



## MINUTES OF A REGULAR MEETING

### OKLAHOMA FUNERAL BOARD

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

June 11, 2020

---

#### BOARD MEMBERS

Tom Coble  
J. Cooper  
Joe Highberger  
Todd Martin  
Jim Roberts  
Chad Vice

#### STAFF

Chris Ferguson  
Martha Kulmacz, AAG  
Thomas Schneider, AAG  
Karol Shepherd  
Tyler Stiles

---

#### MEETING PLACE: **Videoconference on Go to Meeting**

<https://www.gotomeeting.com/meeting/join-meeting>  
**Meeting ID number: 731864109**

A Board virtual meeting of the Oklahoma Funeral Board was held on June 11, 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 attended the meeting via Videoconference on Videoconference on Go to Meeting (<https://www.gotomeeting.com/meeting/join-meeting> Meeting ID number: 731864109). Appearing remotely via videoconference for the meeting will be Board members; Tom Coble, J. Cooper, Joe Highberger, Todd Martin, Jim Roberts, and Chad Vice. Board staff Chris Ferguson, Tyler Stiles, AAG Martha Kulmacz and Thomas Schneider, AAG also appeared remotely via videoconference. Karol Shepherd attended via teleconference.

Continuing Education credit was not provided for this meeting.

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

Message from Board President Vice regarding COVID-19 in Oklahoma- Mr. Vice spoke about the reopening of the State. Gov. Stitt re-opened phase 3 on June 1, 2020 which

permits businesses to resume normal functions with social distancing. He recommended contacting outdoor venues that funeral home use to check what their guidelines are and following the CDC guidelines. from Board staff may be contacted by email for information. Continuing education options for the 2021 renewal year requirements are being researched by Board staff.

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 Coble to approve the May 14, 2020 Special Board meeting minutes. Coble, Cooper, Highberger, Martin, and Roberts approved. Vice abstained. The motion passed

The Board took no action regarding complaint 19-36 regarding FTC Issues,

Motion by Highberger second by Martin to dismiss complaint 20-05 regarding death certificate filing issues. The motion passed unanimously.

The Board took no action regarding complaint 20-14 regarding misleading advertising.

The Board took no action regarding complaint 20-16 regarding misleading advertising

Motion by Martin second by Roberts to find probable cause regarding complaint 20-35 concerning unlicensed practice/overcharging. The motion passed unanimously.

The Board took no action regarding complaint 20-41 regarding next of kin issues

Regarding matters for consideration: Continuance Complaint 20-07 Heritage Funeral Home & Cremation Service, LLC, Establishment, OKC; Heritage Funeral Home & Cremation Service, LLC, Owner, OKC; Christopher Harrison, FDIC, OKC. None of the Respondents were present and were not represented by an attorney. The prosecution was represented by Martha Kulmacz, AAG. Thomas Schneider, AAG, was the Board's legal advisor. Members Coble, Cooper, Martin, Roberts, and Vice heard the case. Member Highberger was recused from the case and he disconnected his microphone and video camera.

After consideration of Respondent Harrison's continuance request, motion by Roberts second by Cooper to approve the continuance request and continue the evidentiary hearing until the August 13, 2020 Funeral Board meeting, all as set forth in the continuance order. The motion passed unanimously.

The Board took no action regarding: Continuance Complaint 19-64 Roberts Funeral Home & Chapel, Establishment, Healdton; Dudley-Roberts Funeral Home, Inc., Owner; Shannon Roberts, FDIC, Healdton.

Member Highberger reconnected his video camera and microphone and rejoined the meeting.

Regarding matters for consideration: Consent Order- Complaint 20-38 Whinery Funeral Service, Establishment, Elk City; Premier Funeral Management Group IV, LLC, Owner, OKC; Robert Simons, FDIC, Sayre. The Respondents Robert Simons was present but was not represented by attorney. The prosecution was represented by Martha Kulmacz, AAG. Thomas Schneider, AAG, was the Board's legal advisor. Members Coble, Cooper, Highberger, Martin, and Vice heard the case. Member Roberts was recused from the case and he disconnected his microphone and video camera.

After consideration of the Consent Order presented by AAG Martha Kulmacz, motion by Highberger second by Coble to approve the Consent Order as follows: The agreement included violations of the Funeral Service Licensing Act and Rules of the Board, gross malpractice, failure to embalm, refrigerate or dispose within 24 hours, violation of ethics Rules regarding integrity and specific rules of conduct. The penalty terms consisted of the following; Administrative penalty of \$750.00, restitution of \$600.00; six months reporting probation and costs of \$750.00. The motion passed unanimously.

Member Roberts reconnected his video camera and microphone and rejoined the meeting.

