



MINUTES OF A REGULAR MEETING

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

October 14, 2021

BOARD MEMBERS

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

STAFF

Shayne Melton
Ashton Poarch, AAG
Rochelle Robinson
Tyler Stiles

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. 23rd Street Conference Room 1st 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) on October 8, 2021 at 1:30pm

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, Sanders, and Vice were present. 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 Roberts second by Highberger to approve the September 9, 2021 Special Board meeting minutes. The motion passed unanimously with Member Coble abstaining.

Dustin Pierce with OKFDA thanked Mr. Highberger and Mr. Stiles for coming to the Fall District meetings and speaking with OKFDA members and providing the CE training. OKFDA will be going to the NFDA Convention in Nashville October 17-20, 2021.

Motion by Highberger second by Coble to dismiss complaint 22-03 regarding embalming issues. The motion passed unanimously.

Motion by Highberger second by Matherly to dismiss complaint 22-04 regarding Not Returning Cremated Remains. The motion passed unanimously.

Motion by Highberger second by Sanders to dismiss complaint 22-06 regarding Body Preparation Issues. The motion passed unanimously.

Motion by Highberger second by Sanders to dismiss complaint 22-07 regarding Overcharging. The motion passed unanimously.

Motion by Highberger second by Coble to find probable cause on complaint 22-08 regarding Body Intake Log Issues. The motion passed unanimously.

Regarding the matters for consideration: Consent Order or Scheduling Order: Complaint 21-51 Nichols-Stephens Funeral & Cremation Services, Establishment, Grove; Nichols-Stephens Funeral & Cremation Services, Limited, Owner, Grove; Karin Stephens, FDIC, Grove. Respondent Karin Stephens was present via videoconference. The prosecution was represented by Ashton Poarch, AAG. Thomas Schneider, AAG, was the Board's legal advisor. Members Coble, Highberger, Matherly, Roberts, Sanders, and Vice heard the case. Member Cooper was recused from the case and he left the room.

After the presentation of the agreed upon Consent Order, motion by Highberger second by Roberts to accept the Consent Order. 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. Motion passed unanimously.

Regarding the matters for consideration: Consent Order or Scheduling Order: Complaint 21-54 Delozier Funeral Service, LLC, Chelsea; Delozier Funeral Service, LLC, Owner, Chelsea; Kenneth Delozier, FDIC, Chelsea. The respondents did not appear. The prosecution was represented by Ashton Poarch, AAG. Thomas Schneider, AAG, was the Board's legal advisor. Members Coble, Highberger, Matherly, Roberts, Sanders, and Vice heard the case. Member Cooper was recused from the case and he left the room.

Motion by Highberger second by Sanders to table the Consent Order. The motion passed unanimously.

Member Cooper reentered the room.

Motion by Roberts second by Highberger to approve the following: Apprenticeship (Original) Cecil Richards, Idabel, Nunley's FH, Idabel; Lance Pardue, Hugo, Prater Lampton Mills and Coffey, Hugo; Tyler Johnson, Commerce, Brown-Winters FH, Miami; Roosevelt Murray, Idabel, Nunley FH, Idabel; Taylor Harris, Edmond, Buchanan FS, OKC; Jordyn Coulson, Stillwater, Strode FH, Stillwater; Graciela Guillen, Woodward, Billings FH, Woodward; Mathew Burch, Antlers, Serenity FS, Antlers; John Davis, Swink, Miller and Miller FH, Hugo; Jessie Hopkins, Colbert, Prater-Lampton-Mills-Coffey, Hugo; Roy Kerns, Adair, Shipman's, Pryor. The motion passed unanimously.

Motion by Roberts second by Highberger to table the following: Apprenticeship (Original) Samantha Hays, Duncan, Bailes-Polk FH, Duncan. The motion passed unanimously.

Motion by Roberts second by Coble to approve the following: Apprenticeship (1st extension) Emily Vickery, Arapaho, Ingram, Smith & Turner, Yukon; Addison Ray, Clinton, Corbett FH, OKC; Haley Buller, Yukon, Ingram Smith & Turner, Yukon. The motion passed unanimously.

