

**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. 23<sup>rd</sup> Street Conference Room 1<sup>st</sup> Floor Oklahoma City, OK 73105.

DATE & TIME: November 10, 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 November 7, 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)

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](mailto: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 Coble, Corbett, Highberger, Matherly, and Vice were present. Members Roberts and Sanders were not present.
2. **Approval of the October 13, 2022 Regular Board meeting minutes -**  
Approved
3. **Oklahoma Funeral Director Association Update from a Representative of OKFDA-** Last Call CE will be at Barnes Friederich FH in Midwest City on December 4 and December 5 for a total of 6 hours of CE

4. Oklahoma Insurance Department Update from a Representative of OID-  
No Update

5. Review complaints with possible vote for probable cause or other action

23-14 – No Pricing on Caskets-Probable Cause

23-15 – Not Paying Vendor – Dismissed with a Letter of Concern

23-17 – Preneed Issues-Dismissed

23-19 – Not Paying Vendor - Dismissed with a Letter of Concern

23-20 – Next of Kin Issues- Dismissed with a Letter of Concern

23-21 – Preneed Issues-Dismissed

23-22 – Next of Kin Issues-Dismissed

6. Matters for consideration: Consent Order or Scheduling Order

At the conclusion of the parties' presentation and any questions or public discussion by the Board, the Board may in each complaint case:

- i. consider and vote on motion(s) to conduct executive session(s) pursuant to 25 O.S.2011, Section 307(B)(8) to engage in deliberations or rendering a final or intermediate decision in an individual proceeding pursuant to Article II of the Administrative Procedures Act;
- ii. if an executive session is held, designate a person to keep written minutes of the executive session;
- iii. consider and vote on motion(s) to exit executive session and return to open meeting; and
- iv. consider and vote on motion(s) regarding possible action to be taken regarding matter discussed in executive session.

6A. Complaint 19-36 Amy Stittsworth  
Funeral Serv. & Cremation

Directors, Inc., Establishment, Enid; Amy Stittsworth Funeral Serv. & Cremation Directors, Inc, Owner, Enid; William Stittsworth Jr. , FDIC, Enid. Member Vice needs to be recused. -No Action

6B. Complaint 20-14 Schaudt's Glenpool Funeral Serv. & Cremation Care, Establishment, Glenpool; Cremation Care Centers, Crematory, Glenpool; Schaudt's Glenpool Funeral Service Inc., Owner, Glenpool; Daniel Schaudt and Stephen Schaudt, FDIC, Glenpool. Member Vice needs to be recused. No Action

6C. Complaint 20-16 Schaudt's Glenpool Funeral Serv. & Cremation Care, Establishment, Glenpool; Cremation Care Centers, Crematory, Glenpool; Schaudt's Glenpool Funeral Service Inc., Owner, Glenpool; Daniel Schaudt and Stephen Schaudt, FDIC, Glenpool. Member Vice needs to be recused. No Action

6D. Complaint 20-39 Amy Stittsworth Funeral Serv. & Cremation Directors, Inc., Establishment, Enid; Amy Stittsworth Funeral Serv. & Cremation Directors, Inc, Owner, Enid; William Stittsworth Jr. , FDIC, Enid. Member Vice needs to be recused. No Action

6E. Complaint 21-55 Amy Stittsworth Funeral Serv. & Cremation Directors, Inc., Establishment, Enid; Amy Stittsworth Funeral Serv. & Cremation Directors, Inc, Owner, Enid; William Stittsworth Jr. , FDIC,

Enid. Member Vice needs to be recused. No Action

6F. **Complaint 22-25 Alternatives Cremation & Funeral Service, Establishment, Cordell; Varner Professional Services LLC, Owner, Cordell; Richard Varner , FDIC, Cordell. Member Matherly needs to be recused.** The Board accepted a consent order on this case. The consent order consisted of the following: The agreed violations were: unlicensed practice, violation of the Funeral Service Licensing Act, and Rules of the Board. The terms consisted of the following: Administrative Penalty of \$7,500, 12 hours of CE, 2 years of probation, Restitution of \$811.39, and Costs of \$500.

