



## MINUTES OF A REGULAR MEETING

OKLAHOMA FUNERAL BOARD  
3700 N. Classen, Suite 175  
Oklahoma City, Oklahoma 73118

August 12, 2021

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### BOARD MEMBERS

Tom Coble  
J. Cooper  
Joe Highberger  
Brent Matherly  
Jim Roberts  
Mike Sanders  
Chad Vice

### STAFF

Thomas Grossnicklaus, AAG  
Rochelle Robinson  
Marie Schuble, 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. 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. Face masks are required to be worn if attending in person.

This Board meeting notice and agenda was posted on our web site ([www.ok.gov/funeral](http://www.ok.gov/funeral)) on August 9, 2021 at 12:30pm

Continuing Education credit was not provided for this meeting if attended via videoconference or telephone.

President Highberger called the meeting to order at 10:00AM. Board Members Highberger, Matherly, Roberts, and Sanders were present. Members Coble, Cooper, and Vice were absent. A quorum was always present.

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 Sanders to approve the July 8, 2021 Regular Board meeting minutes. The motion passed unanimously.

Dustin Pierce provided an update of OKFDA. OKFDA has been completing its audit and anticipates it to be finalized soon. OKFDA is preparing for district meetings and those dates will be sent out soon.

Motion by Roberts second by Highberger to find probable cause on complaint 21-49 regarding advertising issues. The motion passed unanimously.

Motion by Highberger second by Roberts to find probable cause on complaint 21-50 regarding transport permit issues. The motion passed unanimously.

Motion by Highberger second by Roberts to find probable cause on complaint 21-51 regarding body intake log issues. The motion passed unanimously.

Motion by Highberger second by Matherly to find probable cause on complaint 21-54 regarding body intake log issues and no prices on caskets. The motion passed unanimously.

Motion by Highberger second by Sanders to dismiss complaint 21-56 regarding death certificate issues. The motion passed unanimously.

Regarding the matters for consideration: Consent Order or Scheduling Order: Complaint 21-48 Rolfe Funeral Home, Inc., Establishment, OKC; Rolfe Funeral Home, Inc., Owner, OKC; Jimmie Boldien, Jr. FDIC, OKC. Respondent Jimmie Boldien, Jr. was present via video and audio and represented by attorney Kwame Mumina also present via video and audio. The prosecution was represented by Marie Schuble, AAG. Thomas Schneider, AAG, was the Board's legal advisor. Members Highberger, Matherly, Roberts and Sanders heard the

case. Member Vice was recused from the case and he was not present at the meeting.

After the presentation of the agreed upon Consent Order, motion by Roberts second by Highberger to accept the Consent Order. The consent order consisted of the following: The agreed violations were: failure to maintain an up-to-date body intake log, not having the FDIC reflected on the Body Intake Log, violation of the Funeral Service Licensing Act, and Rules of the Board. The terms consisted of the following: Administrative Penalty of \$250 and Costs of \$250. Motion passed unanimously.

Regarding the matters for consideration: Consent Order or Scheduling Order: Complaint 21-52 DeArman-Clark Funeral Service, Establishment, Tishomingo; DeArman Properties, Inc., Owner, Sulphur; Chelsey Van Horn, FDIC, Tishomingo. Respondent Chelsey Van Horn was present via video and audio. The prosecution was represented by Marie Schuble, AAG. Thomas Schneider, AAG, was the Board's legal advisor. Members Highberger, Matherly, Roberts and Sanders heard the case. Member Vice was recused from the case and he was not present at the meeting.

After the presentation of the agreed upon Consent Order, motion by Matherly second by Sanders to accept the Consent Order. The consent order consisted of the following: The agreed violations were: failure to maintain an up-to-date body intake log, not having the FDIC reflected on the Body Intake Log, violation of the Funeral Service Licensing Act, and Rules of the Board. The terms consisted of the following: Administrative Penalty of \$250 and Costs of \$250. Motion passed unanimously.

