



## MINUTES OF A REGULAR MEETING

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

November 10, 2022

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### BOARD MEMBERS

Tom Coble  
Darin Corbett  
Joe Highberger  
Brent Matherly  
Jim Roberts  
Mike Sanders  
Chad Vice

### STAFF

Rochelle Covington  
Tyler Stiles  
Dustin Watters  
Kylie Cooper, AAG  
Liz Stevens, AAG

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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 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)

Continuing Education credit was not provided for this meeting if attended via videoconference or telephone.

Vice-President Matherly called the meeting to order at 10:00AM. Members Coble, Corbett, Highberger, Matherly, and Vice were present. Members Roberts and Sanders were not present. A quorum was always present

Motion by Vice second by Highberger to approve the October 13, 2022 Regular Board meeting minutes. The motion passed unanimously with member Coble abstaining.

Dustin Pierce with OKFDA provided the following update: Last Call CE- December 4<sup>th</sup> and 5<sup>th</sup> at Barnes Friederich Funeral Home. 6 hours of CE Each day. OKFDA launched their new website and management software. OKFDA.com

OID did not provide an update.

Motion by Highberger second by Coble to find probable cause complaint 23-14 regarding No Pricing on Caskets. The motion passed unanimously.

Motion by Highberger second by Corbett to dismiss complaint 23-15 with a letter of concern regarding Not Paying Vendor. The motion passed unanimously.

Motion by Highberger second by Coble to dismiss complaint 23-17 regarding Preneed Issues. The motion passed unanimously.

Motion by Vice second by Highberger to dismiss complaint 23-19 with a letter of concern regarding Not Paying Vendor. The motion passed unanimously

Motion by Highberger second by Vice to dismiss complaint 23-20 with a letter of concern regarding next of kin issues. The motion passed unanimously

Motion by Highberger second by Corbett to dismiss complaint 23-21 regarding Preneed Issues. The motion passed unanimously.

Motion by Vice second by Coble to dismiss complaint 23-22 regarding Next of Kin Issues. The motion passed unanimously.

Regarding the matters for consideration: Consent Order or Scheduling Order: Complaint 22-25 Alternatives Cremation & Funeral Service, Establishment, Cordell; Varner Professional Services LLC, Owner, Cordell; Richard Varner , FDIC, Cordell. Respondents appeared in person. The prosecution was represented by Kylie Cooper, AAG. Liz Stevens, AAG, was the Board's legal advisor. Members Coble, Corbett, Highberger, and Vice heard the case. Member Matherly was recused from the case and he left the room.

After the presentation of the agreed upon Consent Order, motion by Highberger second by Corbett to accept the Consent Order. The consent order consisted of the following: The agreed violations were: unlicensed establishment, providing inaccurate or misleading information, violation of the Funeral Service Licensing Act, and Rules of the Board. 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. The motion passed unanimously.

Regarding the matters for consideration: Consent Order or Scheduling Order: Complaint 22-38 Oklahoma Mortuary Trade Service, Establishment, OKC; Oklahoma Mortuary Trade Service LLC, Owner, OKC; John Astle, FDIC, Mustang; Mackenzie Parks, OKC. John Astle appeared in person. The prosecution was represented by Kylie Cooper, AAG. Liz Stevens, AAG, was the Board's legal advisor. Members Coble, Corbett, Highberger, and Vice heard the case. Member Matherly was recused from the case and he was already out of the room.

After the presentation of the agreed upon Consent Order, motion by Highberger second by Coble to accept the Consent Order. 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. The motion passed unanimously.

Member Matherly reentered the room.

Motion by Matherly second by Highberger to approve the following: Apprenticeship (Original) Trysta Kershner, Anadarko, Ray & Marthas FH Anadarko; Patricia Smith, Mounds, Lawton-Ritter-Gray FH, Lawton; Jessica Brewer, Holdenville, Williamson-Spradlin, Wetumka; Patrick Griffin, Broken Arrow, Hayhurst FH, Broken Arrow; Abigail Kuhlman, Stillwater, Brown Dugger FH, Perry; Samantha Jacoben, OKC, Buchanan FS, OKC; Blake Frost, Checotah, Garrett Family FH, Checotah. The motion passed unanimously.

Motion by Matherly second by Highberger to deny the following: Apprenticeship (1st Extension) Jeffery Wright, Spencer, McKay Davis, OKC. The motion passed unanimously.

Motion by Matherly second by Coble to table the following: Apprenticeship (1st Extension) Matthew Taylor, Bartlesville, Davis Family FH, Bartlesville. The motion passed unanimously.

Motion by Matherly second by Highberger to approve the following: Apprenticeship (1st Extension). Landis Thompson, Broken Arrow, Palmer Marler FH, Cushing; Amy Kinsey, Pryor, Rice FS, Claremore; Rachel Harris, Edmond, Barnes Friederich FH, MWC; Sarah Blank, Edmond, Corbett, OKC. The motion passed unanimously.

Motion by Matherly second by Coble to table the following: Funeral Director and/or Embalmer (Reciprocal), Kyle Dungan, Texas; Richard Kelley-Dixon, North Carolina (EM Only); Stuart Thompson, Texas; Desirae Davis, Iowa. The motion passed unanimously.

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

Motion by Matherly second by Coble to approve the following: Funeral Director and/or Embalmer (Original) Amberlyn Campbell, Chandler. The motion passed unanimously.

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

Motion by Matherly second by Coble to approve the following: Funeral Director and/or Embalmer (Original) Kelsie Drake, Bixby (EM Only). The motion passed unanimously.

Motion by Matherly second by Vice to approve the following: Establishments, Don Smith FH, Drumright, request to close establishment.; Shipman's Funeral & Cremation, Pryor, request to change FDIC from Steve Shipman to Christina Shipman; Trout Funeral Home, Blackwell, request to close establishment; Dighton Moore FS, Owasso, request for additional 90 days for temporary FDIC change from John Irby to Preston McCurtain. The motion passed unanimously.

Motion by Matherly second by Highberger to table the following: Crematories, McElyea and Owens Funeral Group Cremation Center, New Crematory, Shawnee, McElyea-Owens Funeral Group LLC, Owner, Michael McElyea, FDIC. The motion passed unanimously.

Motion by Matherly second by Highberger to approve the following: Crematories, Shipman's Crematory, Pryor, request to change FDIC from Steve Shipman to Christina Shipman. The motion passed unanimously.

There was no New Business

Executive Director's Report- 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.

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

Motion by Corbett second by Highberger to Change of age requirement for licensure as FD and/or EM from 20 to 18 in Statute. The motion passed 4-1 with Members Coble, Corbett, Highberger, and Matherly voting Aye. Member Vice voting Nay.

Motion by Highberger second by Corbett to Change of Education requirement for licensure in Board Rules. The motion passed 4-1 with Members Coble, Corbett, Highberger, and Matherly voting Aye. Member Vice voting Nay.

Motion by Highberger second by Corbett to Change of FDIC mileage from 60 miles to 90 miles in Board Rules. The motion passed unanimously.

Motion by Highberger second by Matherly to table interpretation of Board Rule OAC 235:10-3-3, request by David Stumpff

Motion by Highberger second by Coble to adjourn the meeting at 10:45AM. The motion passed unanimously.

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Jim Roberts  
Oklahoma Funeral Board President