

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

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

4. Oklahoma Funeral Director Association Update from a Representative of OKFDA
5. Oklahoma Insurance Department Update from a Representative of OID
6. Oklahoma Health Department request to provide continuing education training regarding Vital Records, discussion and possible action to approve continuing education for training
7. Vote to affirm or disaffirm the issuance of the following licenses, registrations, certificates, dissolution or other action

A. Apprenticeship (Original)

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)

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

C. Apprenticeship (2nd extension)

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

D. Apprenticeship (3rd extension)

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

E. Apprenticeship (4th extension)

1. Brandon Watters, Nowata, Benjamin FS, Nowata

F. Funeral Director and/or Embalmer (Reciprocal)

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

G. Funeral Director and/or Embalmer (Original)

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

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

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

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.
9. **Administrative Assistant's Report**
 - A. Thentia Database Update
10. **Investigator's Report**
 - A. Complaint Summary Update for FY21 and FY22 Complaints
11. **Executive Director's Report**
 - A. Agency Financial Update

B. 2022 Legislative Update: HB 3359, HB 3415

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.

13. Adjournment

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.



MINUTES OF A REGULAR MEETING

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

April 14, 2022

BOARD MEMBERS

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

STAFF

Shayne Melton
Rochelle Robinson
Tyler Stiles

MEETING PLACE: MEETING PLACE: Videoconference at
<https://oklahomafuneralboard.my.webex.com/meet/Funeralboard>
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.

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 April 8, 2022 at 1:30PM. A copy of this agenda is available on the Funeral Board website at www.ok.gov/funeral

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, Highberger, Matherly, Sanders, and Vice were present. Members Cooper and Roberts were not present for roll call. 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 Sanders to approve the March 10, 2022 Regular Board meeting minutes as amended. The motion passed unanimously with Member Coble abstaining.

Dustin Pierce with OKFDA provided the following update: Mr. Phillip Hart is the OKFDA President. The 2022 convention in Norman was a success and had more attendees with more vendors although it seemed smaller due to the larger venue size. There will be a workshop with OKFDA in June.

OID was present to answer questions regarding moving away from Trust funds and encouraging insurance backed pre-needs instead as they are safer for the consumer. There were no questions and there was no update since last month.

Member Vice entered the room

Sue Bordeaux with the Oklahoma Health Department asked the Board for consideration on allowing for the Health Dept webinars to be counted as CE for licensees and for new licensees to be mandated to take the training. There was no action taken.

Motion by Matherly second by Highberger to approve the following: Apprenticeship (Original) Madelynn Holuby, Henryetta, Integrity FH, Henryetta; Holland Dugdale, Glenpool, McClendon-Winters, Okmulgee; Marlin Giles, Skiatook, Chapman-Black FH, Cleveland; Megan Thackery, Bixby, Stanleys FH, Tulsa; Maliyah Casanova, Shawnee, Walker FH, Shawnee; Breece Low, Edmond, Baggerley FH, Edmond; Trisha Wisley, OKC, OK Cremation, OKC; Kiarra Roberts, Edmond, Smith and Kernke, OKC; Stephanie White, Fletcher, Fletcher and Elgin FH, Fletcher (FD Only); Elaina Grant, Glenpool, Schaudt FS, Glenpool. The motion passed unanimously.

Motion by Matherly second by Highberger to table the following: Apprenticeship (1st Extension) Andrew Haire, Vinita, Highsmith FH, Vinita. The motion passed unanimously.

Motion by Matherly second by Highberger to deny the following:
Apprenticeship (1st Extension) Andrea Landrum, Denison, Cunningham FH,
Colbert. The motion passed unanimously.

Motion by Matherly second by Highberger to approve the following:
Apprenticeship (1st Extension) Chantal Hernandez, Hinton, Matthews FH,
Edmond; Jasmine Hatton, Ada, Estes-Phillips FH, Ada; Leah Calaway, Ada,
Estes-Phillips FH, Ada; Troy Wells, Sand Springs, Dillon FS, Sand Springs. The
motion passed unanimously.

Motion by Matherly second by Highberger to table the following:
Apprenticeship (2nd Extension) Amberlyn Campbell, Chandler, McElyea &
Owens, Shawnee. The motion passed unanimously.

Motion by Matherly second by Highberger to approve the following:
Apprenticeship (3rd extension) Domanique Bruner, OKC, Chapel Hill FH, OKC.
The motion passed unanimously.

Motion by Matherly second by Highberger to table the following:
Apprenticeship (4th extension) Brandon Watters, Nowata, Benjamin FS,
Nowata. The motion passed unanimously.

Motion by Matherly second by Highberger to approve the following:
Apprenticeship (4th extension) Randy Brice, Muskogee, Lescher-Millsap FH,
Muskogee. The motion passed unanimously.

Motion by Matherly second by Highberger to table the following: Funeral
Director and/or Embalmer (Reciprocal), Marie Thompson, Virginia; Ronnie
Dunn, Texas. The motion passed unanimously.

Motion by Matherly second by Highberger to approve the following: Funeral
Director and/or Embalmer (Reciprocal), Megan Dorman, Kansas; Joseph
Campbell, Missouri. The motion passed unanimously.

Motion by Matherly second by Highberger to table the following: Funeral
Director and/or Embalmer (Original), Tammy Marshall, Cordell (FD Only). The
motion passed unanimously.

Motion by Matherly second by Highberger to approve the following: Funeral
Director and/or Embalmer (Original) Alysha Minniear, Tulsa (FD Only); Amy
Tolle, Purcell (FD Only); Kari Harrell, Sallisaw (FD Only). The motion passed
unanimously.

