



MINUTES OF A REGULAR MEETING

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

July 13, 2023

BOARD MEMBERS

Tom Coble
Darin Corbett
Glenn Dunn
John Davenport
Joe Highberger
Brent Matherly
Jim Roberts

STAFF

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

MEETING PLACE: MEETING PLACE:

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 July 10, 2023 at 10:00AM. A copy of this agenda is available on the Funeral Board website at www.ok.gov/funeral

President Roberts called the meeting to order at 10:00AM. Members Coble, Corbett, Davenport, Dunn, Highberger, and Roberts were present. Member Matherly was absent. A quorum was always present

Motion by Highberger second by Corbett to approve the June 8, 2023 Regular Board meeting minutes. The motion passed unanimously.

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.

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.

Motion by Roberts second by Corbett to find probable cause on complaint 23-16 regarding Vendor Payment Issues. The motion passed unanimously.

Motion by Highberger second by Coble to dismiss complaint 23-52 regarding Body Intake Log Issues with a letter of concern. The motion passed unanimously.

Motion by Roberts second by Highberger to find probable cause on complaint 23-53 regarding Preneed Benefit Issues. The motion passed unanimously.

Motion by Highberger second by Coble to dismiss complaint 23-55 regarding Death Certificate Issues. The motion passed unanimously.

Motion by Roberts second by Corbett to find probable cause on complaint 23-57 regarding Preneed Benefit Issues. The motion passed unanimously with member Corbett abstaining.

Motion by Highberger second by Coble to find probable cause on complaint 23-58 regarding Body Intake Log Issues. The motion passed unanimously.

Motion by Coble second by Roberts to find probable cause on complaint 23-59 regarding Prepaid Funeral Benefit issues. The motion passed unanimously.

Motion by Highberger second by Coble to find probable cause on complaint 23-60 regarding Unlicensed Practice. The motion passed unanimously.

Motion by Highberger second by Corbett to dismiss complaint 23-62 regarding Unlicensed Practice with a letter of concern. The motion passed unanimously.

Motion by Coble second by Highberger to find probable cause on complaint 23-64 regarding Vendor Payment Issues. The motion passed unanimously.

Motion by Highberger second by Coble to dismiss complaint 23-65 regarding Vendor Payment Issues with a letter of concern. The motion passed unanimously.

Motion by Highberger second by Coble to dismiss complaint 23-67 regarding Body Intake Log Issues with a letter of concern. The motion passed unanimously.

Motion by Roberts second by Coble to dismiss complaint 23-68 regarding Crematory Log Issues with a letter of concern. The motion passed unanimously.

Regarding the matters for consideration: Motion to Enforce Consent Order, Order Regarding Motion to Enforce, or Scheduling Order: Complaint 22-15 Brown's Durant Funeral Service & Crematory, Durant, Michael Overton, Durant, FDIC. Motion by Roberts second by Davenport to continue the Motion to Enforce until August. The motion passed unanimously.

Regarding the matters for consideration: Consent Order or Scheduling Order: Complaint 23-54 Hartwell Funeral Home, Tishomingo, Staci Hartwell-Helm, Tishomingo, FDIC, Grove & Hartwell Inc, Tishomingo, Owner. The prosecution was represented by Kylie Cooper, AAG. Liz Stevens, AAG, was the Board's legal advisor. Members Coble, Corbett, Davenport, Dunn, and Roberts heard the case. Member Highberger was recused from the case and he left the room.

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

Member Highberger reentered the room.

Motion by Roberts second by Highberger to approve the following: Apprenticeship (Original) Rodd Wood, Shawnee, McElyea and Owens, Shawnee; John Rainey, Idabel, Nunley's FH, Idabel(FD Only); Kari Norberto, Lawton, Comanche Nation FH, Lawton; Tyler Robbins, Bartlesville, Davis Family FH, Bartlesville; Madelyn Gray, Kremlin, Anderson-Burriss FH, Enid. The motion passed unanimously.

