



## MINUTES OF A REGULAR MEETING

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

July 8, 2021

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### BOARD MEMBERS

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

### STAFF

Chris Ferguson  
Thomas Grossnicklaus, AAG  
Rochelle Robinson  
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 July 2, 2021 at 2:00pm

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, Cooper, Highberger, Matherly, Roberts, and Sanders were present. Vice was absent for roll call. A quorum was always present.

President Highberger presided over the swearing in and oath of office for newly re-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 Roberts second by Coble to approve the June 10, 2021 Regular Board meeting minutes. The motion passed unanimously.

Motion by Highberger second by Cooper to approve the following: Apprenticeship (Original) Lily Blodgett, Edmond, Smith & Kernke FH, OKC; Jared Johnson II, Wagoner, Shipman FH, Wagoner; Melissa Delgado, Norman, Vondel Smith FH, OKC; Shayna Nicely, Newkirk, Trout FH, Ponca City; and Jennifer Batres, OKC, Moore FH, Moore. The motion passed unanimously.

Motion by Highberger second by Cooper to table the following: Apprenticeship (Original) Shelby Hathaway, OKC, Buchanan FS, OKC. The motion passed unanimously.

Mr. Vice entered the meeting room.

Motion by Highberger second by Coble to table the following: Apprenticeship (1st extension) Kaela Bratcher, Marlow, Whitt FH, Duncan; Jared Williams, Stratford, DeArman FH, Stratford; Justin Hartwell, Stillwater, Brown-Dugger FH, Perry. The motion passed with all yes except Vice abstained.

Motion by Highberger second by Cooper to table the following: Apprenticeship (2nd extension) Matthew Witten, Purcell, Wilson-Little FH, Purcell. The motion passed with all yes except Vice abstained.

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

Motion by Highberger second by Cooper to approve the following: Funeral Director and/or Embalmer (Original) Hannah Marlow, OKC; Katelin Love-Clements, OKC (FD Only); Cynthia Foster, Bixby (FD Only). The motion passed unanimously.

Motion by Highberger second by Cooper to approve the following: Establishments. Smith-Parks Brothers FS, Harrah, request to change FDIC from Jerel Johnson to Robert Ferris; CremationCare+, Tulsa, request to change FDIC from Rondall Gammon to Billy Cotton; Rice FS & CremationCare+, Catoosa, request to change FDIC from Rondall Gammon to Billy Cotton; and Smith FH, Sand Springs, request to change FDIC from Billy Cotton to Cynthia Ross. The motion passed unanimously.

Motion by Highberger second by Cooper to approve the following: Crematory Green Country Cremation Center, Sand Springs, request to change FDIC from Billy Cotton to Cynthia Ross. The motion passed unanimously.

Motion by Highberger second by Roberts to dismiss complaint 21-41 regarding death certificate issues. The motion passed unanimously.

Motion by Roberts second by Highberger to dismiss complaint 21-42 regarding death certificate issues. The motion passed unanimously.

Motion by Highberger second by Cooper to dismiss complaint 21-47 regarding not releasing cremated remains. The motion passed unanimously.

Motion by Highberger second by Cooper to find probable cause on complaint 21-48 regarding body intake log issues. The motion passed unanimously.

Motion by Roberts second by Highberger to find probable cause on complaint 21-52 regarding body intake log issues. The motion passed unanimously.

No New Business was discussed

Executive Director's Report- Agency Financial update- Mr. Ferguson reported gross receipts for June 2021 to be \$13,786.50 with \$523.50 going to the State of Oklahoma general fund. The expenses for the same timeframe totaled \$43,072.64 and net income after expenses totaled -\$29,286.14

Thentia Computer Software Project Update- Mr. Ferguson updated the Board regarding the computer project with Thentia and the implantation planned for the first week of September 2021. He also reported and gave a

demonstration of what the consumer and licensee will see on-line after implantation.

Funeral Board Staff update- Mr. Ferguson announced that Thomas Grossnicklaus AAG, has been reassigned to another agency and will not be representing the Funeral Board after the August 12, 2021 Board meeting and that Marie Schuble, AAG will be the new lead attorney for the Oklahoma Funeral Board. Mr. Ferguson also announced his retirement from the Oklahoma Funeral Board effective August 2, 2021. The Board thanked Mr. Ferguson for his dedication and service to the Funeral Board for more than twenty-one years.

Motion by Roberts second by Coble to recess for 10 minutes. The motion passed unanimously.

After a 10 minutes break, motion by Highberger second by Coble to enter into 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. The motion passed unanimously.

Motion by Vice 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 Roberts second by Highberger to promote Tyler Stiles to Executive Director of the Oklahoma Funeral Board with his current salary effective August 3, 2021. The motion passed with Highberger, Matherly, Roberts, and Sanders voting YES and Coble, Cooper, and Vice voting NO.

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

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Joe Highberger  
Oklahoma Funeral Board President