

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
2. Special presentation and Board discussion to express appreciation of Rep. Mike Dobrinski and Sen. Joe Newhouse
3. Approval of the October 12, 2023 Regular Board meeting minutes
4. Approval of the October 20, 2023 Special Board meeting minutes
5. Oklahoma Funeral Director Association Update from a Representative of OKFDA, with possible discussion
6. Oklahoma Insurance Department Update from a Representative of OID, with possible discussion
7. Lifeshare Update from a Representative of Lifeshare, with possible discussion
8. Review complaints with possible vote for probable cause or other action

24-05 Death Certificate Issues

24-10 Body Intake Log Issues

24-11 Death Certificate Issues

24-12 Next of Kin Issues

24-13 Death Certificate Issues

24-14 Cremation without Permit

24-15 Unprofessional Funeral Director

24-17 Unlicensed Practice

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.

9B. Complaint 24-03 Henson-Novak Funeral Directors, Guymon, Miller Funeral Homes LLC, Owner, Kelly Miller, Guymon, FDIC. Member Roberts needs to be recused.

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

A. Apprenticeship (Original)

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. 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)

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

D. Apprenticeship (4th Extension)

1. William Swanson, Edmond, Crawford, Edmond

E. Funeral Director and/or Embalmer (Reciprocal)

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. 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

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

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

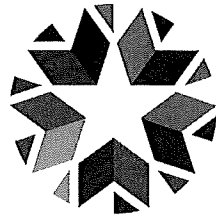
2. Heartland Cremation Service, Chandler, request to close crematory

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.
12. **Executive Director's Report**
 - A. 2023 License Renewals
 - B. Agency Financial Update
13. **Strategic Planning: Discussion and possible action regarding change of Board Statutes or Board Rules:**
 - A. Natural Organic Reduction Update
 - B. Board discussion for Updating Cremation Statutes and Rules
 - C. Committee report, committee discussion, and Board discussion for Funeral Director Assistant License
 - D. Committee report, committee discussion, and Board discussion for the Casket Bill
14. Discussion and possible action on adoption of meeting dates for calendar year 2024 and approval of those meetings for CE.
15. Adjournment

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.



OKLAHOMA Funeral Board

MINUTES OF A REGULAR MEETING

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

October 12, 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 October 11, 2023 at 8:30AM. 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 10:00AM. Members Coble, Corbett, Davenport, Dunn, Highberger, Matherly, and Roberts were present. A quorum was always present.

Motion by Highberger second by Davenport to approve the September 14, 2023 Regular Board meeting minutes. The motion passed unanimously with Member Coble abstaining.

Dustin Pierce with OKFDA reported that OKFDA membership drive will be sent out this week, the OKFDA convention will take place in March instead of April, a Women's Conference will be held in July 2024.

OID did not provide an update

Jeff Legg with Lifeshare reported that Lifeshare offers reimbursement because no family nor a funeral home should have to incur any expenses. They are working with nursing homes to have Lifeshare's information on their paperwork so it does not have to be collected at the time of death and delay any of the process between the nursing homes and the funeral homes.

\$110.00 - Removal Fee

\$1.90 per loaded mile - Transport to and from the funeral home (when located outside of OKC metro area)

\$25.00 - Placing ice on the body at the request of LifeShare (when refrigeration is unavailable)

\$200.00 - Reconstruction when the only tissue recovered is skin

\$300.00 - Reconstruction when bone tissue is recovered. Either by itself or in conjunction with other tissues such as skin, nerves, heart, etc ...

Regarding the matters for consideration: Consent Order or Scheduling Order: Complaint 23-70 Turner Funeral Home-Geary, Geary, Turner Funeral Home Ent. Inc., Owner, Hinton, Kori Turner, FDIC, Hinton. The prosecution was represented by Kylie Cooper, AAG. Liz Stevens, AAG, was the Board's legal advisor. Members Coble, Corbett, Dunn, Highberger, Matherly, and Roberts heard the case. Member Davenport was recused 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: The agreed violations were: failing to maintain 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 and costs of \$250. The motion passed unanimously.

Member Davenport reentered the room.

Regarding the matters for consideration: Consent Order or Scheduling Order: Complaint 23-71 Henninger-Hinson Funeral Home Inc, Enid, Henninger-Allen

Funeral Home Inc, Owner, Matt Hinson, Enid, FDIC. The prosecution was represented by Kylie Cooper, AAG. Liz Stevens, AAG, was the Board's legal advisor. Members Coble, Corbett, Davenport, Dunn, and Matherly heard the case. Members Roberts and Highberger recused themselves from the case and they left the room.

After the presentation of the agreed upon Consent Order, motion by Davenport second by Corbett to accept the consent order. The consent order consisted of the following: The agreed violations were: failing to comply with the requirements of the Insurance Department relating to pre-need funeral arrangements, violation of the Funeral Service Licensing Act, and Rules of the Board. The terms consisted of the following: Administrative Penalty of \$500. The motion passed unanimously.

