sutphin, Mr. Jonathan Holland, Mr. Anthony Worley, and Ms. Cheryl Anderson. Staff in attendance were Ms. Amy Acord Elston, Executive Director; Ms. Kaylan Krcelic, Administrative Assistant; Mr. Brett Lisenbee, Compliance Director; and Ms. Catherine Lee, General Counsel.

Ms. Coleman convened the meeting at 9:11 a.m. and asked for a moment of recognition for the passing of Judy Burnett's husband, as well as for the late Mr. Kelly Alexander, Mr. Alfred Alexander and Alexander Funeral Home. Ms. Coleman then recognized Mr. Overcash for the Pledge of Allegiance to the flag. She asked Mr. Nunnaley for the invocation. Following the invocation, Ms. Coleman recognized the guests in attendance and each introduced themselves. Ms. Coleman then invited the new Board members to come forward to be introduced and sworn in. Bonnie Radditz, notary public, administered the oaths for Mr. Jonathan Holland, Mrs. Cheryl Anderson and Mr. Anthony Worley.

Ms. Coleman then read the Statement of Ethics and asked if any Board members had any conflict or appearance of conflict of interest.

Ms. Coleman recognized Mr. Nunnaley for the presentation of the minutes from the December 10, 2025 meeting. Mr. Nunnaley stated that staff had provided the minutes prior to the meeting for review and invited any changes or amendments. Mr. Hilderbrand asked that the section under new business related to Board officer elections be updated to reflect that elections were held by ballot. Ms. Coleman then invited a motion for approval of December 10, 2025, minutes.

Upon a motion by Mr. Nunnaley and a second by Mr. Overcash, the Board voted unanimously to approve the December 10, 2025, minutes.

Ms. Coleman then recognized Ms. Acord Elston for summarizing the Finance and Personnel Committee report.

Finance and Personnel Committee Report

Ms. Acord Elston highlighted the report from the Finance and Personnel Committee based on the Committee report which follows. She noted that the Committee met on January 15, 2026, and reviewed the statement of net position and the statement of revenues and expenses for the period ending November 30, 2025.

Her summary was based upon the following committee report:

Ms. Acord Elston then summarized the Statement of Net Position, noting that the financials remained stable, with continued growth across various account balances. She reported that total liabilities and net position were approximately \$3.6 million. She also explained that the deferred income items represent 2026 license renewal fees, which will be shown in the January 2026 statement of revenues and expenses.

Ms. Acord Elston then reported that revenue collected for the current reporting period stands at 97.3%. She noted that, based on the fiscal calendar, line items should be approximately 91.6%. Ms. Acord Elston concluded by noting that total operating expenses for the current reporting period were 87.6%, which is 4% below the expected level.

Upon a motion by Mr. Overcash and a second by Mr. Worley, the Board voted unanimously for approval of the financial reports for the period ending November 30, 2025.

Ms. Coleman then recognized Ms. Acord Elston for the Executive Director's report.

Executive Director's Report

Ms. Acord Elston discussed the following items from the Finance & Personnel Committee meeting:

Office Manager Vacancy – Staff conducted interviews for the position and made an offer to the final candidate, but the candidate declined the offer. Staff is going to regroup and figure out the best solution for the vacancy.

Board Investment Policy – The committee discussed revisiting the development of a Board investment policy and evaluating whether to place available funds in a certificate of deposit or another higher-yield account after the 2025 audit was completed in March 2026.

Mr. Hilderbrand then gave a brief update on matters he is working to close out from his 2025 term as Board president.

Ms. Acord Elston then reported on the following:

Applicant Background Checks – Board staff is now using My CRC to complete background checks instead of the NC SBI. This new process has proven to be much faster and allows staff to license applicants more efficiently.

Lockbox Training – Board staff has a training session planned for using the First Citizen Bank lockbox feature for preneed contract submission.

Annual Meeting of The Conference – The Annual Meeting will be held February 23-26 at the Seelbach Hilton in Louisville KY.

Mr. Hilderbrand then recognized Ms. Acord Elston's recent nomination for one of three open seats on The Conference's board of directors.

Ms. Coleman then recognized Ms. Lee for the legal report.

