

**OKLAHOMA FUNERAL BOARD**  
3700 North Classen Blvd, Suite 175  
Oklahoma City, Oklahoma 73118

NOTICE OF REGULAR MEETING

**MEETING PLACE: 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: July 13, 2023 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 July 10, 2023 at 10:00AM. A copy of this agenda is available on the Funeral Board website at [www.oklahoma.gov/funeral](http://www.oklahoma.gov/funeral)

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, Davenport, Dunn, Highberger, and Roberts were present. Member Matherly was absent
2. **Swearing in and oath of office for newly appointed Board Member John Davenport of Norman**
3. **Approval of the June 8, 2023 Regular Board meeting minutes -Approved**
4. **Oklahoma Funeral Director Association Update from a Representative of OKFDA, with possible discussion-** Dustin Pierce with OKFDA reported that the Fall district meetings will be the first, second, and third weeks of October, celebrant training is in November and more information can be found on the OKFDA website
5. **Oklahoma Insurance Department Update from a Representative of OID, with possible discussion -Rowena Ehrman, with the Regulated Industry**

Services Division from OID reported that RIS encourages open communication to ensure compliance via email or phone. HB1956 passed and tax suspensions will no longer be a determining factor when issuing a Preneed FH Benefit Permit. Establishments will still need to be active with the Secretary of State. OID will send correspondence to those inactive and the FH will have 30 days to respond, or the permit will expire naturally. The entity will then need to submit a new application and subject to administrative actions.

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

23-16 Vendor Payment Issues – Probable Cause

23-52 Body Intake Log Issues – Dismissed with a Letter of Concern

23-53 Preneed Benefit Issues – Probable Cause

23-55 Death Certificate Issues – Dismissed

23-57 Preneed Benefit Issues – Probable Cause

23-58 Body Intake Log Issues – Probable Cause

23-59 Preneed Benefit Issues – Probable Cause

23-60 Unlicensed Practice – Probable Cause

23-62 Unlicensed Practice – Dismissed with a Letter of Concern

23-64 Vendor Payment Issues – Probable Cause

23-65 Vendor Payment Issues – Dismissed with a Letter of Concern

23-67 Body Intake Log Issues – Dismissed with a Letter of Concern

23-68 Crematory Log Issues – Dismissed with a Letter of Concern

**7. Matters for consideration: Motion to Enforce Consent Order, Order Regarding Motion to Enforce, 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.

**7A. Complaint 22-15 Brown's Durant  
Funeral Service & Crematory, Durant,  
Michael Overton, Durant, FDIC.  
Member Matherly needs to be recused.  
Tabled until August**

#### **8. 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.

**8A. Complaint 23-54 Hartwell Funeral  
Home, Tishomingo, Staci Hartwell-  
Helm, Tishomingo, FDIC, Grove &**

Hartwell Inc, Tishomingo, Owner.  
**Member Highberger needs to be recused.** The Board accepted a consent order on this case. The consent order consisted of the following: The agreed violations were: failure to file an affidavit with the Oklahoma Insurance Department, violation of the Funeral Service Licensing Act, and Rules of the Board. The terms consisted of the following: Administrative Penalty of \$100

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

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

1. Rodd Wood, Shawnee, McElyea and Owens, Shawnee
2. John Rainey, Idabel, Nunley's FH, Idabel(FD Only)
3. Kari Norberto, Lawton, Comanche Nation FH, Lawton
4. Tyler Robbins, Bartlesville, Davis Family FH, Bartlesville
5. Madelyn Gray, Kremlin, Anderson-Burris FH, Enid

B. **Apprenticeship (1st extension) – 1, 3-8 were approved, 2 was tabled**

1. Theodore Jones, Chelsea, DeLozier FS, Chelsea
2. Tara Cook, Tulsa, Dillon FS, Tulsa
3. Carson Garrett, Fort Gibson, Clifford D Garrett FH, Muskogee
4. Camryn Garrett, Muskogee, Clifford D Garrett FH, Muskogee
5. Alycia Rispoli, Tulsa, Green Hill FH, Sapulpa
6. Abby Jones, Norman, Primrose, Norman
7. Matthew Taylor, Bartlesville, Moore FH, Tulsa

8. Kaitlin Hawkins, Stilwell, Hart FH, Tahlequah

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

1. Elvis Keel, Elgin, Whinery-Huddleston FS, Lawton

2. Heidi Mullings, Bixby, Schaudt FS, Tulsa (FD Only)

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

1. Stuart Thompson, Texas

2. Timothy Plunk, Tennessee

3. Rodney Ford, Texas

4. Jason Dickinson, Tennessee

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

1. Tyler Johnson, Commerce (FD Only)

2. Shelby Schrader, Broken Bow (FD Only)

3. Randy Brice, Muskogee (EM Only)

4. Katelin Love-Clements, Spencer (EM Only)

5. Jordyn Coulson, Stillwater

F. Establishments- **All Approved**

1. Kester Family Funeral Service, LLC, Stilwell, New Establishment, Kester Family Funeral Service, LLC, Owner, Brian Kester, Tahlequah, FDIC

2. Holt Funeral & Cremation, Poteau, New Establishment, Holt Funeral & Cremation, LLC, Poteau, Owner, Tracy Holt, Poteau, FDIC

3. Ray Fransisco Embalming Service, Tulsa, request to change FDIC from Ray Fransisco to Jimmy Beggs
4. Affordable Cremation Service, OKC, request to change FDIC from Lyndel Hamilton to Monica Kroier
5. Oklahoma Mortuary Trade Service, LLC, OKC, request to change FDIC from John Astle to Kylie Niedziela

**G. Crematories- 1 and 3 were approved, 2 was tabled**

1. Cremations of the Wichitas, Lawton, New Crematory, Asbury Services, LLC, Geronimo, Owner, Jeremiah Asbury, Geronimo, FDIC
2. AE Cremation Services, Shawnee, New Crematory, AE Cremation Services LLC, Shawnee, Owner, Donald Tramel, Shawnee, FDIC
3. Ray Fransisco Embalming Service & Crematory, Tulsa, request to change FDIC from Ray Fransisco to Jimmy Beggs

10. **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. **Mr. Stiles was notified by the Governor's office of a new public Board member late Wednesday, July 12, 2023. The new member is Howard Glenn Dunn of Oklahoma City. Mr. Dunn was sworn in and is replacing Mike Sanders.**

11. **Executive Director's Report**

A. Agency Financial Update **Mr. Stiles reported gross receipts for June 2023 to be \$5,735.00 with \$523.50 going to the State of Oklahoma general fund. The expenses for the same timeframe totaled \$39,327.04 and net income after expenses totaled -\$34,115.54. Cash balances have increased from FY19 by 49%. FY19-FY20 was 15% increase, FY20-FY21 was 3% increase, FY21-FY22 was 6.5% increase, and FY22-FY23 was 17% increase.**

12. **Attorney General's office update: presentation and possible discussion on the Open Meeting Act, Open Records Act, and public Official Ethics-** Liz Stevens, AAG Board Advisor, provided a presentation regarding the Open Meeting Act, Open Records Act, and public Official Ethics.

13. **Election of Board President for FY24-** Mr. Roberts was elected as President
14. **Election of Board Vice-President for FY24 -**Mr. Matherly was elected as Vice-President
15. **Adjournment -10:45AM**

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Tyler Stiles, MBA  
Executive Director

The next regular meeting of the Oklahoma Funeral Board will be held:  
**August 10, 2023. 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.**