Members Highberger and Roberts reentered the room.

Motion by Matherly second by Dunn to approve the following: Apprenticeship (Original) Ariana Stevens-Mujica, Noble, Advantage F&CS, OKC; Kloie Clegg, Bartlesville, Rice FS, Claremore; Rylan McPeak, Idabel, Miller & Miller FH, Hugo; Colton Morgan, Duncan, Whitt FH, Duncan; McKalynn Pitchford, Guthrie, Matthews FH, Edmond; Mekailyn Boice, Duncan, Whitt FH, Duncan; Charles Sorrell, Bethany, OMS, OKC; Kristen Wajda, Moore, Moore F&CS, Moore (FD only); Rachael Landreville, Broken Arrow, Ford FS, MWC. The motion passed unanimously.

Motion by Highberger second by Coble to table the following: Apprenticeship (Original) Hannah Lambert, Ardmore, Smith & Kernke FH, OKC. The motion passed unanimously.

Motion by Highberger second by Davenport to approve the following: Apprenticeship (Original) Breanne Strawn, Piedmont, Ingram, Smith & Turner, Yukon (FD only). The motion passed unanimously

Motion by Highberger second by Davenport to table the following: Apprenticeship (1st Extension). Kammi Robinson-Snodgrass, Lone Grove, Craddock, Ardmore. The motion passed unanimously.

Motion by Highberger second by Coble to approve the following: Apprenticeship (1st Extension). Riley Caple, Catoosa, Butler-Stumpff & Dyer FH, Tulsa (FD Only); Karley Page, Muskogee, Bixby- South Tulsa FS, Bixby; Kenslie Villoni, Tulsa, Floral Haven, Broken Arrow; Tierrika Hutton, OKC, Chapel Hill, OKC; Caitlin Snell, Rose, Shipman's F&CS, Pryor (FD Only). The motion passed unanimously

Motion by Highberger second by Coble to table the following: Apprenticeship (2nd Extension). Chad Kaminski, Ada, Criswell FH, Ada. The motion passed unanimously.

Motion by Highberger second by Davenport to approve the following: Apprenticeship (2nd Extension). Graciela Guillen, Woodward, Billings FH, Woodward; Samantha Davis, Swink, Miller & Miller FH, Hugo; Benjamin Wilbourn, Wilbourn Family FH, Lindsay; Mathew Burch, Antlers, Serenity FS, Antlers; Taylor Harris, Edmond, Buchanan FS, OKC. The motion passed unanimously.

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

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

Motion by Highberger second by Davenport to approve the following: Funeral Director and/or Embalmer (Reciprocal), Vonda Gifford, Arkansas. The motion passed unanimously.

Motion by Highberger second by Davenport to table the following: Funeral Director and/or Embalmer (Reciprocal), James Walker, Texas (FD only). The motion passed unanimously.

Motion by Highberger second by Davenport to approve the following: Funeral Director and/or Embalmer (Original) Alannah Hill, Midwest City; Mackenzie Parks, Oklahoma City; Melissa Delgado, Norman; Kylee Vaughan, Stilwell (FD only); Samantha Davis, Swink (FD only). The motion passed unanimously.

Motion by Highberger second by Coble to table the following: Funeral Director and/or Embalmer (Original) Skyler Watters, Nowata (FD only). The motion passed unanimously.

Motion by Highberger second by Davenport to approve the following: Funeral Director and/or Embalmer (Original) Payton Pacholski, Oklahoma City; Zoe Nichols, Oklahoma City. The motion passed unanimously.

Motion by Highberger second by Dunn to approve the following: Establishments, Roberts & Son FH, Blackwell, request to change FDIC from Heidi Greve to James Roberts; Kincannon FH, Altus, request to change FDIC from Robert Gable to Gary Kincannon; Kincannon FH, El Dorado, request to

change FDIC from Robert Gable to Gary Kincannon. The motion passed unanimously.

There was no new business

Transporting Veteran's/ Medical Examiner's Transport Permit -Mr. Stiles reported that the Medical Examiner will waive the transport fee for veterans being transported to another state. It will still be required to obtain the permit. The M.E. will need a copy of the DD214 when applying for the permit.

Agency Financial update- Mr. Stiles reported gross receipts for September 2023 to be \$9,730.52 with \$923.05 going to the State of Oklahoma general fund. The expenses for the same timeframe totaled \$37,488.90 and net income after expenses totaled -\$28,681.43.

Strategic Planning: Discussion and possible action regarding change of Board Statutes or Board Rules: Motion by Roberts second by Highberger to remain neutral on Natural Organic Reduction at this time until language from the proposed Bill has been reviewed and asked Mr. Stiles to work with the Bill author on proposed language. The motion passed unanimously.

Motion by Highberger second by Matherly to dismiss the committee for the crematory operator proposal with recommending more discussion concerning cremation rules and statute revisions during the November 2023 Board meeting. The motion passed with Members Coble, Davenport, Dunn, Highberger, and Matherly voting Aye; Member Corbett voting Nay; Member Roberts abstaining.

