



MINUTES OF A REGULAR MEETING

**OKLAHOMA FUNERAL BOARD**

3700 N. Classen, Suite 175  
Oklahoma City, Oklahoma 73118

December 10, 2020

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**BOARD MEMBERS**

Joe Highberger  
Brent Matherly  
Jim Roberts  
Chad Vice

**STAFF**

Chris Ferguson  
Thomas Grossnicklaus, AAG  
Karol Shepherd  
Tyler Stiles

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MEETING PLACE: 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. If calling in by telephone please call 1-408-418-9388; Access Code 1260612143. If attending in person at the physical location: Office of Chief Medical Examiner OKC, 921 N.E. 23<sup>rd</sup> Street Conference Room 1<sup>st</sup> Floor Oklahoma City, OK 73105. Face masks are required to be worn if attending in person.**

This virtual Board meeting notice and agenda was posted on our web site ([www.ok.gov/funeral](http://www.ok.gov/funeral)) on November 9, 2020 at 9:45AM

Continuing Education credit was not provided for this meeting if attended via videoconference or telephone.

President Highberger called the meeting to order at 10:00AM. Board Members Highberger, Matherly, Roberts and Vice were present. Members Coble and Cooper were absent. A quorum was at all times present.

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.

Motion by Roberts second by Matherly to approve the October 8, 2020 Regular Board meeting minutes. Highberger, Matherly, and Roberts voted yes, Vice abstained. Motion passed.

No action regarding the November 4, 2020 Special Board meeting minutes

Motion by Roberts second by Matherly to approve the November 12, 2020 Regular Board meeting minutes. Motion passed unanimously.

A report from the Oklahoma Funeral Director Association was not received.

Motion by Highberger second by Matherly to approve the following: Apprenticeship (Original) Keshia Conn, Beggs, McClendon-Winters FH, Okmulgee; Ashley King, Edmond, Chapel Hill FH, Edmond; and Lindsay McClain, South Coffeyville, Stumpff FH, Bartlesville (EM Only) Motion passed unanimously.

Motion by Roberts second by Highberger to approve the following: Apprenticeship (1st extension) Williams Swanson, Choctaw, Chapel Hill FH, OKC (enrolled at UCO) Rebekah Crockett, Edmond, Matthews FH, Edmond (enrolled at UCO); Andrew Ousley, Edmond, Hahn-Cook Street & Draper, OKC (enrolled at UCO); Jennifer Pointer, Durant, Holmes-Coffey-Murray FH, Durant (enrolled at Northeast Texas); Autumn Spurgin, Blanchard, Eisenhower FH, Blanchard (enrolled at UCO); and Jasmin Mesner, Edmond, Bill Eisenhower FH, OKC (grad at UCO). Motion passed unanimously.

Motion by Roberts second by Highberger to deny the following: Apprenticeship (1st extension) Nathan Rice, Pryor, Stephens-Key FH, Pryor (not enrolled in mortuary school). Motion passed unanimously.

Motion by Roberts second by Highberger to approve the following: Apprenticeship (2nd extension) Domonique Bruner, OKC, Chapel Hill FH, OKC (enrolled at UCO). Motion passed unanimously.

Motion by Roberts second by Highberger to approve the following: Apprenticeship (FD only) Michael Frazier, Sr., Hugo, Mt. Olive FH, Hugo. Motion passed unanimously.

Motion by Roberts second by Highberger to approve the following: Funeral Director and/or Embalmer (Original) Gary White, Tulsa (FD only); Daysha Ross, Stillwell (FD only); and Miri Bergeron, Wagoner (FD only) Motion passed unanimously.

Motion by Roberts second by Highberger to approve the following: Establishments; Groves-McNeil FS, Piedmont, request to close establishment; Huckleberry FS, Valliant, request to close establishment; Rivercrest Cremation, Bixby, New Establishment, Bixby Funeral and Cremation LLC, Owner; Christopher Teel, FDIC; Asa Smith Parks Brothers FH, Harrah, request to change FDIC from Matthew Leeper to Jerel Johnson; Miller-Stahl FS, Newkirk, New Establishment, Legacy Funeral Holding Of Oklahoma, LLC. Owner; Craig Schatz, FDIC; Vondel L. Smith Mortuary, OKC, request to change

FDIC from Jason Hodge to Joseph Baxter; and Wilbourn Family FH, Alex, New Establishment, Boydston-Wilbourn FH, Inc. Owner; J. Scott Wilbourn, FDIC. Motion passed unanimously.

Motion by Roberts second by Highberger to approve the following: Crematories; Oklahoma Cremation Service, OKC, request to change FDIC from Stephen Hopkins to Margie Bone; and Oklahoma Cremation Service, OKC, request to change FDIC from Jason Hodge to Joseph Baxter. Motion passed unanimously.

