



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

MEMORANDUM & BOARD PACKET

June 4, 2021

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TO: **MEMBERS**

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

**BOARD STAFF**

Amanda Everett, AAG  
Thomas Grossnicklaus, AAG  
Rochelle Robinson  
Thomas Schneider, AAG  
Tyler Stiles

FR: Chris Ferguson

RE: June 10, 2021 Regular Board Meeting

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Please join me in welcoming Mike Sanders of Kingfisher to the Oklahoma Funeral Board. Governor Stitt appointed Mr. Sanders to fill the unexpired public member term ending July 1, 2021. Governor Stitt also reappointed Mike Sanders for a full five-year term ending July 1, 2026.

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

*Chris Ferguson*

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. 23<sup>rd</sup> Street Conference Room 1<sup>st</sup> Floor Oklahoma City, OK 73105.

DATE & TIME: June 10, 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 June 4, 2021 at 10:00AM. A copy of this agenda is available on the Funeral Board website at [www.ok.gov/funeral](http://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](mailto: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 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 May 13, 2021 Regular Board meeting minutes**

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

21-37- Next of Kin Issues

21-43- Missing Cremated Remains

21-44- Death Certificate Issues

21-45- Embalming issues/Not Providing GPL to Families

21-46- Not respecting consumer's personal choice

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

#### **A. Apprenticeship (Original)**

1. Michael Mosier, OKC, Matthews FH, Edmond
2. Lorna Schofield, Stillwater, Strode FH, Stillwater

#### **B. Apprenticeship (1st extension)**

1. Jonathan Riley, Enid, Ladusau-Evans FH, Enid

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

1. Matthew Witten, Purcell, Wilson-Little FH, Purcell
2. Brian Saunders, Guthrie, Ingram, Smith, and Turner FH, Yukon, (enrolled at UCO)

D. Apprenticeship (3rd extension)

1. Ashley Oliver, Hugo Prater-Lampton-Mills FH, Hugo

E. Funeral Director and/or Embalmer (Reciprocal)

1. Joseph Campbell, Missouri
2. Wilburn Lawson, Texas
3. Roger Allen, Texas
4. Jason Arnold, Washington
5. Christian Corl, Texas

F. Funeral Director and/or Embalmer (Original)

1. Hannah Marlow, OKC
2. Cassidy Ucherek, Edmond
3. Abigail Tarlton, OKC
4. Austin Kile, Chickasha
5. Katelin Love-Clements, OKC (FD Only)
6. Jennice Jeter, Elk City

G. Establishments

1. McCarn Funeral Chapel, Clayton, New Establishment. McCarn Funeral Service, LLC, Owner; Don McCarn Jr., Talihina, FDIC.
2. Parsons-Canoe-Beggs FH, Collinsville, request to close location.

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. Deputy Director's Report

- A. Introduction of the Administrative Assistant Rochelle Robinson
- B. HJR 1046; 2021 Rules Update

9. Executive Director's Report

- A. Agency Financial update
- B. Thentia Computer Software Project Update

10. Adjournment

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Chris Ferguson  
Executive Director

The next regular meeting of the Oklahoma Funeral Board will be held: **July 8, 2021. 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.**



## MINUTES OF A REGULAR MEETING

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

May 13, 2021

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### BOARD MEMBERS

Tom Coble  
J. Cooper  
Joe Highberger  
Brent Matherly  
Chad Vice

### STAFF

Chris Ferguson  
Thomas Grossnicklaus, AAG  
Tyler Stiles

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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](http://www.ok.gov/funeral)) on May 7, 2021 at 1:10pm

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, and Vice were present. Member Roberts was 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 Highberger second by Coble to approval the March 11, 2021 Regular Board meeting minutes. The motion passed unanimously.

Motion by Highberger second by Coble to approve the April 8, 2021 Regular Board meeting minutes. The motion passed with Cooper abstaining.

Motion by Highberger second by Coble to dismiss complaint 21-20 with a letter of concern regarding vendor issues. The motion passed unanimously.

Motion by Highberger second by Coble to dismiss complaint 21-22 regarding not refrigerating body. The motion passed unanimously.

Motion by Highberger second by Coble to dismiss complaint 21-24 regarding missing jewelry. The motion passed unanimously.

Motion by Coble second by Highberger to dismiss complain 21-40 regarding casket issues. The motion passed unanimously.

Regarding complaint 20-25 and 21-14 Forever Memories Funeral Service, Inc.; Establishment, Sallisaw; Forever Memories Funeral Service, Inc. Owner; and David Hampton, FDIC, Sallisaw. Respondent's Forever Memories Funeral Service or David Hampton were not present but were represented by an attorney, Frank Sullivan III. The prosecution was represented by Thomas Grossnicklaus, AAG. Thomas Schneider, AAG, was the Board's legal advisor. Members Coble, Cooper, Highberger, and Matherly heard the case. Member Vice was recused from the case and left the room.

After the presentation of the agreed upon Consent Order, motion by Cooper second by Highberger to accept the consent Order. The Consent Order consisted of complaint 20-25 and 21-14. The consent order consisted of the following: The agreed violations were: failure to comply with the Funeral Rules of the Federal Trade Commission, material misrepresentation, violation of the Funeral Service Licensing Act, and Rules of the Board. The terms consisted of the following: Administrative Penalty of \$5,000 shall be paid on or before June 10, 2021, Forever Memories Funeral Service is placed on Probation for 2 years and shall report monthly with copies of each Statement of Goods and Services for all deaths commencing May 13, 2021, David Hampton shall complete 12 hours of additional Continuing Education related

to Statements of Goods and Services and Price Lists with 6 of those hours being completed in person, Costs of \$2,275. The penalty and costs shall be paid on or before June 10, 2021. The motion passed unanimously.

