

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. 23rd Street Conference Room 1st Floor Oklahoma City, OK 73105.**

DATE & TIME: June 8, 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 June 5, 2023 at 10:00AM. A copy of this agenda is available on the Funeral Board website at www.ok.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.

*** 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 Corbett, Highberger, Matherly, Roberts, and Vice were present.
2. **Approval of the May 11, 2023 Regular Board meeting minutes** -Approved
3. **Oklahoma Funeral Director Association Update from a Representative of OKFDA**- Dustin Pierce with OKFDA reported that the Mexican Consulate is now open in Oklahoma City. Their number is 405.603.6628. OKFDA hosted their summer retreat last week and discussed allowing for licensees to have 1 hour of use of an attorney. OKFDA and Funeral Board staff have been meeting with the Health Department regarding Death Certificates. OKFDA would like to remove the funeral director as the middleman during the Death Certificate filing process since the procedure is performed online.
4. **Oklahoma Insurance Department Update from a Representative of OID**-OID reported that there is no update regarding converting trusts to

insurance. If there are any questions regarding converting trusts, please contact ris@oid.ok.gov, Rowena Ehrman, 405.522.4628

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

23-44 Unsatisfactory Service -**Dismissed**

23-45 Overcharging -**Dismissed**

23-49 Body Issues-**Dismissed**

23-50 Body Intake Log-**Dismissed with a letter of concern**

23-51 Next of Kin-**Dismissed**

23-54 Prepaid Funeral Benefits-**Probable Cause**

23-56 Misleading Advertising -**Probable Cause**

6. 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.

6A. Complaint 22-15 Brown's Durant Funeral Service & Crematory, Durant, Michael Overton, Durant, FDIC.

Member Matherly needs to be recused.
Tabled

7. 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:

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- 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 23-47 Sevier Funeral Home Tuttle, Establishment, Tuttle, Sevier Funeral Home, Inc, Owner, Austin Kile, FDIC, Chickasha. Member Corbett 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 have a completed Body Intake Log, violation of the Funeral Service Licensing Act, and Rules of the Board. The terms consisted of the following: Administrative Penalty of \$250, Costs of \$250.

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

A. Apprenticeship (Original) -All Approved

1. Jamie Covington, Yukon, OK Cremation, OKC (FD Only)
 2. Robert Wood, Sallisaw, Forever Memories, Sallisaw
 3. William Dickson, Sperry, Sien-Shelton FH, Skiatook
 4. Natalie Santiago, Enid, Henninger-Hinson FH, Enid
 5. Andi Bush, Antlers, Serenity FS, Antlers
 6. Chelsea Evans, Broken Arrow, Floral Haven, Broken Arrow
 7. Andrea Sills, OKC, OMS, OKC
 8. Hannah Ryden, Owasso, Moore FH, Tulsa
- B. Apprenticeship (1st extension) 1 was denied, 2-5 were approved**
1. Lorna Schofield, Stillwater, Green Country FH, Tahlequah
 2. Joshua Smith, Guthrie, Mercer-Adams, Bethany
 3. Amy Ary, McLoud, Bill Eisenhour, OKC
 4. Macie Herndon, OKC, OMS, OKC
 5. Shaylee Murphree, Durant, Brown's FS, Durant
- C. Apprenticeship (2nd extension)-Approved**
1. Landis Thompson, Broken Arrow, Palmer Marler FH, Cushing
- D. Apprenticeship (3rd extension)- -All Approved**
1. Wacee Kerr, El Reno, Wilson FH, El Reno
 2. Jonathan Riley, Enid, Ladusau-Evans FH, Enid
- E. Funeral Director and/or Embalmer (Reciprocal)- 1,3, and 5 were tabled, 2 and 4 were approved**
1. Stuart Thompson, Texas

2. Mark Mead, Texas
3. Timothy Plunk, Tennessee
4. Robert Williams, Florida
5. Rodney Ford, Texas

F. Funeral Director and/or Embalmer (Original)-1-3, 5 and 6 were approved, 4 was tabled

1. John Davis, Swink (FD Only)
2. Jimmie Binford, Tulsa (FD Only)
3. Troy Wells, Sand Springs (FD Only)
4. Tyler Johnson, Commerce (FD Only)
5. Edward Eschiti, Walters (EM Only)
6. Nickolas Zyzak, OKC

G. Establishments-All Approved

1. Hart FH, Stilwell, request to change FDIC from John Keath to Robert Sheffield
 2. Hart FH, Tahlequah, request to change FDIC from John Keath to Robert Sheffield
 3. Tribute Memorial Care Southwest, Tuttle, request to close establishment
 4. Tribute Memorial Care Southwest, Tuttle, New Establishment, Tribute Memorial Care Southwest LLC, Owner, John Davenport, FDIC
- 9. 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**
- 10. Administrative Assistant's Report**

- A. New Funeral Board Website Update-Rochelle Covington reported that the new Funeral Board website is now live 2 weeks ahead of schedule. We are still working on various hyperlinks but if there is a link that is not working, please let staff know.

11. Executive Director's Report

A. Agency Financial Update- Mr. Stiles reported gross receipts for May 2023 to be \$13,500.00 with \$950.00 going to the State of Oklahoma general fund. The expenses for the same timeframe totaled \$38,601.75 and net income after expenses totaled -\$26,051.84

B. 2023 Legislation Update: SJR21, SJR22- SJR21 was combined into SJR22. SJR22 was passed and signed by the Governor. Staff will finalize all documentation to submit to the Secretary of State and anticipate the rule change will go into effect in mid-September.

12. Matters for consideration: Part-Time Inspector

- A. Discussion and possible action on the employment, including a merit-based salary increase, of the Part-Time Inspector.
- B. Vote on possible executive session pursuant to 25 O.S. 2011, Section 307 (B) (1) Discussing the employment, including a merit-based salary increase, of the Part-Time Inspector.
- C. Possible action to be taken as a result of the executive session concerning the employment, including a merit-based salary increase, of the Part-Time Inspector. **Mr. DeWitt was given a \$3.00 hourly raise.**

13. Matters for consideration: Executive Director

- A. Discussion and possible action on the employment, including a merit-based salary increase, of the Executive Director.
- B. Vote on possible executive session pursuant to 25 O.S. 2011, Section 307 (B) (1) Discussing the employment, including a merit-based salary increase, of the Executive Director.
- C. Possible action to be taken as a result of the executive session

concerning the employment, including a merit-based salary increase, of the Executive Director. **Mr. Stiles was given a \$9,500 a year raise in salary.**

14. **Special recognition, presentation, and possible discussion of Chad Vice's Service to the State of Oklahoma-** Mr. Vice was provided a plaque to commemorate his 10 years of service as a Board member.
15. **Adjournment – 11:04AM**

Tyler Stiles, MBA
Executive Director

The next regular meeting of the Oklahoma Funeral Board will be held: **July 13, 2023. Office of Chief Medical Examiner –OKC 921 N.E. 23rd Street Conference Room – 1st Floor Oklahoma City, OK 73105.**