Motion by Roberts second by Highberger to deny the following: Mortuary Schools; Amarillo Mortuary College, Amarillo, Texas. Motion passed unanimously.

No new business was discussed.

Motion by Highberger second by Roberts to adopt the following language and to submit the language to the legislature for a bill number 235:10-13-10. Continuing Education Requirements

(a) Applicants for renewal of a funeral director or embalmer license in Oklahoma, shall submit the renewal fee and documentation as prescribed by the Board of each continuing education course the licensee attended during the year. Every licensed funeral director, and/or licensed embalmer, shall obtain a minimum of six (6) contact hours during each calendar year before their annual license renewal. One (1) contact hour shall be construed as 50 minutes of learning activity. ~~For At least one (1) two (2) hours~~ of this continuing education, the Licensee shall be physically present at the location of the Presentation. One (1) hour of the required continuing education shall cover Ethics.

(b) Each continuing education provider and course shall be approved by the: Academy of Professional Funeral Service Practice (the Academy), the funeral licensing Boards of Texas, Kansas, Arkansas, New Mexico, and Missouri, or by the Oklahoma Funeral Board based on criteria similar to those established by the Academy. The Board shall not charge duplicate fees to review provider applications or courses approved by the Academy or the funeral licensing Boards of Texas, Kansas, Arkansas, New Mexico, and Missouri.

(c) A licensee may not receive credit for repeating the same course during the same calendar year. A maximum of six (6) hours may be carried over and applied to the required hours for the following year. (d) Individuals issued original or reciprocal licenses shall complete the continuing education requirements in the first full calendar year following the issuance of an original or reciprocal license.

Motion passed unanimously.

Motion by Highberger second by Roberts to adopt the following language and to submit the language to the legislature for a bill number §59-396.2. Definitions.

14. "Cremation" means the technical process, using heat and flame, or heat and pressure, that reduces human remains to essential elements, including bone fragments. The reduction takes place through heat and evaporation, or through alkaline hydrolysis. Cremation shall include, but not be limited to, the processing and pulverization of the bone fragments.

15. "Crematory" means a structure containing a furnace or alkaline hydrolysis vessel used or intended to be used for the cremation of human remains. The term includes a facility that cremates human remains through alkaline hydrolysis.

16. "Alkaline Hydrolysis" means the reduction of human remains to bone fragments and essential elements in a licensed crematory using heat, pressure, water and base chemical agents.

§59-396.5. Expiration of license - Renewal.

All licenses issued by the Board shall expire on the 31st day of December of each year. The Board shall issue a renewal for such license without further examination upon submission of a complete renewal application and payment of a renewal fee as required by Section 396.4 of this title. A funeral director or embalmer who fails to apply for a renewal license for a period of three (3) years or more, shall be reinstated by taking a written ~~and oral~~ examination, as required by the Board, and by paying a fee of ~~Twenty-five Dollars (\$25.00) and~~ the current years' dues, as required by Section 396.4 of this title.

§59 OS Section 396.12f(G):

~~G. All records on complaints filed against any licensee pursuant to the Funeral Services Licensing Act shall be exempt from the Oklahoma Open Records Act unless the Board gave written notice of the complaint pursuant to subsection B of this section.~~

G. 1. The Board, its employees, appointed Board members, independent contractors of other agents of the Board shall keep confidential the complaint and information obtained during an investigation into violations of the Oklahoma Funeral Service Licensing Act; provided, however, such information may be introduced by the state in administrative proceedings before the Board and the information then becomes public record.

2. The complaint and information obtained during the investigation but not introduced in administrative proceedings shall not be subject to subpoena or discovery in any civil or criminal proceedings, except that the Board may give such information to law enforcement and other state agencies as necessary and appropriate in the discharge of the duties of that agency and only under circumstances that ensure against unauthorized access to the information.

Motion passed unanimously.

Executive Director's Report-Agency Financial update Mr. Ferguson reported gross receipts for November 2020 to be \$28,862.50 with \$2,148.75 going to the State of Oklahoma general fund. The expenses for the same timeframe totaled \$34,434.71 and net income after expenses totaled -\$7,720.96

2021 License Renewal open renewal period update- Mr. Ferguson reported that 2021 renewals have been mailed out. Each establishment, crematory, funeral director, and embalmer should have received a renewal at the mailing address on file. If you did not receive a renewal, please visit the Board homepage where you can request a establishment or crematory renewal or print of a funeral director or embalmer renewal.

Gov Stitt signed emergency rules related to COVID-19 update- Mr. Ferguson reported that Gov. Stitt signed the emergency rules exempting Funeral Director and Embalmers from the 1 hour of in person CE for the 2021 renewal cycle.

Motion by Roberts second by Highberger to adjourn the meeting at 10:11AM. Motion passed unanimously.

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Joe Highberger  
Board President