Vice returned to the meeting room

Motion by Highberger second by Coble to approve the following: Apprenticeship(Original) Hilda M. Rubio, Moore, OMS, OKC (EM only); Elvis Keel, Elgin, Comanche Nation FH, Lawton; Taigen White, Sulphur, Dearman FH, Tishomingo; Carrie Davis, Owasso, Moore FH, Tulsa; Kaylin Carlton, Norman, Primrose FH, Norman; and Jasmine Hatton, Ada, Estes-Phillips FH, Ada. The motion passed unanimously.

Motion by Highberger second by Coble to table the following: Apprenticeship (Original) Michael Mosier, OKC, Matthews FH, Edmond. The motion passed unanimously.

Motion by Highberger second by Coble to approve the following: Apprenticeship (1st extension) Morghane Gonzalez, Stillwater, Smith & Kernke, OKC & OMS, OKC (enrolled at UCO); Amberlyn Campbell, Chandler, Parks Bros. Prague (enrolled at UCO); Darian Foor, OKC, John M. Ireland FH, Moore (enrolled at UCO); and Breanne Strawn, Piedmont, Ingram, Smith & Turner, Yukon (enrolled at UCO). The motion passed unanimously.

Motion by Highberger second by Coble to approve the following: Apprenticeship (2nd extension) Nicole Winters, Okmulgee, McClendon-Winters FH, (EM only) (Grad of Dallas). The motion passed unanimously.

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

Motion by Highberger second by Coble to approve the following: Apprenticeship (FD only) (Original) Jared Johnson II, Wagoner, Shipman FH, Wagoner; Heidi Mullings, Glenpool, Schaudt's FS, Glenpool; and Sherry Gray, Wilson, Alexander Gray FH, Wilson. The motion passed unanimously.

Motion by Highberger second by Coble to table the following: F. Funeral Director and/or Embalmer (Reciprocal) Joseph Campbell, Missouri; Wilburn Lawson, Texas; Roger Allen, Texas; and Jason Arnold, Washington. The motion passed unanimously.

Motion by Highberger second by Coble to approve the following: Funeral Director and/or Embalmer (Original) Nicole Winters, Okmulgee (FD only);



Staci Hartwell-Helm, Ardmore; and Emma Stratton, Edmond. The motion passed unanimously.

Motion by Highberger second by Coble to deny the following: Christopher Gann, Broken Bow (FD Only) The motion passed unanimously.

Motion by Highberger second by Coble to approve the following: Establishments; Walker Funeral Service, Shawnee, request to close establishment; Walker Funeral & Cremation Service, Shawnee, New Establishment, Transitional Services, LLC, Owner; Mark Riley, FDIC; AE Funeral Service, LLC Shawnee, New Establishment, AE Funeral Services, LLC, Owner; Donald Todd Tramel, FDIC; Stephens-Key Funeral & CC, Pryor, request to change FDIC from TJ Holt to Clarissa Yates. The motion passed unanimously.

No new business was discussed.

No legal update was given

Mr. Vice left the meeting room and he didn't return

Discussion and possible action regarding delegating authority to the Executive Director to extend the timeframe for any in-person continuing education requirement regarding previously executed Consent Orders. Motion by Highberger second by Coble to grant the Executive Director the authority to extend any physical presence continuing education requirements that might have been due by December 31, 2020 or July 31, 2021, contingent upon the licensee previously making a diligent effort to complete the continuing education. The motion passed unanimously.

Deputy Director's Report- 2021 Legislative Update; HB1638; HB1742; HB2009; HB2072; and SB354. Mr. Stiles updated the Board that board staff are currently tracking the following Bills: Here is a brief summary of legislation that we are tracking at this time that could impact the funeral industry.

HB1638 Rep. Lepak- Related to Death Certificates. Felony to knowingly provide false data or misrepresent any person's relationship to the decedent. This was signed by the Governor and will be effective Nov. 1, 2021.

HB1742 Rep. Dills- Funeral Board Bill-Related to Alkaline Hydrolysis. This was signed by the Governor and will be effective Nov. 1, 2021.

HB2009 Rep. Townley- Related to advance practice registered nurses signing DC's. This was signed by the Governor and will be effective Nov. 1, 2021.

HB2072 Rep. McCall- Related to a temporary funeral director and embalm license. This was signed by the Governor and is now effective.

SB354 Sen. Bergstrom- Related to the elimination of the out of state permit from the Medical Examiner's Office for boarding counties to other states. This Bill did not make it to the House floor and is Dormant per Rules.

Executive Director's Report- Agency Financial update Mr. Ferguson reported gross receipts for April 2021 to be \$8,819.00 with \$476.90 going to the State of Oklahoma general fund. The expenses for the same timeframe totaled \$38,760.84 and net income after expenses totaled -\$30,418.74.

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 by the GTARB board for payment processing fees.

International Conference of Funeral Service Examining Board Update-The Conference updated the policy regarding the National Board and State Board exams retake timeframe. The applicants now have a thirty-day waiting period between exams if the previous exam was a failed result.

Motion by Highberger second by Coble to adjourn the meeting at 10:22AM. The motion passed unanimously.

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**Joe Highberger**  
**Oklahoma Funeral Board President**