



OKLAHOMA Funeral Board

MINUTES OF A REGULAR MEETING

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

November 9, 2023

BOARD MEMBERS

Tom Coble
Darin Corbett
Glenn Dunn
John Davenport
Joe Highberger
Brent Matherly
Jim Roberts

STAFF

Rochelle Covington
Tyler Stiles
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 November 6, 2023 at 10:30AM. 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 10AM. Members Corbett, Davenport, Dunn, Highberger, Matherly, and Roberts were present. A quorum was always present.

The Board presented Rep. Dobrinski and Sen. Newhouse with a plaque to thank them for assisting the Board with the previous legislative session.

Motion by Highberger second by Davenport to approve the October 12, 2023 Regular Board meeting minutes. The motion passed unanimously.

Motion by Highberger second by Davenport to approve the October 20, 2023 Special Board meeting minutes. The motion passed unanimously with President Roberts abstaining.

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.

OID did not provide an update

Lifeshare did not provide an update

Motion by Davenport second by Roberts to find probable cause on complaint 24-05 regarding Death Certificate Issues. The motion passed unanimously.

Motion by Roberts second by Highberger to dismiss complaint 24-10 regarding Body Intake Log Issues. The motion passed unanimously.

Motion by Davenport second by Matherly to dismiss complaint 24-11 regarding Death Certificate Issues. The motion passed unanimously.

Motion by Davenport second by Matherly to dismiss complaint 24-12 regarding Next of Kin Issues. The motion passed unanimously.

Motion by Roberts second by Highberger to dismiss complaint 24-13 regarding Death Certificate Issues. The motion passed unanimously.

Motion by Roberts second by Highberger to dismiss complaint 24-14 regarding Cremation without Permit. The motion passed unanimously.

Motion by Davenport second by Roberts to table complaint 24-15 regarding Unprofessional Funeral Director. The motion passed unanimously.

Motion by Roberts second by Highberger to dismiss complaint 24-17 regarding Unlicensed Practice. The motion passed unanimously.

Regarding the matters for consideration: Consent Order or Scheduling Order: Complaint 23-64 Martin-Dugger Funeral Home, Elk City, Dugger Funeral Services, Inc, Owner, Elk City, Richard L. Dugger II, FDIC, Elk City. The prosecution was represented by Kylie Cooper, AAG. Liz Stevens, AAG, was the Board's legal advisor. Members Davenport, Dunn, Highberger, Matherly, and Roberts 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 Highberger second by Roberts to accept the consent order. The consent order consisted of the following: The agreed violations were: 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. The motion passed unanimously.

Member Corbett reentered the room.

Regarding the matters for consideration: Consent Order or Scheduling Order: Complaint 24-03 Henson-Novak Funeral Directors, Guymon, Miller Funeral Homes LLC, Owner, Kelly Miller, Guymon, FDIC. The prosecution was represented by Kylie Cooper, AAG. Liz Stevens, AAG, was the Board's legal advisor. Members Corbett, Davenport, Dunn, Highberger, and Matherly heard the case. Members Roberts recused himself from the case and he left 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: 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. The motion passed unanimously.

Member Roberts reentered the room.

Motion by Matherly second by Highberger to approve the following: Apprenticeship (Original) Hannah Lambert, Ardmore, Smith & Kernke FH, OKC; Kaleb Biglow, Muskogee, Matthews FH, Edmond; Marisol Martinez, Edmond, Hahn-Cook Street & Draper, OKC; Maliyah Casanova, (FD Only), Shawnee, Walker, Shawnee. The motion passed unanimously.

Motion by Matherly second by Highberger to table the following:
Apprenticeship (Original) Kammi Robinson-Snodgrass, Lone Grove, Craddock,
Ardmore. The motion passed unanimously.

Motion by Matherly second by Roberts to approve the following:
Apprenticeship Blake Frost, Checotah, McClendon-Winters, Okmulgee;
Michael Turner, Blair, Kincannon, Altus; Patricia Smith, Mounds, Lawton Ritter
Gray, Lawton; Trysta Kershner, Marietta, Craddock, Ardmore; David Quiroz,
Madill, Matthews, Edmond. The motion passed unanimously.

Motion by Highberger second by Coble to approve the following:
Apprenticeship (1st Extension). Chad Kaminski, Ada, Criswell FH, Ada; Rachel
Harris, Edmond, Barnes Friederich, MWC. The motion passed unanimously

Motion by Matherly second by Highberger to approve the following:
Apprenticeship (4th Extension). William Swanson, Edmond, Crawford,
Edmond. The motion passed unanimously.

Motion by Matherly second by Highberger to approve the following: Funeral
Director and/or Embalmer (Reciprocal), Rodney Ford, Texas; Georgia Brasier,
Texas (EM only); James Walker, Texas (FD only). The motion passed
unanimously.