6G. **Complaint 22-38 Oklahoma Mortuary Trade Service, Establishment, OKC; Oklahoma Mortuary Trade Service LLC, Owner, OKC; John Astle, FDIC, Mustang; Mackenzie Parks, OKC. Member Matherly needs to be recused.** The Board accepted a consent order on this case. The consent order consisted of the following: The agreed violations were: unlicensed apprentice participating in embalming, violation of the Funeral Service Licensing Act, and Rules of the Board. The terms consisted of the following: Administrative Penalty of \$7,500, 12 hours of CE, 2 years of probation and Costs of \$500.

6H. **Complaint 23-05 Oklahoma Cremation Centers, Crematory, Glenpool; Schaudt's Family Funeral**

Service LLC, Owner, Glenpool; Lane  
Pilkington, FDIC, Okmulgee;  
Member Vice needs to be recused.  
No Action

**7. Vote to affirm or disaffirm the issuance of the following licenses,  
registrations, certificates, dissolution or other action**

**A. Apprenticeship (Original)- All Approved**

1. Trysta Kershner, Anadarko, Ray & Marthas FH Anadarko
2. Patricia Smith, Mounds, Lawton-Ritter-Gray FH, Lawton
3. Jessica Brewer, Holdenville, Williamson-Spradlin, Wetumka
4. Patrick Griffin, Broken Arrow, Hayhurst FH, Broken Arrow
5. Abigail Kuhlman, Stillwater, Brown Dugger FH, Perry
6. Samantha Jacoben, OKC, Buchanan FS, OKC
7. Blake Frost, Checotah, Garrett Family FH, Checotah

**B. Apprenticeship (1st extension)-1 denied, 2 tabled, 3-6 approved**

1. Jeffery Wright, Spencer, McKay Davis, OKC
2. Matthew Taylor, Bartlesville, Davis Family FH, Bartlesville
3. Landis Thompson, Broken Arrow, Palmer Marler FH,  
Cushing
4. Amy Kinsey, Pryor, Rice FS, Claremore
5. Rachel Harris, Edmond, Barnes Friederich FH, MWC
6. Sarah Blank, Edmond, Corbett, OKC

**C. Funeral Director and/or Embalmer (Reciprocal)-All tabled**

1. Kyle Dungan, Texas
2. Richard Kelley-Dixon, North Carolina (EM Only)
3. Stuart Thompson, Texas
4. Desirae Davis, Iowa (EM Only)

**D. Funeral Director and/or Embalmer (Original)-1 and 3 tabled, 2 and 4 approved**

1. Cadyn Brice, Enid
2. Amberlyn Campbell, Chandler
3. Paige Goodman, OKC
4. Kelsie Drake, Bixby(EM Only)

**E. Establishments- All approved**

1. Don Smith FH, Drumright, request to close establishment.
2. Shipman's Funeral & Cremation, Pryor, request to change FDIC from Steve Shipman to Christina Shipman
3. Trout Funeral Home, Blackwell, request to close establishment
4. Dighton Moore FS, Owasso, request for additional 90 days for temporary FDIC change from John Irby to Preston McCurtain

**F. Crematories-1 tabled, 2 approved**

1. McElyea and Owens Funeral Group Cremation Center, New Crematory, Shawnee, McElyea-Owens Funeral Group LLC, Owner, Michael McElyea, FDIC
2. Shipman's Crematory, Pryor, request to change FDIC from Steve Shipman to Christina Shipman

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. **Executive Director's Report**
  - A. 2023 License Renewals- 2023 license renewals have been sent out for establishments. Individual renewals will be done online and a letter has been sent out with instructions to the Funeral Board website.
  - B. Agency Financial Update- **Mr. Stiles reported gross receipts for October 2022 to be \$15,055.00 with \$755.50 going to the State of Oklahoma general fund. The expenses for the same timeframe totaled \$36,966.45 and net income after expenses totaled -\$22,666.95-**
10. Adoption of proposed language regarding the following Statute or Board Rule change:
  - A. Change of age requirement for licensure as FD and/or EM from 20 to 18 in Statute -approved
  - B. Change of Education requirement for licensure in Board Rules- approved
  - C. Change of FDIC mileage from 60 miles to 90 miles in Board Rules- approved
11. Discussion and possible action regarding request for interpretation of Board Rule OAC 235:10-3-3, request by David Stumpff - tabled
12. Adjournment -10:45AM

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Tyler Stiles, MBA  
Executive Director

The next regular meeting of the Oklahoma Funeral Board will be held:  
December 8, 2022. 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.