Motion by Roberts second by Highberger to approve the following: Apprenticeship (3rd extension) Stephen Smith, Midwest City, Ford FS, Midwest City; Hillary Hatchett, OKC, Resthaven FH, OKC. The motion passed unanimously.

Motion by Roberts second by Coble to approve the following: Apprenticeship (FD Only) Debra-Emily Crump, Choctaw, Hibbs FH, Choctaw. The motion passed unanimously.

Motion by Roberts second by Highberger to table the following: Funeral Director and/or Embalmer (Reciprocal) Kendra Soley, Mississippi. The motion passed unanimously.

Motion by Roberts second by Highberger to approve the following: Funeral Director and/or Embalmer (Original) Melanie Holcomb, Newkirk; Christopher Gann, Broken Bow (FD Only); Kristen Kennedy, Calumet. The motion passed unanimously.

Motion by Roberts second by Highberger to approve the following: Establishments, McElyea & Owens Funeral Group, LLC, Shawnee, New Establishment, McElyea & Owens Funeral Group, LLC, Owner, Michael McElyea, FDIC.; Dighton-Moore Funeral Service, Owasso, request to close establishment.; Dighton-Moore Funeral Service, Owasso, New Establishment, R & S Funeral Homes, Inc., Owner, John Irby, FDIC; CremationCare+, Tulsa, request to change FDIC from Bill Cotton to Rex Whitetree; Rice Funeral & CremationCare +, Catoosa, request to change FDIC from Bill Cotton to Rex Whitetree; Signature Cremation & Funeral Care, OKC, request to close establishment; Signature Cremation & Funeral Care, The Village, New Establishment, Crawford Family Funeral and Cremation, Edmond, Owner, Kyle Borowicz, Edmond, FDIC; McKay-Davis & Tate Funeral Home & Cremation, OKC, request name change to McKay-Davis Funeral Home, Inc.; Sevier FH, Chickasha, request to change FDIC from Larry Sevier to Austin Kile; Sevier FH, Tuttle, request to change FDIC from Larry Sevier to Austin Kile. The motion passed unanimously.

Motion by Roberts second by Highberger to approve the following: Crematories, Heartland Cremation Service, LLC, Chandler, New Crematory, Brown's Family Funeral Home, LLC, Owner, Tim Alonzo, FDIC. The motion passed unanimously.

No New Business was discussed

Discussion and Possible Action Regarding Proposed Rule or Statute changes for next Legislative Session pertaining to the following- Quorum Amount Change- Motion by Coble second by Cooper to change the quorum from 3 members to 4 members. The motion passed with Coble, Cooper, Matherly, Roberts, and Vice voting Aye. Highberger and Sanders voted No.

Member Cooper left the meeting and did not return.

Discussion and Possible Action Regarding Proposed Rule or Statute changes for next Legislative Session pertaining to the following- Licensing education requirements- Motion by Highberger second by Sanders to remove the additional 60 hours of general education to become licensed for funeral director and embalmer program. The motion passed unanimously.

Discussion and Possible Action Regarding Proposed Rule or Statute changes for next Legislative Session pertaining to the following-FD Only additional Hours requirement- Motion by Highberger second by Sanders to remove the additional 60 hours of general education to become licensed for funeral director and embalmer program. The motion passed unanimously.

Discussion and Possible Action Regarding Proposed Rule or Statute changes for next Legislative Session pertaining to the following-FD Assistant License- No action was taken

Executive Director's Report- 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.

Executive Director's Report- Agency Financial update- Mr. Stiles reported that the Health Department is providing free PPE. For those that need PPE, complete the form on the Funeral Board home page and send the order to the Health Department. The Health Department warehouse is open on Tuesdays to pick up your order.

Motion by Roberts second by Coble to adjourn the meeting at 12:03PM. The motion passed unanimously.

Joe Highberger
Oklahoma Funeral Board President