



Oklahoma Funeral Board
3700 N. Classen Blvd, Suite 175
Oklahoma City, Oklahoma 73118
405.522.1790

MEMORANDUM & BOARD PACKET

July 2, 2021

TO: MEMBERS

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

BOARD STAFF

Ron DeWitt
Thomas Grossnicklaus, AAG
Rochelle Robinson
Thomas Schneider, AAG
Marie Schuble, AAG
Tyler Stiles

FR: Chris Ferguson

RE: July 8, 2021 Regular Board Meeting

Please find attached the July 8, 2021 Oklahoma Funeral Board agenda and the drafted June 10, 2021 meeting minutes. If you have any questions or if you cannot attend next week's meeting please contact me.

A handwritten signature in black ink that reads "Chris Ferguson". The signature is fluid and cursive, with a long horizontal stroke at the end.

Chris Ferguson
Executive Director
Oklahoma Funeral Board

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: July 8, 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 July 2, 2021 at 2:00PM. 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
2. Swearing in and oath of office for newly re-appointed Board Member Mike Sanders of Kingfisher

3. 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.

4. Approval of the June 10, 2021 Regular Board meeting minutes

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

21-41- Death Certificate Issues

21-42- Death Certificate Issues

21-47- Not Releasing Cremated Remains

21-48- Body Intake Log Issues

21-52- Body Intake Log Issues

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

A. Apprenticeship (Original)

1. Lily Blodgett, Edmond, Smith & Kernke FH, OKC
2. Shelby Hathaway, OKC, Buchanan FS, OKC
3. Jared Johnson II, Wagoner, Shipman FH, Wagoner
4. Melissa Delgado, Norman, Vondel Smith FH, OKC
5. Shayna Nicely, Newkirk, Trout FH, Ponca City
6. Jennifer Batres, OKC, Moore FH, Moore

B. Apprenticeship (1st extension)

1. Kaela Bratcher, Marlow, Whitt FH, Duncan
2. Jared Williams, Stratford, DeArman FH, Stratford

3. Justin Hartwell, Stillwater, Brown-Dugger FH, Perry

C. Apprenticeship (2nd extension)

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

D. Funeral Director and/or Embalmer (Reciprocal)

1. Joseph Campbell, Missouri
2. Wilburn Lawson, Texas
3. Christian Corl, Texas (FD Only)

E. Funeral Director and/or Embalmer (Original)

1. Hannah Marlow, OKC
2. Katelin Love-Clements, OKC (FD Only)
3. Cynthia Foster, Bixby (FD Only)

F. Establishments

1. Smith-Parks Brothers FS, Harrah, request to change FDIC from Jerel Johnson to Robert Ferris
2. CremationCare+, Tulsa, request to change FDIC from Rondall Gammon to Billy Cotton
3. Rice FS & CremationCare+, Catoosa, request to change FDIC from Rondall Gammon to Billy Cotton
4. Smith FH, Sand Springs, request to change FDIC from Billy Cotton to Cynthia Ross

G. Crematory

1. Green Country Cremation Center, Sand Springs, request to change FDIC from Billy Cotton to Cynthia Ross

7. **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.

8. **Executive Director's Report**

- A. Agency Financial update
- B. Thentia Computer Software Project Update
- C. Funeral Board Staff update

9. **Matters for consideration: Executive Director**

- i. Discussion and possible action on the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of the Executive Director.
- ii. Vote on possible executive session pursuant to 25 O.S. 2011, Section 307 (B) (1) Discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of the Executive Director.
- iii. if an executive session is held, designate a person to keep written minutes of the executive session;
- iv. consider and vote on motion(s) to exit executive session and return to open meeting; and
- v. consider and vote on motion(s) regarding possible action to be taken regarding matter discussed in executive session.

10. **Adjournment**

Chris Ferguson
Executive Director

The next regular meeting of the Oklahoma Funeral Board will be held:
**August 12, 2021. Office of Chief Medical Examiner –OKC 921 N.E. 23rd Street
Conference Room – 1st Floor Oklahoma City, OK 73105.**



MINUTES OF A REGULAR MEETING

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

June 10, 2021

BOARD MEMBERS

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

STAFF

Chris Ferguson
Thomas Grossnicklaus, AAG
Rochelle Robinson
Tyler Stiles

MEETING PLACE: MEETING PLACE: Videoconference at

<https://oklahomafuneralboard.my.webex.com/meet/Funeralboard>

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This Board meeting notice and agenda was posted on our web site (www.ok.gov/funeral) on June 4, 2021 at 10:00am

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, Coble, Highberger, Matherly, Roberts, Sanders, and Vice were present. Member Cooper was absent. A quorum was always present.