Motion by Matherly second by Highberger to table the vote regarding the Funeral Director Assistant License so the committee can continue discussions. The motion passed unanimously.

Motion by Highberger second by Coble to create a committee regarding the casket bill. Those placed on the committee were Joe Highberger, Glenn Dunn, Phillip Hart, with an addition of 2 more committee members at a later time to be approved at a Board meeting. The motion passed unanimously.

Motion by Highberger second by Davenport to adjourn the meeting at 11:14AM. The motion passed unanimously.

Jim Roberts
Oklahoma Funeral Board President



MINUTES OF A SPECIAL MEETING

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

October 20, 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: Oklahoma Funeral Board, 3700 N. Classen Blvd, Conference Room 1st Floor Oklahoma City, OK 73118.

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 October 17, 2023 at 1:30PM. A copy of this agenda is available on the Funeral Board website at www.ok.gov/funeral

Chairman Highberger called the meeting to order at 10:00AM. Members Corbett, Davenport, Dunn, and Highberger were present. A quorum was always present.

Motion by Dunn second by Davenport to add Kyra Geil and Jeremy Sparks as additional members of the Casket Bill committee. The motion passed unanimously.

Motion by Highberger second by Dunn to adjourn the meeting at 10:01AM.
The motion passed unanimously.

Jim Roberts
Oklahoma Funeral Board President

**BEFORE THE OKLAHOMA FUNERAL BOARD
STATE OF OKLAHOMA**

**IN THE MATTER OF THE COMPLAINT
AGAINST:**

MARTIN-DUGGER FUNERAL HOME

A Licensed Funeral Establishment,
Establishment License # 1782ES
PO Box 707
Elk City, OK 73648

owned by:

DUGGER FUNERAL SERVICES, INC.

600 W. Country Club
Elk City, OK 73644

RICHARD L. DUGGER, II

Licenses: 2344FD and 2489EM

Address: PO Box 707

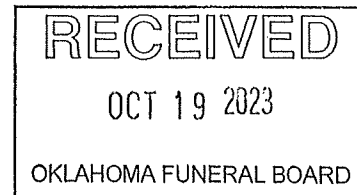
Elk City, OK 73648

A Licensed Funeral Director and Embalmer
and the Funeral Director in Charge at

MARTIN-DUGGER FUNERAL HOME,

Respondents.

Complaint No. 23-64



COMPLAINT AND NOTICE OF HEARING

The State of Oklahoma, *ex rel.*, Oklahoma Funeral Board ("Board"), by and through Assistant Attorney General Kylie Cooper, files this Complaint and Notice of Hearing, alleging that the Respondents, MARTIN-DUGGER FUNERAL HOME, DUGGER FUNERAL SERVICES, INC. and RICHARD L. DUGGER II, have violated provisions of the State Funeral Services Licensing Act, 59 O.S. § 395.1 *et seq.* (the "Act"), and Rules of the Board, Oklahoma Administrative Code ("O.A.C.") Section 235:10-1-1 *et seq.* (the "Rules"), in the manner set forth below:

JURISDICTION

1. Respondent MARTIN-DUGGER FUNERAL HOME (“Funeral Home”) is licensed by the Board, establishment license number 1782ES, and is located at PO BOX 707, Elk City, OK 73648.
2. Respondent RICHARD L. DUGGER II (“Funeral Director in Charge” or “FDIC”) is licensed by the Board as a funeral director and embalmer, license numbers 2344FD and 2489EM, and at all relevant times was the Funeral Director in Charge at Funeral Home.
3. Respondent DUGGER FUNERAL SERVICES INC. (“Owner”) is, and at all relevant times was, the owner of record for Funeral Home. Upon information and belief, Respondent RICHARD L. DUGGER II is the owner and registered agent for Respondent DUGGER FUNERAL SERVICES INC.
4. The Board has jurisdiction over Respondents pursuant to 59 O.S. §§ 396.2a(9) and (11). *See also* 59 O.S. § 396.12f(F).

FACTUAL ALLEGATIONS

5. On or about May 25, 2023, Board staff received a complaint from a vendor, alleging that they had not been paid within 90 days upon the funeral home receiving vendor’s invoice.
6. On May 25, 2023, Board staff filed a complaint with the Board, alleging that Respondents had violated Board rule O.A.C. 235:10-7-2(9), by failing to discharge a financial obligation within 90 days. The Board provided Respondents with the Notice of Complaint via certified letter, which was mailed on the same date the complaint was filed.
7. On June 9, 2023, Respondents filed their response to Complaint 23-64 with the Board. Respondents stated that they had previously been using a third-party company to fulfill certain

payments, and they had terminated their agreement with the third-party company earlier in the month. They apologized for the oversight and stated that the outstanding amount had been satisfied.

8. By public vote during the meeting on July 13, 2023, the Board found probable cause to file a formal complaint against Respondents for the violations alleged herein.