Motion by Matherly second by Highberger to deny the following: Funeral Director and/or Embalmer (Original) Breana Thomas, Atlanta. The motion passed unanimously.

Motion by Matherly second by Highberger to table the following: Funeral Director and/or Embalmer (Original), Paul Bruns, Edmond. The motion passed unanimously.

Motion by Matherly second by Highberger to approve the following: Establishments, Howard-Harris FH, Lawton, request to change FDIC from Joe Harris to Audrey Howard-Harris second request for extension of 90 days; Dillon Funeral Service LLC, new establishment, Tulsa, Dillon Funeral Services LLC, Owner, Preston McCurtain, FDIC; Ray and Martha's Funeral Home, Anadarko, request to change FDIC from Jennice Jeter to Nelson Dougherty; Peters Stumpff Funeral Home, Inc., Skiatook, request to change name to Stumpff-Skiatook Cremation and Funeral Home. The motion passed unanimously.

Motion by Matherly second by Highberger to table the following: Commercial Embalming Establishments, Asbury Mortuary & Transport Service, Lawton request to close establishment.; Asbury Mortuary and Transport Service, Lawton new establishment, Asbury Services, LLC, Owner, Jeremiah Asbury, FDIC. The motion passed unanimously.

No New Business was discussed

Executive Director's Report- Agency Financial update- Mr. Stiles reported gross receipts for March 2022 to be \$10,945.00 with \$324.50 going to the State of Oklahoma general fund. The expenses for the same timeframe totaled \$34,885.60 and net income after expenses totaled -\$24,265.10.

2022 Legislative Update: HB 1229-By Rep. Smith allows for anyone to sell caskets without a license if they do not provide any other funeral service, made it out of committee but did not make it to the House floor, considered dead pursuant to rules, HB 3359- by Speaker McCall, Funeral Board education requirement bill, made it out of Senate committee 11-0, HB 3361 by Speaker McCall, Funeral Board Quorum bill, made it out of committee but did not make it to the House floor, considered dead pursuant to rules, HB 3366 by Rep. Roberts, requires Driver's License numbers to be reported into ROVER for death certificates, made it out of the House and referred to Senate Committee, HB 3415- by Rep. Pae, adjusts the Open Meetings Act to allow for public bodies to meet online, made it out of Senate Committee, SB 1123 by Sen. Burns directs EMT's to cooperate with Medical Examiner, transport deceased persons to hospitals, this language has changed numerous times

and now only adds that “responding law enforcement authorizes removal of body”, passed House Committee.

Motion by Highberger second by Coble to enter executive session pursuant to 25 O.S. 2011, Section 307 (B) (1) Discussing the employment, including a merit-based salary increase, of the Executive Director. The motion passed unanimously.

Motion by Sanders second by Coble to exit executive session. The motion passed unanimously. While in executive session, no votes were taken and only this matter was discussed.

Motion by Mr. Vice second by Mr. Highberger for a salary increase for Mr. Stiles to \$85,000 annually effective immediately and thanked Mr. Stiles for great work thus far. The Board also asked for Board staff to be placed on the May agenda for a potential salary increases as well. The motion passed unanimously.

Motion by Highberger second by Vice to adjourn the meeting at 11:18AM. The motion passed unanimously.

Joe Highberger
Oklahoma Funeral Board President

Tyler Stiles

From: Sue A Bordeaux
Sent: Monday, April 11, 2022 12:13 PM
To: Tyler Stiles
Subject: RE: OK Health Dept Trainings

Tyler, thank you for speaking with me briefly regarding our proposal for consideration of the Oklahoma Funeral Board regarding the Webinar trainings that are provided by the Vital Records Division of the Oklahoma State Department of Health to Funeral Directors. We respectfully provide the following information.

We offer quarterly a Webinar training for Oklahoma Funeral Directors. The training offers a variety of topics including:

- The importance of the Oklahoma Death Certificate beyond that of families e.g. election and benefit fraud prevention, and public health surveillance e.g. COVID
- The need for timely and accurate filing of the Death Certificate through ROVER, so families may obtain copies faster and government entities may close accounts.
- ROVER benefits to help ensure completeness, improved timeliness, and secure transfers to physicians & state
 - Validation of Social Security Numbers and provision of official notification to SSA upon registration
 - Drafts for the family to review prior to filing
 - Queue for quick review of outstanding items
 - Message Board for updates, announcements, training dates, etc.
- Stillbirth/fetal death registration
- Disinterment permit processes
- Troubleshooting technology issues
- Certificate corrections
- References to information available on the Oklahoma Funeral Board webpages
- OSDH Team Contacts
- Statutory and policy references

The Webinar sessions are a valuable tool in our commitment to improve the timely and accurate filing of Oklahoma death certificates. We hope to assist the funeral directors by providing information related to death registration and the opportunity to build common understanding through open discussion with OSDH staff and other funeral directors. Participation each quarter is highly recommended.

We request that attendance for at least one (1) webinar annually be a mandatory part of the licensing process for Oklahoma Funeral Directors and that one (1) hour of Continuing Education credit be given for attendance. As topics do change, the more they are able to attend the better, but we understand that schedules may not allow attendance at all.

Consideration by the Oklahoma Funeral Board is greatly appreciated!

If you have questions regarding the proposal, please let me know.

Sue Bordeaux | Deputy State Registrar
Vital Records | Oklahoma State Department of Health
405-426-8883