

OKLAHOMA FUNERAL BOARD
3700 North Classen Blvd, Suite 175
Oklahoma City, Oklahoma 73118

NOTICE OF REGULAR MEETING

MEETING PLACE: **Videoconference at**

<https://oklahomafuneralboard.my.webex.com/meet/Funeralboard>

We ask that only Board Members, Staff, and Respondents use the video camera function. No physical location will be provided. An alternative dial in number is 1-408-418-9388; Access Code 1260612143

DATE & TIME: August 13, 2020 10:00AM

A virtual Board meeting of the Oklahoma Funeral Board will be held on August 13, 2020 at 10:00 a.m. via videoconference in accordance with the Administrative Procedures Act, and the Open Meeting Act as amended by HB 661 signed into law by Governor Stitt on March 18, 2020. Members of the public may attend the meeting via Videoconference on

<https://oklahomafuneralboard.my.webex.com/meet/Funeralboard>

We ask that only Board Members, Staff, and Respondents use the video camera function. No physical location will be provided. An alternative dial in number is 1-408-418-9388; Access Code 1260612143. Appearing remotely via videoconference for the meeting will be Board members; Tom Coble, J. Cooper, Joe Highberger, Cindy Longanacre, Todd Martin, Jim Roberts, Chad Vice and the newly appointed Board members, if any. Board staff Chris Ferguson, AAG Martha Kulmacz, AAG Thomas Schneider, Karol Shepherd, and Tyler Stiles, will also appear remotely via videoconference.

This virtual Board meeting notice and agenda was posted on our web site (www.ok.gov/funeral) on August 7, 2020 at 1:45pm

Continuing Education credit will not be provided for this meeting.

If any Board Member's connection is lost during the meeting on August 13, 2020, and if there is an inability to restore that Board member's connection during the 30 minutes thereafter, and which loss of connection results in the loss of a quorum, the meeting will automatically be stopped and reconvened on Friday, August 14, 2020 at 10:00am using the same web ex conference web site listed above. Please direct all questions to info@funeral.ok.gov

ORDER OF BUSINESS: The Board may discuss, vote to approve, vote to disapprove, vote to table, change the sequence of any agenda item, or decide not to discuss any item on the agenda.

- 1. Roll Call**
- 2. Swearing in and oath of office for newly appointed Board members, if any**
- 3. Discussion and possible action regarding election of Officers for FY21 Oklahoma Funeral Board.**
- 4. Reading of the Oklahoma Funeral Board mission statement**

The mission of the Oklahoma Funeral Board is to act in the public interest and for the protection of the public within the powers vested in the Board by the State of Oklahoma for the regulation and education of the funeral service profession.

- 5. Discussion and possible action regarding emergency rules proposed due to the COVID-19 pandemic granting a continuing education exemption and allowing carry-over continuing education hours for the 2021 license renewal period**
- 6. Approval of the June 11, 2020 Regular Board meeting minutes**
- 7. Approval of the July 9, 2020 Regular Board meeting minutes**
- 8. Approval of the July 24, 2020 Special Board meeting minutes**
- 9. Oklahoma Funeral Director Association Update by a representative of OKFDA**
- 10. Review complaints with possible vote for probable cause or other action**

19-07- Advertising Issues/Unlicensed Establishment

20-41- Next of Kin Issues

11. Matters for consideration: Consent Order

At the conclusion of the parties' presentation and any questions or public discussion by the Board, the Board may in each complaint case:

- i. consider and vote on motion(s) to conduct executive session(s) pursuant to 25 O.S.2011, Section 307(B)(8) to engage in deliberations or rendering a final or intermediate decision in an individual proceeding pursuant to Article II of the Administrative Procedures Act;
- ii. if an executive session is held, designate a person to keep written minutes of the executive session;

- iii. consider and vote on motion(s) to exit executive session and return to open meeting; and
- iv. consider and vote on motion(s) regarding possible action to be taken regarding matter discussed in executive session.

11A. Complaint 19-64 Roberts Funeral Home & Chapel, Establishment, Healdton; Dudley-Roberts Funeral Home, Inc., Owner; Shannon Roberts, FDIC, Healdton. Member Highberger needs to be recused.