9. The prosecution has sufficient evidence which, if presented to the Board at an evidentiary hearing, would constitute clear and convincing evidence of the alleged violations.

ALLEGED CONCLUSIONS OF LAW

10. Respondents violated O.A.C. 235:10-7-2(9) by failing to discharge a financial obligation within 90 days. The relevant Rule, O.A.C. 235:10-7-2(9), provides:

Failure to discharge financial obligation. Failure to pay any vendor or third party obligation, within 90 days, that arises out of a Statement of Goods and Services that has been signed by the authorized person or failure to satisfy a judgment rendered by a court of proper jurisdiction, within 90 days or as ordered by the court, in favor of a vendor or third party provider as designated on the Statement of Goods and Services or in connection with goods and services provided for a specific buyer.

11. FDIC is “responsible for the legal and ethical operation of the [Funeral Home] and is accountable to the Board.” 59 O.S. § 396.2(12). Therefore, Respondent RICHARD DUGGER II, as the Funeral Director in Charge of the Funeral Home is also liable for the above violations.

12. Due to the above violations, Respondents are subject to disciplinary action by the Board. *See* 59 O.S. §§ 396.2a(9) and (11); *id.* at §§ 396.12c(A)(5) and (8); *id.* at § 396.12d; *id.* at § 396.12e.

AUTHORIZED PENALTIES

13. The Board is authorized to impose any of the following penalties for violations of the Act or Rules: (1) denial, revocation, suspension, or nonrenewal of license or certificate of apprenticeship; (2) administrative fines up to ten thousand dollars (\$10,000.00) per series of related

violations¹; (3) injunctive proceedings; and (4) other disciplinary action. 59 O.S. §§ 396.12c(5) and (8); *id.* at § 396.12c; *id.* at § 396.12d; *id.* at § 396.12e.

14. Further, the Board is authorized to “impose . . . as a condition of any adverse disciplinary action, the payment of costs expended by the Board in investigating and prosecuting the violation.” 59 O.S. § 396.12e(B). Costs may include, but are not limited to, “staff time, salary and travel expenses, [and] witness fees and attorney fees.” *Id.*

15. In lieu of prosecution, Respondents “may elect to surrender the license.” *Id.* at § 396.12e(D). However, should Respondents surrender their licenses, they “shall be forever barred from obtaining a reissuance of said license or certificate of apprenticeship.” *Id.*

NOTICE OF HEARING

An **EVIDENTARY HEARING** will be held before the Board on **NOVEMBER 9, 2023 at 10:00 A.M.** Respondents may appear personally or through an attorney. If Respondents fail to appear, the hearing will be held in their absence. Respondents have the right to submit a written response, cross-examine witnesses, and present evidence on their behalf. *See* 75 O.S. §§ 309 and 310. If the Board decides, after considering all the evidence presented, that Respondents are in violation of any of the above-referenced laws, the Board may take any authorized disciplinary action it deems appropriate.

Instead of proceeding with the aforementioned hearing, the parties may present a **JOINT PROPOSED CONSENT ORDER** to the Board on the same date and time. *See* 75 O.S. § 309(E).

¹ When determining the amount of an administrative penalty, the Board shall consider, but not be limited to:

the nature, circumstances and gravity of the violation and, with respect to the person or entity found to have committed the violation, the degree of culpability, the effect on ability of the person or entity to continue to do business and any show of good faith in attempting to achieve compliance with the provisions of the Funeral Services Licensing Act.

59 O.S. § 396.12e(C).

Respectfully submitted:

A handwritten signature in black ink that reads "Kylie Cooper". The signature is fluid and cursive, with a long horizontal line extending from the end of the name.

Kylie Cooper, OBA # 23758
Assistant Attorney General
Office of the Oklahoma Attorney General
313 NE 21st Street
Oklahoma City, OK 73105
kylie.cooper@oag.ok.gov

Attorney for Oklahoma Funeral Board

CERTIFICATE OF SERVICE

I hereby certify that on the 1st day of October, 2023, a true and correct copy of the foregoing *Complaint and Notice of Hearing* was served either mailing by Certified Mail or by handing to a process server for service in person, as follows:

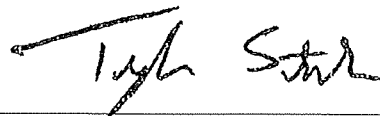
E.

BY ~~CERTIFIED~~ MAIL:

Richard L. Dugger II
PO Box 707
Elk City, OK 73648

Dugger Funeral Services, INC.
600 W Country Club
Elk City, OK 73644

Martin-Dugger Funeral Home
PO Box 707
Elk City, OK 73648



Tyler Stiles, MBA
Executive Director

**BEFORE THE OKLAHOMA FUNERAL BOARD
STATE OF OKLAHOMA**

**IN THE MATTER OF THE COMPLAINT
AGAINST:**

HENSON-NOVAK FUNERAL DIRECTORS

A Licensed Funeral Establishment,
Establishment License # 1809ES
501 NW 5th Street
Guymon, OK 73942

owned by:

MILLER FUNERAL HOMES LLC

501 NW 5TH Street
Guymon, OK 73942

KELLY MILLER

Licenses: 3326FD and 3692EM

Address: 501 NW 5th Street

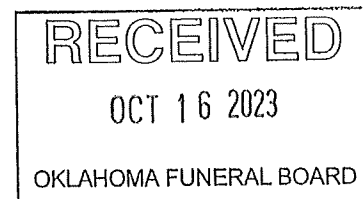
Guymon, OK 73942

A Licensed Funeral Director and Embalmer
and the Funeral Director in Charge at

HENSON-NOVAK FUNERAL DIRECTORS,

Respondents.

