

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 the Respondents in a complaint 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.

DATE & TIME: August 12, 2021 10:00AM

A copy of this notice of meeting and agenda has been posted in a prominent location at the office of the Oklahoma Funeral Board, 3700 North Classen Blvd Suite 175, Oklahoma City, Oklahoma, on August 9, 2021 at 12:30PM. A copy of this agenda is available on the Funeral Board website at www.ok.gov/funeral

If attending via videoconference or via telephone Continuing Education credit will not be provided for this meeting. If you plan to attend a Board meeting for Continuing Education credit and would like a rough estimate of the length of time Board staff estimates the meeting might last, please email your request to info@funeral.ok.gov.

*** This symbol denotes the application and/or applicant is not in compliance with 235:1-1-2 (c) (14 day Rule)

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- Highberger, Matherly, Roberts, and Sanders attended

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.

2. Approval of the July 8, 2021 Regular Board meeting minutes -Approved
3. Oklahoma Funeral Director Association Update by a representative of OKFDA- 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.
4. Review complaints with possible vote for probable cause or other action

21-49- Advertising Issues- **Found Probable Cause**

21-50- Transport Permit Issues- **Found Probable Cause**

21-51- Body Intake Log Issues- **Found Probable Cause**

21-54- Body Intake Log Issues/No Prices on Caskets- **Found Probable Cause**

21-56- Death Certificate Issues- **Dismissed**

5. Matters for consideration: Motion to reopen, rehear, or reconsider a closed Case

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.

5A. Complaint 17-11 Criswell Funeral Home, Establishment, Ada; Criswell Funeral Home, Inc., Owner, Ada; Joe Don Harrison, Funeral Director, Ada; Tom Criswell, FDIC, Ada. Member Highberger needs to be recused. The motion was denied

6. 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.

6A. Complaint 21-48 Rolfe Funeral Home, Inc., Establishment, OKC; Rolfe Funeral Home, Inc., Owner, OKC; Jimmie Boldien, Jr. FDIC, OKC. Member Vice needs to be recused. The Board accepted a consent order on this case. 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.

- 6B. Complaint 21-52 DeArman-Clark Funeral Service, Establishment, Tishomingo; DeArman Properties, Inc., Owner, Sulphur; Chelsey Van Horn, FDIC, Tishomingo. Member Vice needs to be recused.** The Board accepted a consent order on this case. 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.

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

A. Apprenticeship (Original) Numbers 1-6 and 8 were approved, 7 was approved for EM only.

1. Kyra Huckabay, Mangum, Greer FH, Mangum
2. Hellen Yosef, OKC, Matthews FH, Edmond
3. Alyssa Mitchell, Bixby, Dillon FH, Sand Springs
4. Rulon Davis, Sr., Edmond, Resthaven FH, OKC
5. Haley Ireland, Moore, John M. Ireland & Son FH, Moore
6. Catharine Babb, Edmond, Ford FS, MWC
7. Cassidy Caron, Fletcher, OMS, OKC

