

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. 23rd Street Conference Room 1st Floor Oklahoma City, OK 73105.

DATE & TIME: May 12, 2022 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 May 6, 2022 at 1:30PM. A copy of this agenda is available on the Funeral Board website at 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.

*** 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 Highberger, Matherly, Roberts, and Sanders were present. Members Coble, Cooper, and Vice were absent. A quorum was always 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 April 14, 2022 Regular Board meeting minutes -Approved**
4. **Oklahoma Funeral Director Association Update from a Representative of OKFDA-** Dustin Pierce with OKFDA The 2022 convention in Norman was a success and had more attendees with 44 vendors. There will be a workshop with OKFDA in June.
5. **Oklahoma Insurance Department Update from a Representative of OID-** No update
6. **Oklahoma Health Department request to provide continuing education training regarding Vital Records, discussion and possible action to approve continuing education for training-**Sue with the Health Department asked the Board for approval of the ROVER training to count as CE. The Board approved the CE unanimously.
7. **Vote to affirm or disaffirm the issuance of the following licenses, registrations, certificates, dissolution or other action**
 - A. **Apprenticeship (Original)-All Approved**
 1. Amy Ary, McLoud, Bill Eisenhour, OKC
 2. Payton Mason, OKC, OK Cremation, OKC
 3. Madisyn Tolle, Purcell, Wilson Little FH, Purcell
 4. Matthew Taylor, Bartlesville, Stumpff FH, Bartlesville
 5. Darin Haddox, Claremore, MMS Payne, Claremore
 6. Jordan Longest, Ringling, Alexander Gray FH, Wilson
 7. Braden Johnson, Fox, Alexander Gray FH, Wilson
 8. Joshua Smith, Guthrie, Mercer-Adams, Bethany
 9. Brittany Rosser, Tulsa, Serenity, Tulsa
 10. Melissa Bates, Locust Grove, Locust Grove FH, Locust Grove
 - B. **Apprenticeship (1st extension) All Approved**

1. Andrew Haire, Vinita, Highsmith FH, Vinita
2. Heidi Mullings, Glenpool, Schaudt FS, Glenpool (FD Only)

C. Apprenticeship (2nd extension) - **Approved**

1. Amberlyn Campbell, Chandler, McElyea & Owens, Shawnee

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

1. Glenn Palmer-Roberts. Yukon, Bill Merritt FS, Bethany
2. Breanne Strawn, Piedmont, Ingram Smith & Turner, Yukon

E. Apprenticeship (4th extension)-**Denied**

1. Brandon Watters, Nowata, Benjamin FS, Nowata

F. Funeral Director and/or Embalmer (Reciprocal) -**1 approved, 2 and 3 tabled**

1. Marie Thompson, Virginia
2. Ronnie Dunn, Texas
3. Paul Thompson, Texas (FD Only)

G. Funeral Director and/or Embalmer (Original)- **1 and 2 were approved, 3 was denied, 4 and 5 were tabled**

1. Tammy Marshall, Cordell (FD Only)
2. Paul Bruns, Edmond
3. Rachel Norman, Broken Arrow (FD Only)
4. Becky Shupe, Tonkawa (FD Only)
5. Carrie Davis, Owasso (FD Only)

H. Establishments- **All Approved**

1. Bunch-Singleton Funeral Home, Broken Bow, request to change FDIC from David White to Brian Brumley

2. Powell FH, Hominy, request to close establishment
3. Powell Funeral Service and Cremation, Hominy, New Establishment, Poteet Funeral Home and Cremation Services, Inc., Owner, Brian Torres, FDIC
4. Pollard FH, Guthrie, request to close establishment
5. Alternatives Cremation & Funeral Service, Cordell, request to close establishment
6. Alternatives Cremation & Funeral Service, Oklahoma City, New Establishment, Varner Professional Services, LLC, Owner, Richard Varner, FDIC
7. McKay Davis FH, OKC, request to change FDIC from Venita Elmore to Johnnie Swanson
8. Neptune Society, Edmond, request to change FDIC from Jeremy Sparks to Matthew Boydston

I. Commercial Embalming Establishments- **All Approved**

1. Asbury Mortuary & Transport Service, Lawton request to close establishment.
2. Asbury Mortuary and Transport Service, Lawton new establishment, Asbury Services, LLC, Owner, Jeremiah Asbury, FDIC

J. Crematories-**Tabled**

1. Ray Fransisco Embalming Service and Crematory, Tulsa, New Crematory, Southern Heritage Mortuary and Cremation Services, LLC, Owner, Ray Fransisco, 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. -**No new business**
9. **Administrative Assistant's Report**

A. Thentia Database Update- Rochelle Robinson provided the following update: Board staff has been working with Thentia and had numerous meetings regarding the new database. We got a notification just prior to the Board Meeting that we are now live and can start accepting applications online.

10. Investigator's Report

A. Complaint Summary Update for FY21 and FY22 Complaints- Shayne Melton provided the following update: For FY21 and FY22, the Board has received 98 complaints. 58 of those came from consumers, 6 from other state agencies, 26 from Board staff, 6 from other funeral homes, and 2 from vendors. The dispositions of the complaints are as follows: 51 of the total complaints were dismissed, 26 were found to have probable cause, 11 are currently pending waiting on a new attorney, 5 are on hold, 5 are currently being investigated.

11. Executive Director's Report

A. Agency Financial Update- Mr. Stiles reported gross receipts for April 2022 to be \$9,080.00 with \$800.00 going to the State of Oklahoma general fund. The expenses for the same timeframe totaled \$37,033.21 and net income after expenses totaled -\$28,781.21

B. 2022 Legislative Update: HB 3359, HB 3415- HB 3359- by Speaker McCall, Funeral Board education requirement bill, made it out of Senate 45-0. The Governor quickly signed the bill. This is now effective, and we can now start accepting applications with the modification.

HB 3415- by Rep. Pae, adjusts the Open Meetings Act to allow for public bodies to meet online. The House rejected the Senate amendment and the bill was sent back down to committees.

12. Matters for consideration: Investigator and Administrative Assistant

A. Discussion and possible action on the employment, including a merit-based salary increase, of the Investigator and Administrative Assistant.

B. Vote on possible executive session pursuant to 25 O.S. 2011, Section 307 (B) (1) Discussing the employment, including a merit-based salary increase, of the Investigator and Administrative Assistant.

C. Possible action to be taken as a result of the executive session

concerning the employment, including a merit-based salary increase, of the Investigator and Administrative Assistant.
– **The investigator and the Administrative Assistant were given \$5,000 raises.**

13. **Adjournment -10:23AM**

Tyler Stiles, MBA
Executive Director

The next regular meeting of the Oklahoma Funeral Board will be held: **June 9, 2022. Office of Chief Medical Examiner –OKC 921 N.E. 23rd Street Conference Room – 1st Floor Oklahoma City, OK 73105.**