Complaint No. 24-03



COMPLAINT AND NOTICE OF HEARING

The State of Oklahoma, *ex rel.*, Oklahoma Funeral Board ("Board"), by and through Assistant Attorney General Kylie Cooper, files this Complaint and Notice of Hearing, alleging that the Respondents, HENSON-NOVAK FUNERAL DIRECTORS, MILLER FUNERAL HOMES LLC and KELLY MILLER, have violated provisions of the State Funeral Services Licensing Act, 59 O.S. § 395.1 *et seq.* (the "Act"), and Rules of the Board, Oklahoma Administrative Code ("O.A.C.") Section 235:10-1-1 *et seq.* (the "Rules"), in the manner set forth below:

JURISDICTION

1. Respondent HENSON-NOVAK FUNERAL DIRECTORS (“Funeral Home”) is licensed by the Board, establishment license number 1809ES, and is located at 501 NW 5th Street, Guymon, OK 73942.

2. Respondent KELLY MILLER (“Funeral Director in Charge” or “FDIC”) is licensed by the Board as a funeral director and embalmer, license numbers 3326FD and 3692EM, and at all relevant times was the Funeral Director in Charge at Funeral Home.

3. Respondent MILLER FUNERAL HOMES LLC (“Owner”) is, and at all relevant times was, the owner of record for Funeral Home. Upon information and belief, Respondent KELLY MILLER is the owner and registered agent for Respondent MILLER FUNERAL HOMES LLC.

4. The Board has jurisdiction over Respondents pursuant to 59 O.S. §§ 396.2a(9) and (11). *See also* 59 O.S. § 396.12f(F).

FACTUAL ALLEGATIONS

5. On or about July 20, 2023, Board staff received a complaint from a vendor, alleging that they were due an outstanding balance for books and stationary products and that they had made multiple attempts to receive payment. The vendor did provide invoices.

6. On July 24, 2023, Board staff processed the complaint with the Board, alleging that Respondents had violated Board rule O.A.C. 235:10-7-2(9), by failing to discharge a financial obligation within 90 days. The Board provided Respondents with the Notice of Complaint via E-Mail.

7. On August 2, 2023, Respondents filed their response to Complaint 24-03 with the Board. Respondents stated that they failed to follow up on this issue because they had been taking care of

a family member. They inadvertently believed that the vendor had a credit card on file. The debt has been settled and Respondent apologized for the mistake.

8. By public vote during the meeting on September 14, 2023, the Board found probable cause to file a formal complaint against Respondents for the violations alleged herein.

9. The prosecution has sufficient evidence which, if presented to the Board at an evidentiary hearing, would constitute clear and convincing evidence of the alleged violations.

ALLEGED CONCLUSIONS OF LAW

10. Respondents violated O.A.C. 235:10-7-2(9) by failing to discharge a financial obligation within 90 days. The relevant Rule, O.A.C. 235:10-3-2(5)(vii), provides:

Failure to discharge financial obligation. Failure to pay any vendor or third party obligation, within 90 days, that arises out of a Statement of Goods and Services that has been signed by the authorized person or failure to satisfy a judgment rendered by a court of proper jurisdiction, within 90 days or as ordered by the court, in favor of a vendor or third party provider as designated on the Statement of Goods and Services or in connection with goods and services provided for a specific buyer.

11. FDIC is “responsible for the legal and ethical operation of the [Funeral Home] and is accountable to the Board.” 59 O.S. § 396.2(12). Therefore, Respondent KELLY MILLER, as the Funeral Director in Charge of the Funeral Home is also liable for the above violations.

12. Due to the above violations, Respondents are subject to disciplinary action by the Board. *See* 59 O.S. §§ 396.2a(9) and (11); *id.* at §§ 396.12c(A)(5) and (8); *id.* at § 396.12d; *id.* at § 396.12e.

AUTHORIZED PENALTIES

13. The Board is authorized to impose any of the following penalties for violations of the Act or Rules: (1) denial, revocation, suspension, or nonrenewal of license or certificate of apprenticeship; (2) administrative fines up to ten thousand dollars (\$10,000.00) per series of related

violations¹; (3) injunctive proceedings; and (4) other disciplinary action. 59 O.S. §§ 396.12c(5) and (8); *id.* at § 396.12c; *id.* at § 396.12d; *id.* at § 396.12e.

