

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: July 9, 2020 10:00AM

A virtual Board meeting of the Oklahoma Funeral Board will be held on July 9, 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 July 3, 2020 at 9:20AM

Continuing Education credit will not be provided for this meeting.

If the connection is lost during the meeting on July 9, 2020, and if there is an inability to restore the connection 30 minutes thereafter, the meeting will automatically be stopped and reconvened on Friday, July 10, 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. Message from Board President Vice regarding COVID-19 in Oklahoma**

4. Commemoration of and moment of silence in remembrance of Daren Flanagan, Marietta, President of the Oklahoma Funeral Directors Association

5. 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.

6. Discussion and possible action regarding election of Officers for FY21 Oklahoma Funeral Board.

7. Discussion and possible action regarding emergency rules granting a continuing education exemption for the 2021 license renewal period due to the COVID-19 pandemic

8. Discussion and possible action regarding delegating authority to the Executive Director to extend the timeframe for any in-person continuing education requirement regarding previously executed Consent Orders

9. Approval of the June 11, 2020 Regular Board meeting minutes

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

19-36- FTC, GPL, Contract Issues

20-42- Unlicensed Practice; FTC issues

20-44- Death Certificate Issues

11. Matters for consideration: Extension of time on a Consent Order Deadline

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 20-13 Craig Owens, Ardmore, Licensed Funeral Director & Embalmer. Member Roberts needs to be recused.

12. Matters for consideration: Consent Order or 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 19-64 Roberts Funeral Home & Chapel, Establishment, Healdton; Dudley-Roberts Funeral Home, Inc., Owner; Shannon Roberts, FDIC, Healdton. Member Highberger needs to be recused.

12B. 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

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. Mary Taylor, Edmond, OMS, OKC (EM only)
2. Mylei Saysana, Edmond, Smith & Kernke FH, OKC
3. Isaac Brown, Wellston, Brown Family FH, McLoud

B. Apprenticeship (1st extension)

1. Brianna Chiles, Antlers, Serenity FS, Antlers (enrolled at Northeast Texas)
2. Angel Ridge, Edmond, Bill Eisenhower FH, OKC (enrolled at UCO)
3. Dainie Fisher, Chouteau, Locust Grove FH, Locust Grove (enrolled at UCO)

C. Apprenticeship (2nd extension)

1. Aaron Engle, Tulsa, Stanley FH, Tulsa (Grad Cincinnati College of MS)

D. Apprenticeship (3rd extension)

1. Rachel Fast, Mannford Mannford FH, Mannford (EM only) (Grad of UCO)

E. Funeral Director and/or Embalmer (Reciprocal)

1. Billy Robison, Texas
2. Ronald Spencer, Texas

F. Funeral Director and/or Embalmer (Original)

1. Callie YoungBird, North Dakota
2. Alexis Eck, Ponca City
3. Rachel Fast, Mannford (FD only)
4. Kristen Hutchison, Guthrie, (FD only)

G. Establishments

1. Parks Brothers FS, Chandler, request to change FDIC from Michael McElyea to Erin Bradley
2. Parks Brothers FS, Meeker, request to change FDIC from Donald Tramel to Jerel Johnson
3. Rolfe FH, OKC request to change FDIC from John Adams to Jimmie Boldien Jr.
4. Beside Stillwaters FH & Cremation, OKC request a name from Beside Stillwaters Funeral Home and Cremation change to McKay-Davis & Tate Funeral Home and Cremation
5. Cunningham FH, Caddo request to close establishment
6. Neptune Cremation Service, Edmond, New Establishment, Neptune Management Corp. Owner; Tena Perez FDIC
7. Wilson Funeral & Cremation Service, Kingfisher, New Establishment, Crawford Family Funeral El Reno, LLC. Owner; Kennedy Winter FDIC

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. Oklahoma Funeral Director Association Update by a representative of OKFDA**
- 16. Executive Director's Report**
 - A. Agency Financial update

17. Adjournment

Chris Ferguson
Executive Director

The next regular meeting of the Oklahoma Funeral Board will be held: **August 13, 2020**
During the COVID-19 pandemic, whether a Board meeting will be held virtually or in person is being decided on a monthly basis.