Motion by Highberger second by Davenport to table the following: Funeral
Director and/or Embalmer (Reciprocal), Dylan DeStafano, Virginia; Randall
Weagley, Florida. The motion passed unanimously.

Motion by Matherly second by Highberger to approve the following: Funeral
Director and/or Embalmer (Original) Skyler Watters, Nowata (FD only);
Landen Beavers, Duncan; Micah Nathan, Marlow; Joshua King, Okmulgee.
The motion passed unanimously.

Motion by Matherly second by Highberger to table the following: Funeral
Director and/or Embalmer (Original) Valerie Hamilton, Edmond (EM Only);
Marlin Giles, Skiatook (FD Only); Jonathan Broce, Bethany(FD Only). The
motion passed unanimously.

Motion by Matherly second by Highberger to approve the following: Funeral
Director and/or Embalmer (Original) Sarah Blank, Edmond (FD Only). The
motion passed unanimously.

Motion by Matherly second by Highberger to approve the following:
Establishments, Smith-Phillips FH, Ada request to change FDIC from Chad
Estes to Dakota Jones; Mt. Olive FH, Hugo request to change FDIC from Alan

Cowley to Brent Shain; Prater-Lampton-Mills & Coffey, Hugo request to change FDIC from Alan Cowley to Brent Shain; Community FH, Guthrie, request to change FDIC from Lyndel Hamilton to Monica Kroier. The motion passed unanimously.

Motion by Matherly second by Dunn to approve the following: Crematories, Ada Burial and Cremation, Ada request to change FDIC from Chad Estes to Dakota Jones; Heartland Cremation Service, Chandler, request to close crematory; SPS Crematorium, Hugo request to change FDIC from Alan Cowley to Brent Shain. The motion passed unanimously.

There was no new business

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.

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. The other financials from OMES has not been received at this time and not update can be given.

Strategic Planning: Discussion and possible action regarding change of Board Statutes or Board Rules:
Board staff has received the drafted language for Natural Organic Reduction and the Board will review the language and discuss changes at a later time.

Motion by Highberger second by Davenport to not adopt rule changes to add requirements for a cremation container to be utilized. The motion passed with members Corbett and Dunn abstaining.

Motion by Highberger second by Davenport to allow the Board President to form a committee regarding cremation rule changes for next session. The motion passed unanimously.

There was no update regarding the Funeral Director Assistant License

There was no update regarding the Casket Bill

Motion by Highberger second by Davenport to approve meeting dates for 2024 for Board meetings and approve the meetings for CE. The motion passed unanimously. The dates and locations are:

January 11, 2024

Office of Chief Medical Examiner - OKC
921 N.E. 23rd Street
Conference Room – 1st Floor
Oklahoma City, OK 73105

February 8, 2024
Office of Chief Medical Examiner - OKC
921 N.E. 23rd Street
Conference Room – 1st Floor
Oklahoma City, OK 73105

March 14, 2024
Office of Chief Medical Examiner - OKC
921 N.E. 23rd Street
Conference Room – 1st Floor
Oklahoma City, OK 73105

April 11, 2024
Office of Chief Medical Examiner - OKC
921 N.E. 23rd Street
Conference Room – 1st Floor
Oklahoma City, OK 73105

May 9, 2024
Office of Chief Medical Examiner - OKC
921 N.E. 23rd Street
Conference Room – 1st Floor
Oklahoma City, OK 73105

June 13, 2024
Office of Chief Medical Examiner - OKC
921 N.E. 23rd Street
Conference Room – 1st Floor
Oklahoma City, OK 73105

July 11, 2024
Office of Chief Medical Examiner - OKC
921 N.E. 23rd Street
Conference Room – 1st Floor
Oklahoma City, OK 73105

August 8, 2024
Office of Chief Medical Examiner - OKC
921 N.E. 23rd Street
Conference Room – 1st Floor

Oklahoma City, OK 73105

September 12, 2024
Office of Chief Medical Examiner - OKC
921 N.E. 23rd Street
Conference Room – 1st Floor
Oklahoma City, OK 73105

October 10, 2024
Office of Chief Medical Examiner - OKC
921 N.E. 23rd Street
Conference Room – 1st Floor
Oklahoma City, OK 73105

November 14, 2024
Office of Chief Medical Examiner - OKC
921 N.E. 23rd Street
Conference Room – 1st Floor
Oklahoma City, OK 73105

December 12, 2024
Office of Chief Medical Examiner - OKC
921 N.E. 23rd Street
Conference Room – 1st Floor
Oklahoma City, OK 73105

Motion by Highberger second by Dunn to adjourn the meeting at 10:58AM.
The motion passed unanimously.

Jim Roberts
Oklahoma Funeral Board President