



MINUTES OF A REGULAR MEETING

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

May 11, 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 May 8, 2023 at 10:00AM. A copy of this agenda is available on the Funeral Board website at www.ok.gov/funeral

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

Motion by Highberger second by Corbett to approve the April 13, 2023 Regular Board meeting minutes. The motion passed unanimously.

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.

The Oklahoma Insurance Department did not provide an update.

Motion by Highberger second by Corbett to dismiss complaint 21-19 regarding stealing items. The motion passed unanimously.

Motion by Highberger second by Corbett to dismiss complaint 23-46 regarding Body Intake Log Issues. The motion passed unanimously.

Motion by Highberger second by Matherly to find probable cause on complaint 23-47 regarding Body Intake Log Issues. The motion passed unanimously.

Motion by Highberger second by Matherly to dismiss complaint 23-48 regarding Next of Kin Issues. The motion passed unanimously.

Regarding the matters for consideration: Consent Order or Scheduling Order: Complaint 22-46 Rolfe Funeral Home, Inc, Establishment, OKC, Rolfe Funeral Home, Inc, Owner, Jimmie Boldien Jr, FDIC, OKC.. The prosecution was represented by Kylie Cooper, AAG. Liz Stevens, AAG, was the Board's legal advisor. Members Corbett, Matherly, and Vice 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 Matherly second by Vice to accept the consent order. 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. The motion passed unanimously.

Member Highberger reentered the room.

Regarding the matters for consideration: Consent Order or Scheduling Order: Complaint 23-38 Fletcher-Elgin Funeral Homes LLC, Establishment, Fletcher, Fletcher-Elgin Funeral Homes LLC, Owner, Amber Hendrix, FDIC, Fletcher. The prosecution was represented by Kylie Cooper, AAG. Liz Stevens, AAG, was the Board's legal advisor. Members Highberger, Matherly, 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 \$500, Costs of \$250. The motion passed unanimously.

Regarding the matters for consideration: Consent Order or Scheduling Order: Complaint 23-43 Williamson-Spradlin Funeral Home, Establishment, Wetumka, Williamson-Spradlin Funeral Home Inc, Owner, Aaron Kroier, FDIC, Wetumka.. The prosecution was represented by Kylie Cooper, AAG. Liz Stevens, AAG, was the Board's legal advisor. Members Highberger, Matherly, and Vice heard the case. Member Corbett was recused from the case and he was already out of the room.

After the presentation of the agreed upon Consent Order, motion by Highberger second by Matherly 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 Matherly second by Vice to approve the following: Apprenticeship (Original) Grayson Axsom, Atoka, Brown's FS, Atoka; Christopher Lowe, Duncan, Whitt FH, Duncan; Robert Bethany, Catoosa, Rice FS, Claremore; Shena Guthrie, Nowata, Stumpff FH, Bartlesville. The motion passed unanimously.

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

Motion by Matherly second by Highberger to approve the following: Apprenticeship (1st Extension). Hilda Rubio, Moore, John Ireland, Moore; Nicole Albee, MWC, Corbett FH, OKC; Megan Thackery, Bixby, Stanley's, Tulsa; Payton Pacholski, OKC, OK Cremation, OKC; Maliyah Casanova, Shawnee, Walker, Shawnee; Latonya McGee, Warr Acres, OK Cremation, OKC; Melissa Bates, Locust Grove, Locust Grove FH, Locust Grove. The motion passed unanimously.

Motion by Matherly second by Highberger to approve the following: Apprenticeship (2nd Extension). Michael Hopkins, Broken Arrow, Hopkins-Reynolds FS, Collinsville; Nicholas Holdeman, Ames, Lanman FH, Helena. The motion passed unanimously.

Motion by Matherly second by Highberger to approve the following: Apprenticeship (4th Extension). Glenn Palmer-Roberts, Yukon, Bill Merritt FS, Bethany; Breanne Strawn, Piedmont, Ingram, Smith Turner, Yukon. The motion passed unanimously.

Motion by Matherly second by Highberger to table the following: Funeral Director and/or Embalmer (Reciprocal), Stuart Thompson, Texas; Mark Mead, Texas; Timothy Plunk, Tennessee. The motion passed unanimously.

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

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

Motion by Matherly second by Highberger to approve the following: Funeral Director and/or Embalmer (Original) Chad Austin, Boswell; Jessica Ramirez, Purcell (FD Only). The motion passed unanimously.

Motion by Matherly second by Highberger to table the following: Funeral Director and/or Embalmer (Original), John Davis, Swink (FD Only). The motion passed unanimously.

Motion by Matherly second by Highberger to approve the following: Funeral Director and/or Embalmer (Original) Kristen Crofford, Stillwater. The motion passed unanimously.

Motion by Matherly second by Highberger to approve the following: Establishments, Brown's Family Funeral Home, McLoud, request to change FDIC from Tim Alonzo to Conner Brown; Brown's Family Funeral Home, Prague, request to change FDIC from Tim Alonzo to Conner Brown; Cruz Family Funeral Home, New Establishment, OKC, Cruz Family Funeral Home LLC, Owner, Wayne, Dana Bradford, FDIC; Smith Funeral Home, Sapulpa, request to change FDIC from Danilo Gatton to Marie Thompson. The motion passed unanimously.

Motion by Matherly second by Highberger to approve the following: Crematories, Heartland Cremation Service, Chandler, request to change FDIC from Tim Alonzo to Conner Brown; Green Country Cremation Center, Sapulpa, request to change FDIC from Danilo Gatton to Marie Thompson; Cremation Care Centers, Glenpool, New Crematory, Schaudt's Family Funeral Service, Inc. Owner, Daniel Schaudt, FDIC. The motion passed unanimously.

There was no new business.

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.

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.

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

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.

Matters for consideration: Administrative Assistant -Motion by Highberger second by Corbett to enter executive session. The motion passed unanimously.

Motion by Highberger second by Corbett 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 salary for the Administrative Assistant from \$60,000 to \$65,000. The motion passed unanimously.

Motion by Highberger second by Vice to adjourn the meeting at 10:40AM. The motion passed unanimously.

Jim Roberts
Oklahoma Funeral Board President