

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: October 14, 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 October 8, 2021 at 1:30PM. 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-** Members Coble, Cooper, Highberger, Matherly, Roberts, Sanders, and Vice were all present.

**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.

3. Approval of the September 22, 2021 Special Board meeting minutes - Approved

4. **Oklahoma Funeral Director Association Update from a Representative of OKFDA.** – Dustin Pierce with OKFDA thanked Mr. Highberger and Mr. Stiles for coming to the Fall District meetings and speaking with OKFDA members and provided the CE training. OKFDA will be going to the NFDA Convention in Nashville October 17-20, 2021.

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

22-03- Embalming Issues- **Dismissed**

22-04- Not Returning Cremated Remains- **Dismissed**

22-06- Body Preparation Issues- **Dismissed**

22-07- Overcharging- **Dismissed**

22-08- Body Intake Log Issues- **Found Probable Cause**

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 21-51 Nichols-Stephens Funeral & Cremation Services, Establishment, Grove; Nichols-Stephens Funeral & Cremation Services, Limited, Owner, Grove; Karin Stephens, FDIC, Grove. Member Cooper 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 21-54 Delozier Funeral Service, LLC, Chelsea; Delozier Funeral Service, LLC, Owner, Chelsea; Kenneth Delozier, FDIC, Chelsea. Member Cooper needs to be recused. - Tabled**

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

- A. **Apprenticeship (Original) -Numbers 1-10 and 12 were approved, 11 was tabled.**
1. Cecil Richards, Idabel, Nunley's FH, Idabel
  2. Lance Pardue, Hugo, Prater Lampton Mills and Coffey, Hugo
  3. Tyler Johnson, Commerce, Brown-Winters FH, Miami
  4. Roosevelt Murray, Idabel, Nunley FH, Idabel
  5. Taylor Harris, Edmond, Buchanan FS, OKC

6. Jordyn Coulson, Stillwater, Strode FH, Stillwater
7. Graciela Guillen, Woodward, Billings FH, Woodward
8. Mathew Burch, Antlers, Serenity FS, Antlers
9. John Davis, Swink, Miller and Miller FH, Hugo
10. Jessie Hopkins, Colbert, Prater-Lampton-Mills-Coffey, Hugo
11. Samantha Hays, Duncan, Bailes-Polk FH, Duncan
12. Roy Kerns, Adair, Shipman's, Pryor

**B. Apprenticeship (1st extension)- All Approved**

1. Emily Vickery, Arapaho, Ingram, Smith & Turner, Yukon
2. Addison Ray, Clinton, Corbett FH, OKC
3. Haley Buller, Yukon, Ingram Smith & Turner, Yukon

**C. Apprenticeship (3rd extension)- All Approved**

1. Stephen Smith, Midwest City, Ford FS, Midwest City
2. Hillary Hatchett, OKC, Resthaven FH, OKC

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

1. Debra-Emily Crump, Choctaw, Hibbs FH, Choctaw

**E. Funeral Director and/or Embalmer (Reciprocal)-Tabled**

1. Kendra Soley, Mississippi

**F. Funeral Director and/or Embalmer (Original)-All approved**

1. Melanie Holcomb, Newkirk

2. Christopher Gann, Broken Bow (FD Only)
3. Kristen Kennedy, Calumet

G. Establishments- **All approved**

1. McElyea & Owens Funeral Group, LLC, Shawnee, New Establishment, McElyea & Owens Funeral Group, LLC, Owner, Michael McElyea, FDIC.
2. Dighton-Moore Funeral Service, Owasso, request to close establishment.
3. Dighton-Moore Funeral Service, Owasso, New Establishment, R & S Funeral Homes, Inc., Owner, John Irby, FDIC
4. CremationCare+, Tulsa, request to change FDIC from Bill Cotton to Rex Whitetree
5. Rice Funeral & CremationCare +, Catoosa, request to change FDIC from Bill Cotton to Rex Whitetree
6. Signature Cremation & Funeral Care, OKC, request to close establishment.
7. Signature Cremation & Funeral Care, The Village, New Establishment, Crawford Family Funeral and Cremation, Edmond, Owner, Kyle Borowicz, Edmond, FDIC
8. McKay-Davis & Tate Funeral Home & Cremation, OKC, request name change to McKay-Davis Funeral Home, Inc.
9. Sevier FH, Chickasha, request to change FDIC from Larry Sevier to Austin Kile
10. Sevier FH, Tuttle, request to change FDIC from Larry Sevier to Austin Kile

H. Crematory- **Approved**

1. Heartland Cremation Service, LLC, Chandler, New Crematory, Brown's Family Funeral Home, LLC, Owner, Tim Alonzo, FDIC

**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.-**There was no new business**

**9. Discussion and Possible Action Regarding Proposed Rule or Statute changes for next Legislative Session pertaining to the following:**

- A. Quorum Amount Change- **The Board approved to change the quorum from 3 members to 4 members.**
- B. Licensing education requirements - **The board approved to remove the additional 60 hours of education**
- C. FD Only additional hours requirement- **The board approved to remove the additional 60 hours of education**
- D. FD Assistant License-**No action**

**10. Executive Director's Report**

A. Agency Financial update – **Mr. Stiles reported gross receipts for September 2021 to be \$9,605.00 with \$655.50 going to the State of Oklahoma general fund. The expenses for the same timeframe totaled \$50,629.37 and net income after expenses totaled -\$41,679.87**

B. Free PPE from Department of Health-**The Department of Health is offering free PPE at their warehouse, please check the OFB website for the order form and location of the warehouse.**

**11. Adjournment -12:30**

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Tyler Stiles, MBA

Executive Director

The next regular meeting of the Oklahoma Funeral Board will be held:  
**Wednesday, November 10, 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.**