11B. Complaint 20-07 Heritage Funeral Home & Cremation Service, LLC, Establishment, OKC; Heritage Funeral Home & Cremation Service, LLC, Owner, OKC; Christopher Harrison, FDIC, OKC. Member Highberger needs to be recused

12. Matters for consideration:

12A. (20-07 Heritage) Objection to Subpoena Duces Tecum and Motion to Declare the Respondents in Default

12B. (20-11 Anglin) Motion for Continuance

12C. (20-39 Amy Stittsworth) Motion to Strike Scheduling Order

At the conclusion of the parties' presentation and any questions or public discussion by the Board, the Board may in each complaint case:

- i. consider and vote on motion(s) to conduct executive session(s) pursuant to 25 O.S.2011, Section 307(B)(8) to engage in deliberations or rendering a final or intermediate decision in an individual proceeding pursuant to Article II of the Administrative Procedures Act;
- ii. if an executive session is held, designate a person to keep written minutes of the executive session;
- iii. consider and vote on motion(s) to exit executive session and return to open meeting; and

- iv. consider and vote on motion(s) regarding possible action to be taken regarding matter discussed in executive session.

12A. Complaint 20-07 Heritage Funeral Home & Cremation Service, LLC, Establishment, OKC; Heritage Funeral Home & Cremation Service, LLC, Owner, OKC; Christopher Harrison, FDIC, OKC. Member Highberger needs to be recused

12B. Complaint 20-11 Kenneth Anglin Jr., Funeral Director and Embalmer, Watonga. Member Cooper needs to be recused.

12C. Complaint 20-39 Amy Stittsworth Funeral Service and Cremation Directors, Establishment, Enid; Amy Stittsworth Funeral Service and Cremation Directors, Inc., Owner, Enid; William Stittsworth Jr., FDIC, Enid. Member Vice needs to be recused.

13. Vote to affirm or disaffirm the issuance of the following licenses, registrations, certificates, dissolution or other action

A. Apprenticeship (Original)

1. Amanda Flatt, Sand Springs, Dillon FH, Sand Springs
2. Raylee Tarrant, Sayre, Barnes Friederich FH, Midwest City
3. Lorna Schofield, Stillwater, Not employed at a FH

B. Apprenticeship (1st extension)

1. Wanda Douglas, Ardmore, Alexander Gray FH, Wilson (enrolled at Dallas)

C. Apprenticeship (2nd extension)

1. Jennifer Ragland, Luther, Lehman FH, Wellston, (enrolled at Dallas)

D. Apprenticeship (FD only)

1. Courtney Cross, Collinsville, Rice FS, Claremore

E. Funeral Director and/or Embalmer (Reciprocal)

1. Ronald Spencer, Texas
2. James Chance, Arizona
3. Kendra Soley, Mississippi

F. Funeral Director and/or Embalmer (Original)

1. Rachel Fast, Mannford (FD only)
2. Zachary Colson, Moore
3. Amber Woommavovah, Norman
4. Kassidi Patterson, (FD only) Woodward
5. Karie Schaudt, Jenks (FD only)
6. Jonathan Carter, Sand Springs (FD only)
7. Kirsten Johnson, Hydro
8. Justin Kinman, Fort Gibson
9. Katie Clanton, Edmond
10. Kyra Geil, OKC

G. Establishments

1. Flanagan-Watts FH, Marietta request to change FDIC from Daren Flanagan to David Brown
2. Neptune Cremation Service, Edmond, New Establishment, Neptune Management Corp. Owner; Tena Perez FDIC
3. Neptune Cremation Service, Edmond, New Establishment, Neptune Management Corp. Owner; Angela Bynum FDIC
4. Dighton-Moore FS, Owasso request to change FDIC from Louis Jay Crabaugh to Ronnie Dighton

H. Mortuary Schools

1. Northeast Texas Community College, Mt. Pleasant, Texas

14. New Business. Any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda or any revised agenda. 25 O.S. Section 311.9.

15. Executive Director's Report

A. Agency Financial update

16. Adjournment

Chris Ferguson
Executive Director

The next regular meeting of the Oklahoma Funeral Board will be held: **September 10, 2020 During the COVID-19 pandemic, whether a Board meeting will be held virtually or in person is being decided on a monthly basis.**