NORTH CAROLINA
BOARD OF FUNERAL SERVICE

Minutes
July 9, 2026 Emergency Board Meeting

The North Carolina Board of Funeral Service convened for an Emergency Board meeting on Thursday, July 9, 2026 at 1033 Wade Avenue, Suite 108, Raleigh, North Carolina 27605, and via Webex.

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

Ms. Coleman convened the meeting at 10:11am and read the Statement of Ethics, asking if any Board members had any conflict or appearance of conflict of interest.

Ms. Coleman then asked if any guests were present. None were in attendance. She then asked for public comment, hearing none.

Upon a motion by Mr. Hilderbrand and a second by Mr. Worley, the Board voted unanimously by roll call to convene in closed session to discuss personnel matters not subject to public disclosure pursuant to N.C. Gen. Stat. § 143-318.11.

Upon reconvening in open session, Ms. Anderson moved to nominate Robert Nunnaley as Vice President. A second was received by Mr. Hilderbrand. By roll call, the motion was approved unanimously.

Upon a motion by Mr. Hilderbrand and a second by Ms. Anderson, the Board voted unanimously by roll call to nominate Mr. Sutphin as Secretary.

Upon a motion by Mr. Worley and a second by Mr. Holland, the Board voted unanimously by roll call to uphold the vote taken by email on July 3, 2026 to:

- Accept the resignation of Ms. Acord Elston, effective July 15, 2026.
- Appoint Mr. Lisenbee to immediately serve in role of Executive Director of the North Carolina Board of Funeral Service, with the authority to manage staff and address operational matters necessary to ensure continuity of operations.
- Appoint Mr. Lisenbee to serve as Ethics Liaison for the North Carolina Board of Funeral Service.
- Direct Mr. Lisenbee and Ms. Catherine Lee to issue Ms. Acord Elston's final paycheck, to include her accrued annual leave balance, on July 10, 2026, and communicate with her regarding the transition of responsibilities and transfer of Board property.

Upon proper motion being received and seconded, the Board voted unanimously by roll call to adjourn the meeting.

Affirmation:

Signed by:

Le'Shekia H Coleman

Ms. Le'Shekia Coleman, President

Mr. Robert Nunnaley, Secretary

August 12, 2024

Date