

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: November 9, 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 November 6, 2023 at 10:30AM. A copy of this agenda is available on the Funeral Board website at www.oklahoma.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-** Member Roberts called the meeting to order at 10AM. Members Corbett, Davenport, Dunn, Highberger, Matherly, and Roberts were present.
2. **Special presentation and Board discussion to express appreciation of Rep. Mike Dobrinski and Sen. Joe Newhouse-**The Board presented Rep. Dobrinski and Sen. Newhouse with a plaque to thank them for assisting the Board with the previous legislative session
3. **Approval of the October 12, 2023 Regular Board meeting minutes -Approved**
4. **Approval of the October 20, 2023 Special Board meeting minutes-Approved**
5. **Oklahoma Funeral Director Association Update from a Representative of OKFDA, with possible discussion-** Dustin Peirce with OKFDA provided the following update: Last call CE is December 3rd and 4th, at Barnes and Friederich in Midwest City. This is free for members and \$145 for non-members. The Conference will be held March 11-13, 2024.

6. Oklahoma Insurance Department Update from a Representative of OID, with possible discussion- No update
7. Lifeshare Update from a Representative of Lifeshare, with possible discussion- No update
8. Review complaints with possible vote for probable cause or other action

24-05 Death Certificate Issues- **Found Probable Cause**

24-10 Body Intake Log Issues- **Dismissed**

24-11 Death Certificate Issues- **Dismissed**

24-12 Next of Kin Issues- **Dismissed**

24-13 Death Certificate Issues- **Dismissed**

24-14 Cremation without Permit- **Dismissed**

24-15 Unprofessional Funeral Director- **Tabled**

24-17 Unlicensed Practice -**Dismissed**

9. **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.

9A. Complaint 23-64 Martin-Dugger Funeral Home, Elk City, Dugger Funeral Services, Inc, Owner, Elk City, Richard L. Dugger II,

FDIC, Elk City. 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: failing to provide payment to a vendor within 90 days, violation of the Funeral Service Licensing Act, and Rules of the Board. The terms consisted of the following: Administrative Penalty of \$1,000, restitution in the amount owed, 6 hours of additional CE, \$500 costs.

9B. Complaint 24-03 Henson-Novak Funeral Directors, Guymon, Miller Funeral Homes LLC, Owner, Kelly Miller, Guymon, FDIC. Member Roberts needs to be recused. The Board accepted a consent order on this case. The consent order consisted of the following: The agreed violations were: failing to provide payment to a vendor within 90 days, violation of the Funeral Service Licensing Act, and Rules of the Board. The terms consisted of the following: Administrative Penalty of \$1,000, restitution in the amount owed, 6 hours of additional CE, \$500 costs.

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

A. Apprenticeship (Original)- All approved

1. Hannah Lambert, Ardmore, Smith & Kernke FH, OKC
2. Kaleb Biglow, Muskogee, Matthews FH, Edmond
3. Marisol Martinez, Edmond, Hahn-Cook Street & Draper, OKC
4. Maliyah Casanova, (FD Only), Shawnee, Walker, Shawnee

B. Apprenticeship (1st extension)- 1 was tabled, 2-6 were approved

1. Kammi Robinson-Snodgrass, Lone Grove, Craddock, Ardmore
2. Blake Frost, Checotah, McClendon-Winters, Okmulgee

3. Michael Turner, Blair, Kincannon, Altus
4. Patricia Smith, Mounds, Lawton Ritter Gray, Lawton
5. Trysta Kershner, Marietta, Craddock, Ardmore
6. David Quiroz, Madill, Matthews, Edmond

C. Apprenticeship (2nd Extension) - **All approved**

1. Chad Kaminski, Ada, Criswell FH, Ada
2. Rachel Harris, Edmond, Barnes Friederich, MWC

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

1. William Swanson, Edmond, Crawford, Edmond

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

1. Rodney Ford, Texas
2. Georgia Brasier, Texas (EM only)
3. James Walker, Texas (FD only)
4. Dylan DeStafano, Virginia
5. Randall Weagley, Florida

F. Funeral Director and/or Embalmer (Original) **1-4 were approved, 5-7 were tabled, 8 was approved**

1. Skyler Watters, Nowata (FD only)
2. Landen Beavers, Duncan
3. Micah Nathan, Marlow
4. Joshua King, Okmulgee
5. Valerie Hamilton, Edmond (EM Only)
6. Marlin Giles, Skiatook (FD Only)

7. Jonathan Broce, Bethany(FD Only)

8. Sarah Blank, Edmond (FD Only)

G. Establishments- **All approved**

1. Smith-Phillips FH, Ada request to change FDIC from Chad Estes to Dakota Jones

2. Mt. Olive FH, Hugo request to change FDIC from Alan Cowley to Brent Shain

3. Prater-Lampton-Mills & Coffey, Hugo request to change FDIC from Alan Cowley to Brent Shain

4. Community FH, Guthrie, request to change FDIC from Lyndel Hamilton to Monica Kroier

H. Crematories- **All approved**

1. Ada Burial and Cremation, Ada request to change FDIC from Chad Estes to Dakota Jones

2. Heartland Cremation Service, Chandler, request to close crematory

3. SPS Crematorium, Hugo request to change FDIC from Alan Cowley to Brent Shain

11. **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**

12. **Executive Director's Report**

A. 2023 License Renewals- **2024 business license renewals were mailed and establishments should have received those. Individual renewals are online again this year. Board staff is still working with the vendor to create a bulk payment option so establishments can pay for their employees.**

B. Agency Financial Update- **Mr. Stiles reported gross receipts for October 2023 to be \$9,182.50 with \$818.25 going to the State of Oklahoma general fund.**

13. **Strategic Planning: Discussion and possible action regarding change of Board Statutes or Board Rules:**
- A. **Natural Organic Reduction Update-Board staff has received the drafted language for NOR and the Board will review the language and discuss changes at a later time.**
 - B. **Board discussion for Updating Cremation Statutes and Rules-Mr. Roberts will create a committee to address cremation rule/statute changes for the future**
 - C. **Committee report, committee discussion, and Board discussion for Funeral Director Assistant License-No Update**
 - D. **Committee report, committee discussion, and Board discussion for the Casket Bill-No Update**
14. **Discussion and possible action on adoption of meeting dates for calendar year 2024 and approval of those meetings for CE. Approved- second Thursday of each month at the Medical Examiner's Oklahoma City Location.**
15. **Adjournment -10:58AM**

Tyler Stiles, MBA
Executive Director

The next regular meeting of the Oklahoma Funeral Board will be held: **December 14, 2023. Office of Chief Medical Examiner –OKC 921 N.E. 23rd Street Conference Room – 1st Floor Oklahoma City, OK 73105.**