14. Further, the Board is authorized to “impose . . . as a condition of any adverse disciplinary action, the payment of costs expended by the Board in investigating and prosecuting the violation.” 59 O.S. § 396.12e(B). Costs may include, but are not limited to, “staff time, salary and travel expenses, [and] witness fees and attorney fees.” *Id.*

15. In lieu of prosecution, Respondents “may elect to surrender the license.” *Id.* at § 396.12e(D). However, should Respondents surrender their licenses, they “shall be forever barred from obtaining a reissuance of said license or certificate of apprenticeship.” *Id.*

NOTICE OF HEARING

An **EVIDENTARY HEARING** will be held before the Board on **NOVEMBER 9, 2023 at 10:00 A.M.** Respondents may appear personally or through an attorney. If Respondents fail to appear, the hearing will be held in their absence. Respondents have the right to submit a written response, cross-examine witnesses, and present evidence on their behalf. *See* 75 O.S. §§ 309 and 310. If the Board decides, after considering all the evidence presented, that Respondents are in violation of any of the above-referenced laws, the Board may take any authorized disciplinary action it deems appropriate.

Instead of proceeding with the aforementioned hearing, the parties may present a **JOINT PROPOSED CONSENT ORDER** to the Board on the same date and time. *See* 75 O.S. § 309(E).

¹ When determining the amount of an administrative penalty, the Board shall consider, but not be limited to:

the nature, circumstances and gravity of the violation and, with respect to the person or entity found to have committed the violation, the degree of culpability, the effect on ability of the person or entity to continue to do business and any show of good faith in attempting to achieve compliance with the provisions of the Funeral Services Licensing Act.

59 O.S. § 396.12e(C).

Respectfully submitted:

A handwritten signature in black ink that reads "Kylie Cooper". The signature is fluid and cursive, with a long horizontal line extending from the end of the name.

Kylie Cooper, OBA # 23758
Assistant Attorney General
Office of the Oklahoma Attorney General
313 NE 21st Street
Oklahoma City, OK 73105
kylie.cooper@oag.ok.gov

Attorney for Oklahoma Funeral Board

CERTIFICATE OF SERVICE

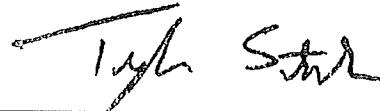
I hereby certify that on the 16th day of October, 2023, a true and correct copy of the foregoing *Complaint and Notice of Hearing* was served either mailing by Certified Mail or by handing to a process server for service in person, as follows:

BY CERTIFIED MAIL:

Kelly Miller
501 NW 5th Street
Guymon, OK 73942

Miller Funeral Homes LLC
501 NW 5th Street
Guymon, OK 73942

Henson-Novak Funeral Directors
501 NW 5th Street
Guymon, OK 73942



Tyler Stiles, MBA
Executive Director

Best Practices Checklist

**Please note: this sample form is used with the permission of the Association of California Cremationists. Please be aware that the form is provided here for educational purposes and the particulars may not apply to the laws in your state or province.*

Check YES, NO or N/A (not applicable). Each question will have a Law (L) or Best Practice (BP) designation. When complete, this document will also serve as a written identification plan as required by Health and Safety Code 8344.

Crematory Name: _____ CR Number: _____ Date: _____

	Identification System and Record Keeping	L/BP	YES	NO	N/A
1.	Are all cases assigned a unique number at the point the crematory accepts delivery of the human remains?	L			
2.	Are all cremation containers (including caskets) labeled or otherwise identified with the name of the decedent?	L			
3.	Is the disc, tab or label containing the unique number placed in the urn or cremated remains container with the cremated remains?	L			
4.	Is the unique number assigned to the decedent recorded in or on the following:	L			
	a. The crematory log?				
	b. The disposition permit?				
	c. The authority to cremate?				
	d. The label on the cremated remains container or mailer?				
	e. All other paperwork, including release or custody forms?				
5.	Does the crematory keep accurate records which include the following:	L			
	a. Name of referring funeral establishment?				
	b. Name and address of decedent?				
	c. Name of cremation chamber operator?				
	d. Date and time body was inserted into chamber?				
	e. Date and time cremated remains were removed from chamber?				
	f. Date and time that final processing was completed?				
	g. Disposition of cremated remains?				
	h. Name and address of authorizing agent?				
	i. Date, time and to whom cremated remains were released?				
	NOTE: CA State law requires that records be kept for ten (10) years	L			