Motion by Roberts second by Highberger to approve the following: Apprenticeship (1st Extension). Theodore Jones, Chelsea, DeLozier FS, Chelsea;. Carson Garrett, Fort Gibson, Clifford D Garrett FH, Muskogee; Camryn Garrett, Muskogee, Clifford D Garrett FH, Muskogee; Alycia Rispoli, Tulsa, Green Hill FH, Sapulpa; Abby Jones, Norman, Primrose, Norman; Matthew Taylor, Bartlesville, Moore FH, Tulsa; Kaitlin Hawkins, Stilwell, Hart FH, TahlequahThe motion passed unanimously.

Motion by Roberts second by Corbett to table the following: Apprenticeship (1st Extension). Tara Cook, Tulsa, Dillon FS, Tulsa. The motion passed unanimously

Motion by Roberts second by Coble to approve the following: Apprenticeship (2nd Extension). Elvis Keel, Elgin, Whinery-Huddleston FS, Lawton; Heidi Mullings, Bixby, Schaudt FS, Tulsa (FD Only). The motion passed unanimously.

Motion by Roberts second by Highberger to table the following: Funeral Director and/or Embalmer (Reciprocal), Stuart Thompson, Texas; Rodney Ford, Texas. The motion passed unanimously.

Motion by Roberts second by Coble to deny the following: Funeral Director and/or Embalmer (Reciprocal), Timothy Plunk, Tennessee. The motion passed unanimously.

Motion by Roberts second by Highberger to approve the following: Funeral Director and/or Embalmer (Reciprocal), Jason Dickinson, Tennessee. The motion passed unanimously.

Motion by Roberts second by Highberger to approve the following: Funeral Director and/or Embalmer (Original) Tyler Johnson, Commerce (FD Only); Randy Brice, Muskogee (EM Only); Katelin Love-Clements, Spencer (EM Only). The motion passed unanimously.

Motion by Roberts second by Coble to table the following: Funeral Director and/or Embalmer (Original), Shelby Schrader, Broken Bow (FD Only); Jordyn Coulson, Stillwater. The motion passed unanimously.

Motion by Roberts second by Highberger to approve the following: Establishments, Kester Family Funeral Service, LLC, Stilwell, New Establishment, Kester Family Funeral Service, LLC, Owner, Brian Kester, Tahlequah, FDIC; Holt Funeral & Cremation, Poteau, New Establishment, Holt Funeral & Cremation, LLC, Poteau, Owner, Tracy Holt, Poteau, FDIC; Ray Fransisco Embalming Service, Tulsa, request to change FDIC from Ray Fransisco to Jimmy Beggs; Affordable Cremation

Service, OKC, request to change FDIC from Lyndel Hamilton to Monica Kroier; Oklahoma Mortuary Trade Service, LLC, OKC, request to change FDIC from John Astle to Kylie Niedziela. The motion passed unanimously.

Motion by Roberts second by Coble to approve the following: Crematories-Cremations of the Wichitas, Lawton, New Crematory, Asbury Services, LLC, Geronimo, Owner, Jeremiah Asbury, Geronimo, FDIC; Ray Fransisco Embalming Service & Crematory, Tulsa, request to change FDIC from Ray Fransisco to Jimmy Beggs. The motion passed unanimously.

Motion by Roberts second by Highberger to table the following: Crematories-AE Cremation Services, Shawnee, New Crematory, AE Cremation Services LLC, Shawnee, Owner, Donald Tramel, Shawnee, FDIC. The motion passed unanimously.

New business: 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.

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.

Liz Stevens, AAG Board Advisor, provided a presentation regarding the Open Meeting Act, Open Records Act, and public Official Ethics.

Motion by Highberger second by Coble to re-appoint Jim Roberts as president. The motion passed unanimously.

Motion by Roberts second by Highberger to re-appoint Brent Matherly as vice-president. The motion passed unanimously.

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

Jim Roberts
Oklahoma Funeral Board President