

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. 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. 23rd Street Conference Room 1st Floor Oklahoma City, OK 73105. Face masks are required to be worn if attending in person.

DATE & TIME: October 8, 2020 10:00AM

A Board meeting of the Oklahoma Funeral Board will be held on October 8, 2020 at 10:00 a.m. which may be attended 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. If attending in person the physical location is: Office of Chief Medical Examiner OKC 921 N.E. 23rd Street Conference Room 1st Floor Oklahoma City, OK 73105.

The following Board members will appear in person: J. Cooper, Joe Highberger, Brent Matherly, Jim Roberts, and Chad Vice. Board staff: Amanda Everett, AAG, Chris Ferguson, Thomas Grossnicklaus, AAG, Thomas Schneider, AAG, Karol Shepherd, and Tyler Stiles, will also appear in person; Board member Tom Coble and Martha Kulmacz, AAG, will be appearing remotely via videoconference and/or telephone.

This Board meeting notice and agenda was posted on our web site (www.ok.gov/funeral) on October 2, 2020 at 3:20pm

If attending via videoconference or via telephone Continuing Education credit will not be provided for this meeting.

If any video and/or telephone connection is lost during the meeting on October 8, 2020, and if there is an inability to restore that connection during the 30 minutes thereafter, and which loss of connection results in the loss of a quorum, the meeting will automatically be stopped and reconvened on Friday, October 9, 2020 at 10:00am at the same physical location and using the same web ex conference web site and telephone number 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. 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 September 10, 2020 Regular Board meeting minutes

4. Oklahoma Funeral Director Association Update by a representative of OKFDA

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

20-09- Solicitation of Business

21-04- Body Intake Log, No Casket Prices, Cooler Temperature Issues

21-08- Overcharging

21-15- Cemetery Issues

21-17- Stealing Pre-need Funds

6. Matters for consideration: Consent 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.

6A. Complaint 20-35 Burkhart Funeral Service, Establishment, Antlers; Burkhart Funeral Service, LLC, Owner, Antlers; Thomas Burkhart, FDIC, Antlers. Member Cooper needs to be recused.

6B. Complaint 20-44 Burkhart Funeral Service, Establishment, Antlers; Burkhart Funeral Service, LLC, Owner, Antlers; Thomas Burkhart, FDIC, Antlers. Member Cooper needs to be recused.

6C. Complaint 20-42 Dowdy-Marker Funeral Home, Establishment, Haskell; Marker Funeral Home, Inc., Owner; Michael Marker, FDIC, Bixby; Cynthia Foster, Apprentice, Bixby. Member Cooper needs to be recused.

7. Matters for consideration: Respondents' Motion to Disqualify Board Members

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.

7A. 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.

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

A. Apprenticeship (Original)

1. Williams Swanson, Choctaw, Chapel Hill HF, OKC
2. Haley Buller, Yukon, Ingram Smith & Turner FH, Yukon
3. Cadyn Brice, OKC, Baggerley FH, Edmond
- ***4. Addison Ray, Clinton, Corbett FH, OKC

B. Apprenticeship (1st extension)

1. Brian Saunders, Guthrie, Oklahoma Mortuary Service, OKC (EM only) (enrolled at UCO)
2. Kristen Kennedy, Calumet, Ingram Smith & Turner FH, Yukon (enrolled at UCO)
3. Cade Harkins, OKC, Matthews FH, Edmond (enrolled at UCO)
4. Daysha Ross, Stilwell, Reed-Culver, Tahlequah (enrolled at UCO)

C. Apprenticeship (2nd extension)

1. Alaina Webster, Noble, Mercer-Adams, Bethany (enrolled at UCO)
2. Jennice Jeter, Stillwater, Strode FH, Stillwater (enrolled at UCO)
3. Carissa Eads, Mustang, Corbett FH, OKC (enrolled at UCO)
4. Paul Bruns, Edmond, OKC Cremation, OKC

D. Apprenticeship (3rd extension)

1. Kayla Houlton, Muskogee, Bill Eisenhower FH, OKC, (enrolled at UCO)
2. Patricia Gonzalez-Carter, MaComb, Parks Bro FH, Prague (enrolled at Dallas)
- ***3. Kelton Nance, Vici, Shaw FH, Vici, (enrolled at Dallas)

E. Funeral Director and/or Embalmer (Original)

1. Gary White Tulsa (FD only)
2. Geena Powell, Henryetta, (FD only)
3. Kenneth Hargrove Jr., Jenks (FD only)

F. Establishments

1. Neptune Cremation Service, Edmond, New Establishment, Neptune Management Corp. Owner; Angela Bynum FDIC
2. Miller-Stahl Funeral Service, Newkirk, New Establishment, Legacy Funeral Holding Of Oklahoma, LLC. Owner; Craig Schatz, FDIC
3. Trout FH, Ponca City, request to change FDIC from Mark Riley to Preston Childress
4. Trout FH, Blackwell, request to change FDIC from Mark Riley to Preston Childress
5. Trout FH, Tonkawa, request to change FDIC from Mark Riley to Preston Childress
6. DeArman FH, Ada, request to close location.

G. Crematory

1. Trout FH & Crematory, Ponca City, request to change FDIC from Mark Riley to Preston Childress

H. Mortuary Schools

1. Amarillo Mortuary College, Amarillo, Texas

9. **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.
10. **Discussion and possible action regarding the Board entering into a contract with Thentia to handle the Board's computer software needs.**
11. **Discussion and possible action regarding emergency rules proposed due to the COVID-19 pandemic granting a continuing education exemption, modification, and allowing carry-over continuing education hours from the 2020 calendar year to any future license renewal periods**
12. **Executive Director's Report**
 - A. Agency Financial update
 - B. Regulatory Essentials: Board Training Event
13. **Adjournment**

Chris Ferguson
Executive Director

The next regular meeting of the Oklahoma Funeral Board will be held: **November 12, 2020. During the COVID-19 pandemic, whether a Board meeting will be held virtually or in person is being decided on a monthly basis.**