



## MINUTES OF A SPECIAL MEETING

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

September 22, 2021

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### BOARD MEMBERS

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

### STAFF

Shayne Melton  
Rochelle Robinson  
Marie Schuble, AAG  
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 September 17, 2021 at 12:30pm

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 Cooper, Highberger, Roberts, Sanders, and Vice were present. Members Coble and Matherly were 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 Roberts second by Sanders to approve the August 12, 2021 Regular Board meeting minutes. The motion passed unanimously with Member Vice abstaining.

Penny Vasquez, the new manager of the Regulated Industry Services Division with OID introduced herself along with Shay Turner, Rowena Ehrman, and Lorie Jones.

Motion by Roberts second by Sanders to find probable cause on complaint 22-01 regarding body intake log issues. The motion passed unanimously.

Motion by Roberts second by Sanders to dismiss complaint 22-02 regarding next of kin issues. The motion passed unanimously.

Regarding the matters for consideration: Consent Order or Scheduling Order: Complaint 21-50 Lawson's Funeral Homes & Cremation Services, Establishment, Grove; Lawson's Funeral Homes & Cremation Services, LLC, Owner, Grove; Shaunda Lawson, FDIC, Jay. Respondent Shaunda Lawson was present. The prosecution was represented by Marie Schuble, AAG. Thomas Schneider, AAG, was the Board's legal advisor. Members Highberger, 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 Sanders to accept the Consent Order. The consent order consisted of the following: The agreed violations were: failing to obtain other necessary permits as required by law in a timely manner, violation of the Funeral Service Licensing Act, and Rules of the Board. The terms consisted of the following: Administrative Penalty of \$1,000 and Costs of \$500. Motion passed unanimously.

Member Cooper reentered the room.

Motion by Roberts second by Highberger to approve the following:  
Apprenticeship (Original) Nicholas Holdeman, Ames, Lanman FH, Helena;  
Lawanda Colbert, MWC, Rolfe, OKC; Thomas Applegate, Wagoner, Mallet FH,  
Wagoner; Brandon Plowman, Edmond, OMS, OKC (EM only); Jared Williams,  
Stratford, DeArman, Stratford; Jeffery Wright, Spencer, McKay Davis Tate,  
OKC; Scott Freeze, Idabel, Nunley FH, Idabel; Perry Simpson, Noble,  
McMahans FH, Noble; Mercedes Castro, Del City, Yanda & Son, Yukon. The  
motion passed unanimously.

Motion by Roberts second by Highberger to approve the following:  
Apprenticeship (1st extension) Mylei Saysana, Edmond, Smith & Kernke, OKC,  
Brighton Potter, Tulsa, Gary Kelley Add'vantange Funeral and Cremation,  
Tulsa; Kendra Soley, Skiatook, Stanley's FH, Tulsa. The motion passed  
unanimously.

Motion by Roberts second by Highberger to table the following:  
Apprenticeship (1st extension) Emily Vickery, Arapaho, Ingram, Smith &  
Turner, Yukon. The motion passed unanimously.

Motion by Roberts second by Highberger to approve the following:  
Apprenticeship (2nd extension) Monica Lam, Shawnee, Smith-Parks F.S.,  
Harrah; Disney Cain, Wilburton, Bishop F.S., McAlester; Tyler Harrell, Sallisaw,  
Forever Memories, Sallisaw. The motion passed unanimously.

Motion by Roberts second by Highberger to approve the following:  
Apprenticeship (3rd extension) Paige Goodman, Moore, Mercer-Adams,  
Bethany. The motion passed unanimously.

Motion by Roberts second by Highberger to approve the following:  
Apprenticeship (4th extension) Melvin Blagg, Durant, Brown's FS, Durant. The  
motion passed unanimously.

Motion by Roberts second by Highberger to approve the following:  
Apprenticeship (FD only) (Original) Becky Shupe, Tonkawa, Trout FH, Ponca  
City; Sammy Jones, Shawnee, AE Funeral Services, Shawnee; Larry Alberty,  
Grant, Nunley FH, Idabel; Roy Gray, Jr. OKC, Ingram Smith & Turner, Yukon.  
The motion passed unanimously.

Motion by Roberts second by Highberger to approve the following: Funeral  
Director and/or Embalmer (Reciprocal) Martha Aponte-Hittle, Kansas. The  
motion passed unanimously.

Motion by Roberts second by Sanders 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) Hollis Griffin, Jr., Sapulpa (FD Only); Cade Harkins, Wilburton; Lada Feldman, OKC; Darian Foor, OKC; Matthew Witten, Purcell. The motion passed unanimously.

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

Motion by Roberts second by Highberger to approve the following: Establishments, Heath Griffith FH, Tulsa, request to close establishment.; Oklahoma Mortuary Trade Service, OKC request to change FDIC from Toni Blake to John Astle.; Mason FH, Shattuck, requests to change FDIC from Clarence Rogers to Scotty Schilling.; Brumley Funeral Home, Broken Bow, request to close establishment.; Bowser Family Funeral Home, Broken Bow, New Establishment, Bowser Brumley Funeral Home, LLC, David Bowser FDIC.; Luginbuel FH, Vinita, requests FDIC change from Alan Cowley to Joseph Faulkner.; Luginbuel South Grand Lake FH, Langley request FDIC change from Alan Cowley to Joseph Faulkner.; Rice F.S., Claremore, request FDIC change from Jackie Shurden to Cynthia Ross.; Smith FH, Sapulpa, request FDIC change from Cynthia Ross to Deena Nickerson. The motion passed unanimously.

Motion by Roberts second by Highberger to table the following: Establishments, McElyea & Owens Funeral Group, LLC, Shawnee, New Establishment, McElyea & Owens Funeral Group, LLC, Owner, Michael McElyea, FDIC. The motion passed unanimously.

Motion by Roberts second by Highberger to approve the following: Crematories, Oklahoma Mortuary Trade Service, OKC, request FDIC change from Toni Blake to John Astle.; Green Country Cremation Center, Sapulpa, request FDIC change from Cynthia Ross to Deena Nickerson. The motion passed unanimously.

No New Business was discussed

Executive Director's Report- Agency Financial update- Mr. Stiles reported gross receipts for August 2021 to be \$12,917.50 with \$1,036.75 going to the State of Oklahoma general fund. The expenses for the same timeframe totaled \$42,473.94 and net income after expenses totaled -\$30,593.19.

Review by the Attorney General's Office regarding the Open Records Act, the Open Meeting Act, and State Ethics Rules. Board Advisor Thomas Schneider provided training to the Board and staff regarding the Open Meeting Act and Open Records Act.

Motion by Roberts second by Highberger to adjourn the meeting at 2:00PM. The motion passed unanimously.

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Joe Highberger  
Oklahoma Funeral Board President