	Accepting, Storing, Cremating and Processing	L/BP	YES	NO	N/A
6.	Does the crematory inspect the cremation container to make sure that it is leak resistant, closed and combustible?	L			
7.	Does the crematory query or record that a decedent is embalmed or not embalmed?	BP			
8.	If a decedent, that is not embalmed, cannot be cremated within 24 hours, is it refrigerated within the first 2 hours or sent back to the funeral establishment?	L			
9.	If cremation is to be delayed due to family, coroner or other request, is the cremation container "Red Tagged"?	BP			
10.	Does the crematory refrigeration maintain a temperature at or below 40 degrees Fahrenheit? If no refrigeration, check N/A	L			
11.	Does the crematory only cremate human remains which includes; personal effects, the cremation container or casket and only negligible chlorinated plastic as found in a body bag?	L			
12.	Before cremating a decedent, is the cremation chamber free from recognizable cremated remains and any material that would be in excess of residue?	L			
13.	Is the cremation chamber operated according to manufacturer recommendations and licensing requirements set forth by the local air quality management district?	L/BP			
14.	Without written authorization from the authorizing agent, does the crematory cremate only one decedent at a time?	L			
15.	If repositioning is necessary, does the crematory reposition only to facilitate combustion well into the process (after 45 minutes)?	BP			
16.	Is the cremator free from residue around the plumbing, access panels, etc. ?	L			
17.	Does the ID tag and paperwork track with the body?	BP			
18.	Without specific authorization to do otherwise, after processing, are the dental gold and silver, mementos and jewelry, to the extent it can be recognized, returned to the processed cremated remains?	L			
19.	Is the metal residue cleaned free from attached cremated remains before placing in the residue container?	L			

20.	Is residue periodically interred in a cemetery or scattered at sea and recorded in a residue log?	L			
21.	If cremated remains container is not of sufficient capacity, does the crematory provide a larger or second container? NOTE: Extra or larger container must be provided.	L			
22.	Are cremated remains stored responsibly in a durable container until released?	L			
23.	If not released the same day as processed and inurned, are cremated remains securely stored under lock and key until released?	BP			
24.	Does the crematory use a metal, non-combustible ID Disc?	BP			
25.	Is a non-combustible metal ID disc placed inside the cremator during cremation?	BP			
26.	Does the ID disc remain with the cremated remains at all times with the exception of processing?	BP			
27.	Does the crematory require acceptance and release signatures from delivering or receiving agent?	BP			

	California OSHA	L/BP	YES	NO	N/A
28.	Does the crematory (workplace) have a written Injury and Illness Prevention Plan (IIPP)?	L			
29.	Has the crematory complied with the eight elements of the IIPP (responsibility, compliance, communication, hazard assessment, accident/exposure investigation, hazard correction training, instruction and record keeping)?	L			
30.	Does the crematory have a written Blood Borne Pathogen exposure control plan? (check N/A if the operators do not remove pacemakers or handle bodies in such a way that might expose them to blood or body fluids)	L			
31.	Does the crematory provide the following Personal Protective Equipment appropriate for exposure control:	L			
	a. Heat resistant gloves?				
	b. Heat resistant face shield?				
	c. Heat resistant apron or coat?				
	d. Barrier mask for processing?				
	e. Safety glasses or shield for processing?				
	f. Rubber or latex gloves if exposed to bodies outside of containers?				
	g. Back support belt if heavy lifting is part of the operation?				
32.	Does cremator door have safety pins? (not necessary if door opens down or side to side)	BP			
33.	Are all fire extinguishers serviced annually?	L			
34.	Does crematory have plans for:	L			
	a. Hazardous materials (other than household chemicals)?				
	b. Emergency fire control?				
	c. Emergency evacuation?				
35.	Does crematory have a First Aid kit appropriate for a crematory?	L			
36.	Does the crematory have emergency lighting if employees work at night?	L			

	Licenses, Certificates and Public Notices	L/BP	YES	NO	N/A
37.	Are the following licenses conspicuously displayed:	L			
	a. Crematory license? (issued by DCA)				
	b. AQMD license?				
	c. Business license?				
38.	Are all federal and state required notices posted and current?	L			
39.	Is the appropriate IWC Work Order (#2) posted?	L			

Sample Authorization to Cremate Form

AUTHORITY TO CREMATE AND ORDER FOR DISPOSITION

I(We), the undersigned (the "Authorizing Agent(s)"), hereby request and authorize _____
(hereinafter referred to as "Funeral Home") and _____ (hereinafter referred to as the "Crematory") to take possession of and make arrangements for the cremation of and the final disposition of the Decedent named below (the "Decedent") in accordance with and subject to the provisions set forth on the front and reverse sides of this document, and in accordance with and subject to their rules and regulations, and any applicable state/provincial or local laws or regulations.

Name of Decedent: _____ Sex _____ Age _____
Date of Death: _____ Time of Death: _____ Place of Death _____
Funeral Director in Charge: _____

Mechanical, radioactive devices or implants in the Decedent may create a hazardous condition when placed in the cremation chamber. All pacemakers and radioactive implants must be removed prior to delivery of the Decedent to the Crematory.

Do the decedent's remains contain any such devices? YES / NO — If yes, please list devices which should be removed prior to cremation:

I understand that if the Funeral Home has not been notified about such devices or implants, and not instructed to remove them, that I/We are responsible for any damages caused to the Crematory or crematory personnel by such implants or devices.

CREMATION INFORMATION

Cremation will take place after any scheduled ceremonies or viewing have been completed, civic and medical authorities have issued all required permits, all necessary authorizations have been obtained and no objections have been raised and _____ hours have transpired since death occurred.

