

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

NOTES 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 was 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 were Board members; J. Cooper, Joe Highberger, Todd Martin, Jim Roberts, and Chad Vice. Board staff Chris Ferguson, AAG Martha Kulmacz, AAG, Karol Shepherd, and Tyler Stiles, will also appeared.

This virtual Board meeting notice and agenda was posted on our web site ([www.ok.gov/funeral](http://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](mailto: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**-Cooper, Highberger, Martin, Roberts, and Vice attended. Coble and Longanacre were absent.

**2. Swearing in and oath of office for newly appointed Board members, if any-No Action**

**3. Discussion and possible action regarding election of Officers for FY21 Oklahoma Funeral Board. No Action**

**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** The Board approved the following language to be sent to the Gov. office: OAC 235:10-13-12 (e). Because of the COVID-19 pandemic, licensees shall be exempt from the continuing education requirements for the 2021 renewal of their Funeral Director and Embalmer licenses.

**6. Approval of the June 11, 2020 Regular Board meeting minutes-Approved**

**7. Approval of the July 9, 2020 Regular Board meeting minutes-Approved**

**8. Approval of the July 24, 2020 Special Board meeting minutes- Approved**

**9. Oklahoma Funeral Director Association Update by a representative of OKFDA-Gordon Welch.** OKFDA Director gave a report on the Association. The Association has been busy working on the 2021 Legislative agenda with three Bills moving forward at this time and more to be expected. Welch has been working with other State Association to be able to provide live, online education for the license holders of Oklahoma. He also stated that the 2021 OKFDA Convention was moving forward as planned. The convention is in April of 2021.

**10. Review complaints with possible vote for probable cause or other action**

19-07- Advertising Issues/Unlicensed Establishment-**Dismiss**

20-41- Next of Kin Issues-**Dismiss with a letter of concern**

**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.** The Board rejected the proposed consent order.

**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.** No action

**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.** This case was passed to the September 10, 2020 Board agenda for a formal hearing.

**12B. Complaint 20-11 Kenneth Anglin Jr., Funeral Director and Embalmer, Watonga. Member Cooper needs to be recused.** This case was passed to the November 12, 2020 Board agenda for a formal hearing.

**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.**-The Board didn't have a quorum to handle this case.

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

A. Apprenticeship (Original)-**Number 1 and 2 approved. Number 3 was tabled.**

- 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) **Approved**

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

C. Apprenticeship (2nd extension) **Approved**

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

D. Apprenticeship (FD only) **Approved**

1. Courtney Cross, Collinsville, Rice FS, Claremore

E. Funeral Director and/or Embalmer (Reciprocal) **Number 1 was denied, number 2 was approved, and number 3 was tabled.**

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

F. Funeral Director and/or Embalmer (Original) **Numbers 1, 2, 3, 7, 8 were approved; Numbers 4, 5, 6, 9, and 10 were tabled.**

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-**Number 1 was approved, Numbers 2 and 3 were tabled, and number 4 was approved for a 90 day exigent circumstances exemption.**

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-**Tabled**

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.-**No New business was discussed**

**15. Executive Director's Report**

- A. Agency Financial update- Agency Financial update **Mr. Ferguson reported gross receipts for July 2020 to be \$5,674.00 with \$338.90 going to the State of Oklahoma general fund. The expenses for the same timeframe totaled \$30,705.82 and net income after expenses totaled -\$25,370.72**

**16. Adjournment:**1:15pm

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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.**