

**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 the Respondents in a complaint 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.**

**Pursuant to Executive Order 2020-20 7<sup>th</sup> Amended version, commencing November 17, 2020, all Funeral Board Members, Funeral Board Staff, and visitors who wish to attend the Funeral Board's monthly Board meetings must wear a facial covering or mask over the mouth and nose at all times.**

DATE & TIME: December 10, 2020 10:00AM

A copy of this notice of meeting and agenda has been posted in a prominent location at the office of the Oklahoma Funeral Board, 3700 North Classen Blvd Suite 175, Oklahoma City, Oklahoma, on December 4, 2020 at 2:00PM.

A copy of this agenda is available on the Funeral Board website at [www.ok.gov/funeral](http://www.ok.gov/funeral)

If attending via videoconference or via telephone Continuing Education credit will not be provided for this meeting. If you plan to attend a Board meeting for Continuing Education credit and would like a rough estimate of the length of time Board staff estimates the meeting might last, please email your request to [info@funeral.ok.gov](mailto:info@funeral.ok.gov).

**The in person continuing education credit is not required for your 2021 license renewal.**

\*\*\* This symbol denotes the application and/or applicant is not in compliance with 235:1-1-2 (c) (14 day Rule)

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**-Highberger, Matherly, Roberts, and Vice were present. Coble, and Cooper were absent.

## **2. 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.

## **3. Approval of the October 8, 2020 Regular Board meeting minutes-Approved**

## **4. Approval of the November 4, 2020 Special Board meeting minutes-No action**

## **5. Approval of the November 12, 2020 Regular Board meeting minutes –Approved**

## **6. Oklahoma Funeral Director Association Update by a representative of OKFDA –No Report**

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

### **A. Apprenticeship (Original)-All Approved**

1. Keshia Conn, Beggs, McClendon-Winters FH, Okmulgee
2. Ashley King, Edmond, Chapel Hill FH, Edmond
3. Lindsay McClain, South Coffeyville, Stumpff FH, Bartlesville (EM Only)

### **B. Apprenticeship (1st extension)-Number 1 and 3 through 7 were approved. Number 2 was denied.**

1. Williams Swanson, Choctaw, Chapel Hill FH, OKC (enrolled at UCO)
2. Nathan Rice, Pryor, Stephens-Key FH, Pryor (not enrolled in mortuary school)
3. Rebekah Crockett, Edmond, Matthews FH, Edmond (enrolled at UCO)
4. Andrew Ousley, Edmond, Hahn-Cook Street & Draper, OKC (enrolled at UCO)
5. Jennifer Pointer, Durant, Holmes-Coffey-Murray FH, Durant (enrolled at Northeast Texas)
6. Autumn Spurgin, Blanchard, Eisenhour FH, Blanchard (enrolled at UCO)

7. Jasmin Mesner, Edmond, Bill Eisenhour FH, OKC (grad at UCO)

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

1. Domonique Bruner, OKC, Chapel Hill FH, OKC (enrolled at UCO)

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

1. Michael Frazier, Sr., Hugo, Mt. Olive FH, Hugo

E. Funeral Director and/or Embalmer (Original) –**All Approved**

1. Gary White, Tulsa (FD only)

2. Daysha Ross, Stillwell (FD only)

3. Miri Bergeron, Wagoner (FD only)

F. Establishments–**All Approved**

1. Groves-McNeil FS, Piedmont, request to close establishment

2. Huckleberry FS, Valliant, request to close establishment

\*\*\*3. Rivercrest Cremation, Bixby, New Establishment, Bixby Funeral and Cremation LLC, Owner; Christopher Teel, FDIC.

\*\*\*4. Asa Smith Parks Brothers FH, Harrah, request to change FDIC from Matthew Leeper to Jerel Johnson

\*\*\*5. Miller-Stahl FS, Newkirk, New Establishment, Legacy Funeral Holding Of Oklahoma, LLC. Owner; Craig Schatz, FDIC

\*\*\*6. Vondel L. Smith Mortuary, OKC, request to change FDIC from Jason Hodge to Joseph Baxter

\*\*\*7. Wilbourn Family FH, Alex, New Establishment, Boydston-Wilbourn FH, Inc. Owner; J. Scott Wilbourn, FDIC

G. Crematories–**All Approved**

\*\*\*1. Oklahoma Cremation Service, OKC, request to change FDIC from Stephen Hopkins to Margie Bone

\*\*\*2. Oklahoma Cremation Service, OKC, request to change FDIC from Jason Hodge to Joseph Baxter

## H. Mortuary Schools—**Denied**

### 1. Amarillo Mortuary College, Amarillo, Texas

**8. 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**

**9. Review, discussion by the Board members, and possible action regarding proposed changes to the Oklahoma Funeral Board Rules**—The following language was adopted. 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.

**10. Review, discussion by the Board members, and possible action regarding proposed changes to the Oklahoma Funeral Board Statutes**—The following language was adopted. **§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.

**11. Executive Director's Report**

- A. 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**
- B. 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 of 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.**
- C. 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.**

**12. Adjournment-10:11AM**

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Chris Ferguson  
Executive Director

The next regular meeting of the Oklahoma Funeral Board will be held: **January 14, 2021. 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.**