

**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: May 11, 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 May 8, 2023 at 10:00AM. A copy of this agenda is available on the Funeral Board website at [www.ok.gov/funeral](http://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](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 Corbett, Highberger, Matherly, and Vice were present.
2. **Approval of the April 13, 2023 Regular Board meeting minutes -Approved**
3. **Oklahoma Funeral Director Association Update from a Representative of OKFDA-** Dustin Pierce with OKFDA reported that this year's convention provided 12 hours of CE and 9 of those were also approved for Kansas. This was the biggest convention with 400 funeral directors and 67 vendors. Celebrant training will be November 8-10. Ronnie Dighton is the new President and Christina Shipman the Incoming-President. OKFDA has seen a 15% increase in membership over the past year.
4. **Oklahoma Insurance Department Update from a Representative of OID -** OID did not provide an update
5. **Review complaints with possible vote for probable cause or other action**

21-19 Stealing Items-Dismissed

23-46 Body Intake Log Issues- Dismissed

23-47 Body Intake Log Issues- Found PC

23-48 Next of Kin Issues- Dismissed

## 6. 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.

**6A. Complaint 22-46 Rolfe Funeral Home, Inc, Establishment, OKC, Rolfe Funeral Home, Inc, Owner, Jimmie Boldien Jr, FDIC, OKC. 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 release custody of decedent's body to legally entitled party, overcharging, violation of the Funeral Service Licensing Act, and Rules of the Board. The terms consisted of the following: Administrative Penalty of

\$2,000, Restitution of \$1,235, 6 hours of additional CE, Costs of \$750.

**6B. Complaint 23-38 Fletcher-Elgin Funeral Homes LLC, Establishment, Fletcher, Fletcher-Elgin Funeral Homes LLC, Owner, Amber Hendrix, FDIC, Fletcher. 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 \$500, Costs of \$250.

**6C. Complaint 23-43 Williamson-Spradlin Funeral Home, Establishment, Wetumka, Williamson-Spradlin Funeral Home Inc, Owner, Aaron Kroier, FDIC, Wetumka. 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.

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

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

1. Grayson Axsom, Atoka, Brown's FS, Atoka
2. Christopher Lowe, Duncan, Whitt FH, Duncan
3. Robert Bethany, Catoosa, Rice FS, Claremore
4. Shena Guthrie, Nowata, Stumpff FH, Bartlesville

B. Apprenticeship (1st extension)-1 **was tabled, 2-8 was Approved**

1. Lorna Schofield, Stillwater, Green Country FH, Tahlequah
2. Hilda Rubio, Moore, John Ireland, Moore
3. Nicole Albee, MWC, Corbett FH, OKC
4. Megan Thackery, Bixby, Stanley's, Tulsa
5. Payton Pacholski, OKC, OK Cremation, OKC
6. Maliyah Casanova, Shawnee, Walker, Shawnee
7. Latonya McGee, Warr Acres, OK Cremation, OKC
8. Melissa Bates, Locust Grove, Locust Grove FH, Locust Grove

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

1. Michael Hopkins, Broken Arrow, Hopkins-Reynolds FS, Collinsville
2. Nicholas Holdeman, Ames, Lanman FH, Helena

D. Apprenticeship (4th extension)- **Approved**

1. Glenn Palmer-Roberts, Yukon, Bill Merritt FS, Bethany
2. Breanne Strawn, Piedmont, Ingram, Smith Turner, Yukon

E. Funeral Director and/or Embalmer (Reciprocal)-1-3 and 5 **were tabled, 4 was Approved**

1. Stuart Thompson, Texas
2. Mark Mead, Texas
3. Timothy Plunk, Tennessee
4. Robert Sheffield, Alabama
5. Robert Williams, Florida

**F. Funeral Director and/or Embalmer (Original)-1, 2, and 4 were Approved, 3 was tabled**

1. Chad Austin, Boswell
2. Jessica Ramirez, Purcell (FD Only)
3. John Davis, Swink (FD Only)
4. Kristen Crofford, Stillwater

**G. Establishments- Approved**

1. Brown's Family Funeral Home, McLoud, request to change FDIC from Tim Alonzo to Conner Brown
2. Brown's Family Funeral Home, Prague, request to change FDIC from Tim Alonzo to Conner Brown
3. Cruz Family Funeral Home, New Establishment, OKC, Cruz Family Funeral Home LLC, Owner, Wayne, Dana Bradford, FDIC
4. Smith Funeral Home, Sapulpa, request to change FDIC from Danilo Gatton to Marie Thompson

**H. Crematories- Approved**

1. Heartland Cremation Service, Chandler, request to change FDIC from Tim Alonzo to Conner Brown
2. Green Country Cremation Center, Sapulpa, request to change FDIC from Danilo Gatton to Marie Thompson

3. Cremation Care Centers, Glenpool, New Crematory, Schaudt's Family Funeral Service, Inc. Owner, Daniel Schaudt, FDIC

8. **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**

9. **Administrative Assistant's Report**

A. New Funeral Board Website Update- Rochelle Covington reported that staff has been meeting with Arrowhead Consulting and OMES to update the Funeral Board website. The website is planned to go live the first week of June but we are ahead of schedule. This is at no cost to the Funeral Board.

10. **Executive Director's Report**

A. Agency Financial Update- Mr. Stiles reported gross receipts for April 2023 to be \$6,940.00 with \$694.00 going to the State of Oklahoma general fund. The expenses for the same timeframe totaled \$37,528.64 and net income after expenses totaled -\$31,282.64

B. 2023 Legislation Update: HB2240, HB2807, SB161, SB707, SJR21

HB2240, by Rep. Dobrinski, lowers the age of licensure from 20 to 18. This bill was signed by the Governor and is now in effect.

HB2807, by Rep. Kendrix, removes the sunset of the Funeral Board.-

Language was changed to remove the sunset. This Bill was not heard in committee and we will be tracking this to see if it is passed this year.

SB161, by Sen. Daniels, extends the sunset of the Funeral Board for 1 year.-This Bill was signed by the Governor, effective July 1, 2023.

SB707 by Sen Rosino, extends the amount of time for a physician to complete the medical portion of the Death Certificate to 5 days after receipt of the partial certificate. This Bill is dormant pursuant to rules.

SJR21 by Sen. Bergstrom, encompasses the Funeral Board Rule changes to adjust the mileage regarding FDIC.

C. Death Certificate Process Update- Mr. Stiles has met with the State Health Department to discuss issues with Death Certificates not being filed in a timely manner. The OKDH conveyed that the goal is for 80% of Death Certificates to be filed within 10 days and will be meeting with various groups to help determine how to accomplish this goal.

11. **Matters for consideration: Administrative Assistant**

- A. Discussion and possible action on the employment, including a merit-based salary increase, of the Administrative Assistant.
- 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 Administrative Assistant.
- C. Possible action to be taken as a result of the executive session concerning the employment, including a merit-based salary increase, of the Administrative Assistant.

**The Administrative Assistant's salary was increased from \$60,000 to \$65,000**

**12. Adjournment -10:40AM**

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Tyler Stiles, MBA  
Executive Director

The next regular meeting of the Oklahoma Funeral Board will be held: **June 8, 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.**