Motion by Roberts second by Highberger to approve the following: Apprenticeship (Original) Kyra Huckabay, Mangum, Greer FH, Mangum; Hellen Yosef, OKC, Matthews FH, Edmond; Alyssa Mitchell, Bixby, Dillon FH, Sand Springs; Rulon Davis, Sr., Edmond, Resthaven FH, OKC; Haley Ireland, Moore, John M. Ireland & Son FH, Moore; Catharine Babb, Edmond, Ford FS, MWC; Cassidy Caron, Fletcher, OMS, OKC for EM only; Shelby Hathaway, OKC, Buchanan, OKC. The motion passed unanimously.

Motion by Roberts second by Highberger to approve the following for FD only: Apprenticeship (1<sup>st</sup> extension) Eddie Taylor, Sr., Tulsa, Jack's Memory Chapel, Tulsa. The motion passed unanimously.

Motion by Roberts second by Highberger to approve the following: Apprenticeship (1st extension) Kaela Bratcher, Marlow, Whitt FH, Duncan;

Raylee Tarrant, OKC, Vondel L. Smith & Son, OKC. The motion passed unanimously.

Motion by Roberts second by Highberger to table the following: Apprenticeship (1st extension) Jared Williams, Stratford, DeArman FH, Stratford. The motion passed unanimously.

Motion by Roberts second by Matherly to deny the following: Apprenticeship (1st extension) Justin Hartwell, Stillwater, Brown Dugger FH, Perry. The motion passed unanimously.

Motion by Roberts second by Highberger to approve the following: Apprenticeship (2nd extension) Matthew Witten, Purcell, Wilson Little FH, Purcell. The motion passed unanimously.

Motion by Roberts second by Highberger to table the following: Apprenticeship (4th extension) Melvin Blagg, Durant, Brown's FS, Durant. The motion passed unanimously.

Motion by Roberts second by Highberger to approve the following: Apprenticeship (FD only) (Original) Sean DeNike, McAlester, Chaney Harkins FH, McAlester. The motion passed unanimously.

Motion by Roberts second by Matherly to deny the following: Funeral Director and/or Embalmer (Reciprocal) Joseph Campbell, Missouri. The motion passed unanimously.

Motion by Roberts second by Highberger to approve the following: Funeral Director and/or Embalmer (Reciprocal) Wilburn Lawson, Texas; Christian Corl, Texas (FD Only). The motion passed unanimously.

Motion by Roberts second by Highberger to table the following: Funeral Director and/or Embalmer (Reciprocal) Martha Aponte-Hittle. The motion passed unanimously.

Motion by Roberts second by Highberger to approve the following: Funeral Director and/or Embalmer (Original) Rachel Fast, Mannford for EM only; Kelton Nance, Vici; Andrew Ousley, Edmond; Rebekah Crockett, Edmond; Carissa Eads, OKC. The motion passed unanimously.

Motion by Roberts second by Highberger to table the following: Funeral Director and/or Embalmer (Original) Hollis Griffin Jr., Sapulpa for FD only; Melanie Holcomb, Newkirk. The motion passed unanimously.

Motion by Roberts second by Highberger to approve the following: Establishments, Bill Eisenhower FH, OKC request to change FDIC from Jeremy Sparks to Megan Crouch; Bill Eisenhower FH, Del City request to change FDIC from Jeremy Sparks to Megan Crouch; County Cremation Service, Ponca City, New Establishment, DMI Management, LLC, Owner, Douglas Phenix, FDIC; Primrose Funeral Services, Norman, request to change FDIC from Billy Robison to Roger Allen; Resthaven FH, Shawnee, request to change FDIC from Billy Robison to Roger Allen; Sunny Lane FH, Del City, request to change FDIC from Jeremy Sparks to Billy Robison; Crawford Family Funeral & Cremation Service, OKC request to change FDIC from Marcus Crawford to Kyle Borowicz; Bunch-Singleton FH, Broken Bow, request to change FDIC from Christopher Powers to Joshua Capuano; Ninde Funeral Directors, Inc.- Brookside Chapel, Tulsa, request to change name to Ninde Funeral Directors, Inc.-Mosaic Memorial; Memorial Park FH, OKC, request to change FDIC from Matthew Boydston to Emma Stratton. The motion passed unanimously.