President Highberger presided over the swearing in and oath of office for newly appointed Board Member Mike Sanders of Kingfisher.

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 Vice second by Coble to approve the May 13, 2021 Regular Board meeting minutes. Roberts abstained. The motion passed unanimously.

Review complaints with possible vote for probable cause or other action

Motion by Highberger second by Vice to dismiss complaint 21-37 regarding next of kin issues. The motion passed unanimously.

Motion by Vice second by Highberger to dismiss complaint 21-43 regarding missing cremated remains. The motion passed unanimously.

Motion by Vice second by Coble to dismiss complaint 21-44 regarding death certificate issues. The motion passed unanimously.

Motion by Vice second by Coble to dismiss complaint 21-45 regarding embalming issues/not providing GPL to families. The motion passed unanimously.

Motion by Vice second by Coble to dismiss complaint 21-46 regarding not respecting consumer's personal choice. The motion passed unanimously.

Motion by Roberts second Highberger by to approve the following:
Apprenticeship (Original) Michael Mosier, OKC, Matthews FH, Edmond and Lorna Schofield, Stillwater, Strode FH, Stillwater. The motion passed unanimously.

Motion by Roberts second by Highberger to approve the following:
Apprenticeship (1st extension) Jonathan Riley, Enid, Ladusau-Evans FH, Enid. The motion passed unanimously.

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

Motion by Roberts second by Highberger to approve the following: Apprenticeship (2nd extension) Brian Saunders, Guthrie, Ingram, Smith, and Turner FH, Yukon, (enrolled at UCO). The motion passed unanimously.

Motion by Roberts second by Highberger to deny the following: Apprenticeship (3rd extension) Ashley Oliver, Hugo Prater-Lampton-Mills FH, Hugo. The motion passed unanimously.

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

Motion by Roberts second by Coble to approve the following: Funeral Director and/or Embalmer (Reciprocal) Roger Allen, Texas and Jason Arnold, Washington. The motion passed unanimously.

Motion by Roberts second by Highberger to table the following: Funeral Director and/or Embalmer (Original) Hannah Marlow, OKC and Jennice Jeter, Elk City. The motion passed unanimously.

Motion by Roberts second by Coble to approve the following: Funeral Director and/or Embalmer (Original) Cassidy Ucherek, Edmond; Abigail Tarlton, OKC; Austin Kile, Chickasha; and Katelin Love-Clements, OKC (FD Only). The motion passed unanimously.

Motion by Roberts second by Coble to approve the following: Establishments-McCarn Funeral Chapel, Clayton, New Establishment. McCarn Funeral Service, LLC, Owner; Don McCarn Jr., Talihina, FDIC and Parsons-Canoe-Beggs FH, Collinsville, request to close location. The motion passed unanimously.

No New Business was discussed.

No Legal Update was discussed

Deputy Director's Report-Introduction of the Administrative Assistant Rochelle Robinson. Mr. Stiles introduced Rochelle Robinson as the new Administrative Assistant. Rochelle was a previously the field representative for western Oklahoma for the Oklahoma Insurance Department for nine years.

HJR 1046; 2021 Rules Update. Mr. Stiles reported that HJR 1046 regarding changing 1 hour in person CE to 2 hours in-person CE is on its way to the Governor's desk and anticipates a signature in the next couple of days.

Executive Director's Report-Agency Financial update Mr. Ferguson reported gross receipts for May 2021 to be \$12,180.00 with \$463.00 going to the State of Oklahoma general fund. The expenses for the same timeframe totaled \$34,571.72 and net income after expenses totaled -\$22,854.72.

Thentia Computer Software Project Update- Mr. Ferguson updated the Board regarding the computer project with Thentia and the implantation planned for later this year. He also reported that the agency was recently approved for merchant ID's which allows the agency to accept credit cards after implantation.

Motion by Coble second by Roberts to adjourn the meeting at 10:15am. The motion passed unanimously.

Mr. Joe Highberger

Funeral Board President