



## MINUTES OF A REGULAR MEETING

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

May 12, 2022

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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  
Tyler Stiles

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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. 23<sup>rd</sup> Street Conference Room 1<sup>st</sup> 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 May 6, 2022 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)

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. Members Highberger, Matherly, Roberts, and Sanders were present. Members Coble, Cooper, and Vice 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 Matherly second by Sanders to approve the April 14, 2022 Regular Board meeting minutes. The motion passed unanimously with Member Roberts abstaining.

Dustin Pierce with OKFDA provided the following update: The 2022 convention in Norman was a success and had more attendees with 44 vendors. There will be a workshop with OKFDA in June.

OID provided no update.

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. Motion by Highberger second by Sanders to approve the CE. The motion passed unanimously.

Motion by Roberts second by Highberger to approve the following: Apprenticeship (Original) Amy Ary, McLoud, Bill Eisenhour, OKC; Payton Mason, OKC, OK Cremation, OKC; Madisyn Tolle, Purcell, Wilson Little FH, Purcell; Matthew Taylor, Bartlesville, Stumpff FH, Bartlesville; Darin Haddox, Claremore, MMS Payne, Claremore; Jordan Longest, Ringling, Alexander Gray FH, Wilson; Braden Johnson, Fox, Alexander Gray FH, Wilson; Joshua Smith, Guthrie, Mercer-Adams, Bethany; Brittany Rosser, Tulsa, Serenity, Tulsa; Melissa Bates, Locust Grove, Locust Grove FH, Locust Grove. The motion passed unanimously.

Motion by Roberts second by Highberger to approve the following: Apprenticeship (1<sup>st</sup> Extension) Andrew Haire, Vinita, Highsmith FH, Vinita; Heidi Mullings, Glenpool, Schaudt FS, Glenpool (FD Only). The motion passed unanimously.

Motion by Roberts second by Highberger to approve the following: Apprenticeship (2<sup>nd</sup> Extension) Amberlyn Campbell, Chandler, McElyea & Owens, Shawnee. The motion passed unanimously.

Motion by Roberts second by Highberger to approve the following: Apprenticeship (3<sup>rd</sup> Extension) Glenn Palmer-Roberts. Yukon, Bill Merritt FS,

Bethany; Breanne Strawn, Piedmont, Ingram Smith & Turner, Yukon. The motion passed unanimously.

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

Motion by Roberts second by Sanders to approve the following: Funeral Director and/or Embalmer (Reciprocal), Marie Thompson, Virginia. The motion passed unanimously.

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

Motion by Roberts second by Highberger to approve the following: Funeral Director and/or Embalmer (Original) Tammy Marshall, Cordell (FD Only); Paul Bruns, Edmond. The motion passed unanimously.

Motion by Roberts second by Highberger to table the following: Funeral Director and/or Embalmer (Original), Becky Shupe, Tonkawa (FD Only); Carrie Davis, Owasso (FD Only). The motion passed unanimously.

Motion by Roberts second by Highberger to deny the following: Funeral Director and/or Embalmer (Original) Rachel Norman, Broken Arrow (FD Only). The motion passed unanimously.

Motion by Roberts second by Highberger to approve the following: Establishments, Bunch-Singleton Funeral Home, Broken Bow, request to change FDIC from David White to Brian Brumley; Powell FH, Hominy, request to close establishment; Powell Funeral Service and Cremation, Hominy, New Establishment, Poteet Funeral Home and Cremation Services, Inc., Owner, Brian Torres, FDIC; Pollard FH, Guthrie, request to close establishment; Alternatives Cremation & Funeral Service, Cordell, request to close establishment; Alternatives Cremation & Funeral Service, Oklahoma City, New Establishment, Varner Professional Services, LLC, Owner, Richard Varner, FDIC; McKay Davis FH, OKC, request to change FDIC from Venita Elmore to Johnnie Swanson; Neptune Society, Edmond, request to change FDIC from Jeremy Sparks to Matthew Boydston. The motion passed unanimously.

Motion by Roberts second by Highberger to approve 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.

Motion by Roberts second by Highberger to table the following: Crematories. Ray Fransisco Embalming Service and Crematory, Tulsa, New Crematory, Southern Heritage Mortuary and Cremation Services, LLC, Owner, Ray Fransisco, FDIC. The motion passed unanimously.

No New Business was discussed

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.

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.

Executive Director's Report- 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.

2022 Legislative Update: 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. Mr. Highberger thanked those involved in the discussion process to create this change. Those that were present at the meeting that were part of the committee were Shawn Bates, Marcus Crawford, Phillip Hart, and Dustin Pierce.

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.

Motion by Highberger second by Sanders 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 Investigator and Administrative Assistant. The motion passed unanimously.

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

Motion by Roberts second by Highberger for a salary increase for Rochelle and Shayne of \$5,000 each annually effective immediately. The motion passed unanimously.

Motion by Roberts second by Sanders to adjourn the meeting at 10:23AM. The motion passed unanimously.

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Joe Highberger  
Oklahoma Funeral Board President