Motion by Roberts second by Highberger to approve the following: Crematories, Serenity Cremations, Antlers, New Crematory; Serenity Funeral Service, LLC, Owner, Terry Burch, FDIC, Antlers; Edmond Cremation Center, OKC, request to change FDIC from Marcus Crawford to Kyle Borowicz. The motion passed unanimously.

Matters for consideration: Motion to reopen, rehear, or reconsider a closed Case: Complaint 17-11 Criswell Funeral Home, Establishment, Ada; Criswell Funeral Home, Inc., Owner, Ada; Joe Don Harrison, Funeral Director, Ada; Tom Criswell, FDIC, Ada. The respondents' attorney Andy Walding was present. The prosecution was represented by Marie Schuble, AAG. Thomas Schneider, AAG, was the Board's legal advisor. Members Matherly, Roberts and Sanders heard the case. Highberger recused and left the room.

After presentation by both parties, motion by Roberts second by Sanders to enter into executive session pursuant to 25 O.S. 2011, Section 307 (B) (8) engage in deliberations or rendering a final or intermediate decision in an individual proceeding pursuant to Article II of the Administrative Procedures Act. The motion passed unanimously.

Motion by Roberts second by Matherly to exit executive session. The motion passed unanimously. While in executive session no votes were taken and only this case was discussed.

Motion by Matherly second by Sanders to deny the Motion to reopen, rehear, or reconsider a closed case. The motion passed unanimously.

Highberger reentered the room.

No New Business was discussed

Executive Director's Report- Agency Financial update- Mr. Stiles reported gross receipts for July 2021 to be \$10,308.00 with \$775.80 going to the State of Oklahoma general fund. The expenses for the same timeframe totaled \$35,644.24 and net income after expenses totaled -\$26,112.04.

Continuing education rule change update- Mr. Stiles reported that the rules regarding CE change from 1 in-person hour to 2 in-person hours was approved and goes into effect September 11, 2021.

Thentia Computer Software Project Update- Mr. Stiles updated the Board regarding the computer project with Thentia and the implantation planned for the middle of September 2021.

Review by the Attorney General's Office regarding the Open Records Act, the Open Meeting Act, and State Ethics Rules was tabled.

Motion by Roberts second by Matherly to elect Highberger as Board President. Motion passed unanimously.

Motion by Highberger second by Matherly to elect Roberts as Board Vice-President. Motion passed unanimously.

Motion by Highberger second by Sanders to approve the meeting dates for calendar year 2022 as the second Thursday of each month meeting dates to be held at the Office of Chief Medical Examiner OKC, 921 N.E. 23rd Street Conference Room 1st Floor Oklahoma City, OK 73105. Motion passed unanimously.

Motion by Roberts second by Sanders to adopt updated office policies and procedures for the Oklahoma Funeral Board. Motion passed unanimously.

Motion by Highberger second by Matherly to approve continuing education for tours of the Medical Examiner's Office in 2021. There will be 2 tours (1 hour long each) of the OKC ME's office and licensees are eligible for 1 hour of in-person CE when they attend. The dates are September 22<sup>nd</sup>, 2021 at 3:30 PM and September 30<sup>th</sup> at 3:30 PM. You may only attend one tour for CE. Motion passed unanimously.

Motion by Highberger second by Sanders to appoint Executive Director Tyler Stiles to the Board of Medicolegal Investigations. The motion passed unanimously.

Following discussion by the Board and the public present and via video, there was no action taken regarding Proposed Rule or Statute changes for next Legislative Session pertaining to the following: FD Only additional hours requirement; FD Assistant License.

Motion by Roberts second by Matherly to adjourn the meeting at 12:10PM. The motion passed unanimously.

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Joe Highberger  
Oklahoma Funeral Board President