8. Shelby Hathaway, OKC, Buchanan, OKC

B. Apprenticeship (1st extension) **1 was approved for FD only, 2 and 5 were approved, 3 was tabled, 4 was denied**

1. Eddie Taylor, Sr., Tulsa, Jack's Memory Chapel, Tulsa

2. Kaela Bratcher, Marlow, Whitt FH, Duncan

3. Jared Williams, Stratford, DeArman FH, Stratford

4. Justin Hartwell, Stillwater, Brown Dugger FH, Perry

5. Raylee Tarrant, OKC, Vondel L. Smith & Son, OKC

C. Apprenticeship (2nd extension) **Approved**

1. Matthew Witten, Purcell, Wilson Little FH, Purcell

D. Apprentice (4th extension) **Tabled**

1. Melvin Blagg, Durant, Brown's FS, Durant

E. Apprenticeship (FD only) (Original)- **Approved**

1. Sean DeNike, McAlester, Chaney Harkins FH, McAlester

G. Funeral Director and/or Embalmer (Reciprocal) **-1 was denied, 2 and 4 were approved, 3 was tabled**

1. Joseph Campbell, Missouri

2. Wilburn Lawson, Texas

3. Martha Aponte-Hittle

4. Christian Corl, Texas (FD Only)

H. Funeral Director and/or Embalmer (Original) **-1 was approved for EM, 2, 4, 6, 7 were approved, 3 and 5 were tabled**

1. Rachel Fast, Mannford (EM Only)

2. Kelton Nance, Vici
3. Hollis Griffin Jr., Sapulpa (FD Only)
4. Andrew Ousley, Edmond
5. Melanie Holcomb, Newkirk
6. Rebekah Crockett, Edmond
7. Carissa Eads, OKC

I. Establishments-**All Approved**

1. Bill Eisenhower FH, OKC request to change FDIC from Jeremy Sparks to Megan Crouch
2. Bill Eisenhower FH, Del City request to change FDIC from Jeremy Sparks to Megan Crouch
6. County Cremation Service, Ponca City, New Establishment, DMI Management, LLC, Owner, Douglas Phenix, FDIC
7. Primrose Funeral Services, Norman, request to change FDIC from Billy Robison to Roger Allen.
8. Resthaven FH, Shawnee, request to change FDIC from Billy Robison to Roger Allen.
9. Sunny Lane FH, Del City, request to change FDIC from Jeremy Sparks to Billy Robison.
10. Crawford Family Funeral & Cremation Service, OKC request to change FDIC from Marcus Crawford to Kyle Borowicz.
11. Bunch-Singleton FH, Broken Bow, request to change FDIC from Christopher Powers to Joshua Capuano.
12. Ninde Funeral Directors, Inc.-Brookside Chapel, Tulsa, request to change name to Ninde Funeral Directors, Inc.-Mosaic Memorial.

13. Memorial Park FH, OKC, request to change FDIC from Matthew Boydston to Emma Stratton.

J. Crematories- **Both Approved**

1. Serenity Cremations, Antlers, New Crematory; Serenity Funeral Service, LLC, Owner, Terry Burch, FDIC, Antlers
2. Edmond Cremation Center, OKC, request to change FDIC from Marcus Crawford to Kyle Borowicz.

8. **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.- **No New Business**

9. **Executive Director's Report**

A. 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

B. 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.

C. Thentia Computer Software Project Update-Mr. Stiles reported that the computer project is on track to go live for early September and would like the board members to test the system once it is live.

10. Review by the Attorney General's Office regarding the Open Records Act, the Open Meeting Act, and State Ethics Rules. -Tabled

11. Election of Board President for FY22- Mr. Highberger was elected President.

12. Election of Board Vice-President for FY22 - Mr. Roberts was elected Vice-President.

13. Discussion and possible action on adoption of meeting dates for calendar year 2022 and approval of those meetings for CE. The board will continue to meet on the second Thursday of each month at the

Medical Examiner's office and those in attendance will receive CE, those online will not.

14. **Discussion and possible action on adoption of update policies and procedures for the Oklahoma Funeral Board.** Approved
15. **Discussion and possible action regarding approval of continuing education hours 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 22nd, 2021 at 3:30 PM and September 30th at 3:30 PM. You may only attend one tour for CE.
16. **Discussion and possible action regarding the Oklahoma Funeral Board appointment to the Board of Medicolegal Investigations -Mr. Stiles was appointed to the Board of Medicolegal Investigations.**
17. **Proposed Rule or Statute changes for next Legislative Session pertaining to the following:**
 - A. **FD Only additional hours requirement- after discussion, there was no action taken**
 - B. **FD Assistant License- after discussion, there was no action taken**
18. **Adjournment – 12:10PM**

Tyler Stiles, MBA
Executive Director

The next regular meeting of the Oklahoma Funeral Board will be held:
**September 9, 2021. Office of Chief Medical Examiner –OKC 921 N.E. 23rd Street
Conference Room – 1st Floor Oklahoma City, OK 73105.**

