



MINUTES OF A REGULAR MEETING

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

June 8, 2023

BOARD MEMBERS

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

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 June 5, 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 Corbett, Highberger, Matherly, Roberts, and Vice were present. Member Coble was absent. A quorum was always present

Motion by Highberger second by Corbett to approve the May 11, 2023 Regular Board meeting minutes. The motion passed unanimously with Mr. Roberts abstaining.

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.

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

Motion by Vice second by Roberts to dismiss complaint 23-44 regarding unsatisfactory service. The motion passed unanimously.

Motion by Vice second by Matherly to dismiss complaint 23-45 regarding Overcharging. The motion passed unanimously.

Motion by Vice second by Matherly to dismiss complaint 23-49 regarding Body Issues. The motion passed unanimously.

Motion by Vice second by Matherly to dismiss complaint 23-50 regarding Body Intake Log Issues with a letter of concern. The motion passed unanimously.

Motion by Vice second by Matherly to dismiss complaint 23-51 regarding Next of Kin Issues. The motion passed unanimously with member Corbett abstaining.

Motion by Vice second by Matherly to find probable cause on complaint 23-54 regarding Prepaid Funeral Benefits. The motion passed unanimously.

Motion by Vice second by Matherly to find probable cause on complaint 23-56 regarding Misleading Advertising. 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 Vice second by Matherly to table the Motion to Enforce. The motion passed unanimously.

Regarding the matters for consideration: Consent Order or Scheduling Order: Complaint 23-47 Sevier Funeral Home Tuttle, Establishment, Tuttle, Sevier Funeral Home, Inc, Owner, Austin Kile, FDIC, Chickasha. The prosecution was represented by Kylie Cooper, AAG. Liz Stevens, AAG, was the Board's legal advisor. Members Highberger, Matherly, Roberts, and Vice heard the case. Member Corbett was recused from the case and he left the room.

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

Member Corbett reentered the room.

Motion by Vice second by Highberger to approve the following: Apprenticeship (Original) Jamie Covington, Yukon, OK Cremation, OKC (FD Only); Robert Wood, Sallisaw, Forever Memories, Sallisaw; William Dickson, Sperry, Sien-Shelton FH, Skiatook; Natalie Santiago, Enid, Henninger-Hinson FH, Enid; Andi Bush, Antlers, Serenity FS, Antlers; Chelsea Evans, Broken Arrow, Floral Haven, Broken Arrow; Andrea Sills, OKC, OMS, OKC; Hannah Ryden, Owasso, Moore FH, Tulsa. The motion passed unanimously.

Motion by Vice second by Highberger to deny the following: Apprenticeship (1st Extension). Lorna Schofield, Stillwater, Green Country FH, Tahlequah. The motion passed unanimously.

Motion by Vice second by Highberger to approve the following: Apprenticeship (1st Extension). Joshua Smith, Guthrie, Mercer-Adams, Bethany; Amy Ary, McLoud, Bill Eisenhower, OKC; Macie Herndon, OKC, OMS, OKC; Shaylee Murphree, Durant, Brown's FS, Durant. The motion passed unanimously.

Motion by Matherly second by Highberger to approve the following: Apprenticeship (2nd Extension). Landis Thompson, Broken Arrow, Palmer Marler FH, Cushing. The motion passed unanimously.

Motion by Matherly second by Highberger to approve the following: Apprenticeship (3rd Extension). Wacee Kerr, El Reno, Wilson FH, El Reno; Jonathan Riley, Enid, Ladusau-Evans FH, Enid. The motion passed unanimously.

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

Motion by Vice second by Roberts to approve the following: Funeral Director and/or Embalmer (Reciprocal), Mark Mead, Texas. The motion passed unanimously.

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

Motion by Vice second by Highberger to approve the following: Funeral Director and/or Embalmer (Reciprocal), Robert Williams, Florida. The motion passed unanimously.

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

Motion by Highberger second by Vice to approve the following: Funeral Director and/or Embalmer (Original) John Davis, Swink (FD Only); Jimmie Binford, Tulsa (FD Only); Troy Wells, Sand Springs (FD Only). The motion passed unanimously.

Motion by Vice second by Highberger to table the following: Funeral Director and/or Embalmer (Original), Tyler Johnson, Commerce (FD Only). The motion passed unanimously.

Motion by Vice second by Highberger to approve the following: Funeral Director and/or Embalmer (Original) Edward Eschiti, Walters (EM Only); Nickolas Zyzak, OKC. The motion passed unanimously.

Motion by Highberger second by Vice to approve the following: Establishments, Hart FH, Stilwell, request to change FDIC from John Keath to Robert Sheffield; Hart FH, Tahlequah, request to change FDIC from John Keath to Robert Sheffield; Tribute Memorial Care Southwest, Tuttle, request to close establishment; Tribute Memorial Care Southwest, Tuttle, New Establishment, Tribute Memorial Care Southwest LLC, Owner, John Davenport, FDIC. The motion passed unanimously.

There was no new business.

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.

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.

Mr. Stiles provided the following update on legislation for 2023: 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.

Matters for consideration: Part-Time Inspector -Motion by Highberger second by Vice to enter executive session. The motion passed unanimously.

Motion by Highberger second by Vice to exit executive session. No other matters were discussed and no votes were taken in executive session. The motion passed unanimously.

Motion by Highberger second by Vice to increase the hourly pay for the Part-Time Inspector by \$3.00. The motion passed unanimously.

Matters for consideration: Executive Director -Motion by Highberger second by Vice to enter executive session. The motion passed unanimously.

Motion by Highberger second by Vice to exit executive session. No other matters were discussed and no votes were taken in executive session. The motion passed unanimously.

Motion by Vice second by Roberts to increase the salary for the Executive Director by \$9,500. The motion passed unanimously.

Motion by Highberger second by Roberts to adjourn the meeting at 11:04AM. The motion passed unanimously.

Jim Roberts
Oklahoma Funeral Board President