Legal Report

Ms. Lee presented the following metrics regarding disciplinary and preneed matters:

DISCIPLINARY MATTERS

Current Active Cases: 64

Pending Investigation: 33

Pending Review by Disciplinary Committee: 20

Pending Dispositive Action: 0

 Pending Hearing: 9

 Post-Hearing: 0

 Other: 0

New files opened since last Board meeting: 22 C-Files; 10 M-Files

Notices of Hearing sent since last Board meeting: 0

Consent Orders received since last Board meeting: 0

Cases reviewed by Disciplinary Committee since last Board meeting: 0

PRENEED RECOVERY FUND CLAIMS

Current Active Preneed Recovery Fund Claims: 3

 Pending Investigation: 3

 Pending Dispositive Action: 0

Preneed Recovery Fund Claims received since last Board meeting: 1

Preneed Recovery Fund Claims re-opened since last Board meeting: 0

Preneed Recovery Fund Claims reviewed by Committee since last Board meeting: 0

Ms. Lee then updated the Board regarding significant Rulemaking initiatives the Board has undertaken due to the promulgation of SL 2025-76. Ms. Coleman then asked for a motion to initiate permanent Rulemaking for the following:

- i. 21 NCAC 34A .0201 (Fees and Other Payments)
- ii. 21 NCAC 34B .0103 (Authorized Practice: Supervision)
- iii. 21 NCAC 34B .0105 (Funeral Director Trainee Application Form)
- iv. 21 NCAC 34B .0106 (Embalmer Trainee Application Form)
- v. 21 NCAC 34B .0107 (FSL Trainee Application Form)

- vi. 21 NCAC 34B .0120 (Trainee Final Affidavits)
- vii. 21 NCAC 34B .0211 (National Board Certificate)
- viii. 21 NCAC 34B .0310 (Practice of Funeral Service or Funeral Directing Not as an Owner, Employee, or Agent of a Licensed Funeral Establishment)
- ix. 21 NCAC 34B .0313 (Procedures for Provisional Licensure)
- x. 21 NCAC 34B .0408 (Continuing Education Program)
- xi. 21 NCAC 34B .0502 (Application Form and Equivalent Examinations for Reciprocal License)
- xii. 21 NCAC 34B .0608 (Application Form for Funeral Establishment Permit and Branch Establishment Permit)
- xiii. 21 NCAC 34B .0610 (Application Form for Funeral Establishment Permit and Branch Establishment Permit)
- xiv. 21 NCAC 34B .0616 (Body Identification Tags)
- xv. 21 NCAC 34B .0617 (Practicing During Disasters)
- xvi. 21 NCAC 34B .0801 (Definitions)
- xvii. 21 NCAC 34B .0802 (Initial Transporter Permit Application Form)
- xviii. 21 NCAC 34B .0803 (Transporter Permit Renewal Application Form)
- xix. 21 NCAC 34D .0305 (Transfer of Trust Funds to Insurance Funded Product)

Mr. Overcash made a motion to initiate permanent rulemaking, and Mr. Holland seconded the motion. Mr. Hilderbrand asked for clarification regarding receipt of public comments and that no other petitions regarding rules had been received. Ms. Lee confirmed that no petitions regarding rulemaking had been received. The Board then voted unanimously to initiate public rulemaking. After discussion, upon a motion by Mr. Hilderbrand and a second by Mr. Worley the Board voted unanimously to rescind the previous vote to initiate permanent rulemaking and to table the matter until next month to allow new Board members to further review the rules prior to voting to initiate permanent rulemaking.

Upon a motion by Mr. Overcash and a second by Mr. Ms. Anderson the Board voted unanimously to convene in closed session to hear matters subject to attorney-client confidentiality pursuant to N.C. Gen. Stat. § 143-318.11.

Upon a motion by Mr. Hilderbrand and a second by Mr. Nunnaley the Board voted unanimously to reconvene in open session.

Upon proper motion the Board voted to allow Board staff to pursue injunction relief against Wayne Russell Funeral Service, Inc., and Sheila Russell. Mr. Holland was recused from the matter.

Upon proper motion, the Board voted unanimously by roll call to go into closed session to discuss a personnel matter not subject to public disclosure pursuant to N.C. Gen. Stat. § 143-318.11(6).

Upon proper motion, the Board voted unanimously to reconvene in open session.

New Business

Mr. Lisenbee reported that an application for a funeral establishment dedicated solely to transporting remains to an out-of-state human composing facility had been submitted to the Board. He added that he planned to contact the facility to request a site visit to learn more about the process.

Ms. Acord then read the 2026 Board Committee appointments into the record.

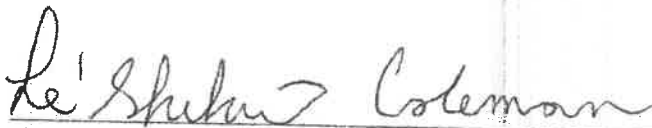
Old Business

The Board then briefly discussed the remote Board meeting scheduled for February 11, 2026.

Ms. Coleman then asked for any public comments. Hearing none she asked for a motion to adjourn the meeting.

Upon a motion by Mr. Nunnaley and a second by Mr. Overcash the Board voted unanimously to adjourn the meeting.

Affirmation:



Ms. Le'Shekia Coleman, President



Mr. Robert Nunnaley, Secretary

11, February 2026

Date