



MINUTES OF A SPECIAL MEETING

**OKLAHOMA FUNERAL BOARD**

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

November 4, 2020

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**BOARD MEMBERS**

Tom Coble  
Joe Highberger  
Jim Roberts

**STAFF**

Chris Ferguson  
Martha Kulmacz, AAG  
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. No physical location provided.**

A Board meeting of the Oklahoma Funeral Board was held on November 4, 2020 at 4:00 p.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 **<https://oklahomafuneralboard.my.webex.com/meet/Funeralboard>**

**An alternative dial in number was 1-408-418-9388; Access Code 1260612143.**

Appearing in via videoconference were Board members; Tom Coble, Joe Highberger, and Jim Roberts, Board staff Chris Ferguson and Tyler Stiles. Martha Kulmacz, AAG appeared remotely via telephone conference.

The Board meeting notice and agenda was posted on November 2, 2020 at 3:20pm.

Continuing Education credit was not provided for this meeting.

President Highberger called the meeting to order at 4:00PM. Board Members Coble, Highberger, and Roberts were present. Members Cooper, Matherly, and Vice were absent. A quorum was at all times present.

Motion by Highberger second by Roberts to adopt the following marked in red and underlined emergency rules language proposed due to the COVID-19 pandemic:

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. Except during the 2020 calendar year for the 2021 license renewal, during which 2020 calendar year the COVID-19 pandemic has occurred, in at least one (1) hour 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. The motion passed unanimously.

Motion by Highberger second by Coble to adjourn the meeting at 4:03PM. The motion passed unanimously.

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Joe Highberger  
Board President