Regarding matters for consideration: Consent Order-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. The Respondents were not present, but are represented by attorneys. The prosecution was represented by Martha Kulmacz, AAG. Thomas Schneider, AAG, was the Board's legal advisor. Members Coble, Cooper, Martin, and Roberts heard the case. Member Highberger and Vice were recused from the case and they disconnected their microphones and video cameras.

After consideration of the Respondents' request for continuance, motion by Cooper second by Coble to approve the requested continuance and set the case for a possible consent order on the July 9, 2020 Board agenda and an evidentiary hearing on the August 13, 2020 Board agenda. The motion passed unanimously.

Members Highberger and Vice reconnected their video cameras and microphones and rejoined the meeting.

Motion by Coble second by Highberger to approve the following: Apprenticeship (Original) Jonathan Riley, Enid, Ladusau-Evans FH, Enid. The motion passed unanimously.

Motion by Roberts second by Coble to approve the following: Apprenticeship (1st extension) Matthew Witten, Purcell, Wilson-Little FH, Purcell (enrolled at Dallas) and

Archie Kisner, Muskogee, Clifford Garrett FH, Fort Gibson ( enrolled at UCO) The motion passed unanimously.

Motion by Coble second by Roberts to approve the following: Apprenticeship (3rd extension) Melvin Blagg, Durant, Brown's FS, Durant, (enrolled at Northeast Texas) The motion passed unanimously.

Motion by Coble second by Roberts to approve the following: Apprenticeship (FD only) Misty D. Jennings, Edmond, Affordable CS, OKC. The motion passed unanimously.

Motion by Roberts second by Cooper to deny the following: Funeral Director and/or Embalmer (Reciprocal) Christian Corl, Texas (FD only) The motion passed unanimously.

Motion by Coble second by Roberts to table the following: Funeral Director and/or Embalmer (Reciprocal) Clifford Fitch, Texas (FD only) and Billy Robison, Texas. The motion passed unanimously.

Motion by Coble second by Cooper to table the following: Funeral Director and/or Embalmer (Original) Gary White, Broken Arrow (FD only), Callie YoungBird, North Dakota, and Alexis Eck, Ponca City. The motion passed unanimously.

Motion by Coble second by Cooper to approve the following: Joshua Linn, Muskogee, Debra Provaznik, Prague, (EM only), and Delaney Graber, Yukon. The motion passed unanimously.

Motion by Roberts second by Coble to approve the following: Establishment; Miller-Stahl FS, Newkirk, renewal of temporary license; John Miller, FDIC; John Miller, sole owner for a thirty day temporary establishment license. The motion passed unanimously.

Motion by Cooper second by Coble to approve the following: Establishment; Palmer Marler FH, Perkins, New Establishment, Ironwood Funeral Group, LLC, Owner; Dustin Nugent, FDIC. The motion passed unanimously.

Regarding the Oklahoma Funeral Director Association Update Gordon Welch reported that they are still awaiting to hear a final decision from the convention hotel if they will be open for the July convention but as of now the hotel convention center will not open until August 1, 2020.

Regarding the Executive Director's Report-Agency Financial update-Mr. Ferguson reported gross receipts for May 2020 to be \$14,311.25 with \$229.00 going to the State of Oklahoma general fund. The expenses for the same timeframe totaled \$39,600.39 and net income after expenses totaled -\$25,518.14

Regarding the 2020 Legislative Report Mr. Ferguson reported the following: HB1254-Funeral Board reform act of 2019 is dead pursuant to House Rules; HB2830-Sunset of the Funeral Board extending it for 1 year is dead pursuant to House Rules; HB4041-Requires funeral directors to notify employees of certain exposure to communicable diseases and directs related agencies to provide relevant information to funeral directors-Signed by the Gov, effective November 1, 2020; HB3544-Allows advanced practice registered nurses to complete and sign death certificates is dead pursuant to House Rules; HB3743-The State Commissioner of Health is to contract with the Tax Commission to make certified copies of death certificates available at local tag agencies and directs tag agencies to charge and collect a fee no more than \$8.00 is dead pursuant to House Rule ; HB3888-permits certain public bodies to meet via videoconference provided proper notice and public access is provided is dead pursuant to House Rules; and SB1891-Creates the Universal Licensing Recognition Act which provides for expanded issuance of certain occupational licenses through reciprocity is dead pursuant to House Rules; HB2823 Sunset of the Funeral Board extending it for 3, signed by the Gov effective July 1, 2020.

Motion by Highberger second by Cooper to adjourn the meeting at 10:40AM. The motion passed unanimously.

---

Chad Vice  
Oklahoma Funeral Board President