The Crematory, or authorized agent(s), is authorized to perform the cremation upon receipt of human remains, at its discretion, and according to its own time schedule, as work permits, without obtaining any further authorization or instructions. All cremations are performed individually. The Crematory will only place the human remains of one individual in the cremation chamber at a time.

Cremation is a technical process, using heat and flame, that reduces human remains to bone fragments. The reduction takes place through heat and evaporation. Cremation shall include the processing, and may include the pulverization of bone fragment. Please refer to the detailed description of the cremation process on the attached form.

The Crematory requires either a casket or an alternative (cremation) container for the cremation. Please refer to the attached form for further details regarding the caskets/containers.

After the cremated remains have been processed, they will be placed in the designated urn or container. The Crematory will make a reasonable effort to put all of the cremated remains in the urn or container, with the exception of dust or other residue that may remain on the processing equipment.

DECLARATION OF INTENT FOR THE DISPOSITION OF CREMATED REMAINS

Initial _____ I(We) authorize the Crematory to return the cremated remains of the Decedent to the possession and custody of the Funeral Home. I(We) understand that the services and obligations of the Crematory shall be fulfilled when the cremated remains of the Decedent are returned to the possession and custody of the funeral home.

I(We) hereby authorize the Funeral Home to arrange for the disposition of the cremated remains of the Decedent as stated below:

Initial _____ Deliver said cremated remains to: _____
for the purpose of: _____

Initial _____ Place in storage. If unclaimed within _____ days, I understand that the cremated remains will be disposed of pursuant to statutes, and the urn will be disposed of without further notice of authorization. (Urn required by Funeral Home for storage — YES ☐ NO ☐)

Initial _____ I appoint the Funeral Home as my agent to make shipment of said remains via the U.S. Postage Mail (registered mail, return receipt), or scheduled air shipment. I am aware that the Funeral Home's services have been fully completed when the cremated remains leave the Funeral Home and that the Funeral Home is only acting as my agent for my accommodation only in carrying out these instructions. I understand that the Funeral Home assumes no responsibility after delivery to the Post Office, common carrier or agent. (Urn required by Funeral Home for shipping — YES ☐ NO ☐) Ship to: _____

Initial _____ Deliver to: _____ Cemetery for the purpose of interment/entombment
(I understand there may be a separate charge for this service at the cemetery):

_____ Placement of cremated remains in a community vault; I understand that cremated remains in a community vault are commingled with other cremated remains and can never be recovered.

_____ Placement of cremated remains in a niche;

_____ Placement of cremated remains in a cremorial;

_____ Interment of cremated remains in ground cremation space.

Initial _____ Other: _____

Type of casket or container selected: _____

Type of urn or container selected: _____

Engrave urn exactly as follows: _____

AUTHORITY OF AUTHORIZING AGENT

I(We) hereby certify that the Decedent left the following surviving heirs at law:

Spouse Yes ☐ No ☐ Name _____
Children Yes ☐ No ☐ Name(s) _____
Parents Yes ☐ No ☐ Name(s) _____
Siblings Yes ☐ No ☐ Name(s) _____
Other: Names and Relationship: (Names): _____

Separate authorization(s), if necessary, shall be attached to, and considered part of, this form.

Are there any people who wish to witness the casket or container being placed in the cremation chamber? Yes ☐ No ☐

If yes, please list their names: _____

DISCLOSURES, WARRANTIES AND PERMISSIONS (INITIAL EACH)

- _____, I(We) certify that the deceased person named above arranged for his/her own cremation on a pre-need basis — YES ☐ or NO ☐.
- _____, I(We) certify that the deceased person named above left a Will with written instructions to be cremated — YES ☐ or NO ☐.
- _____, I(We) certify that the deceased person named above has not given other specific directions concerning the disposal of his/her remains.
- _____, I(We) have been offered the opportunity to personally identify the remains and assume full responsibility for the identity. I give permission for the Funeral Home to photograph the Deceased prior to cremation for identification purposes and give permission for the Funeral Home to maintain the photograph in their files.
- _____, I(We) understand that if I wish to remove and/or retain any items from the remains, I must do so directly or by authorized agent prior to the cremation process.
- _____, I(We) give full permission for the following:
- a. The incidental or inadvertent commingling of the cremated remains.
 - b. The processing of the remains and resulting incidental commingling of the cremated remains.
 - c. The disposal by the Crematory of metal or other non-human material recovered to which may be affixed bone particles or other human residue.

INDEMNITY

I(We) declare under penalty of perjury that the foregoing certifications, representations and statements are true and correct, and that this statement is being made to induce the above named Funeral Home and Crematory to cremate (or caused to be cremated) the remains of the Decedent named above. I agree to hold harmless, indemnify and defend the above named Funeral Home and Crematory as well as their representatives, directors, officers, agents, employees and shareholders, from and against all claims, liabilities or damages whatsoever (including reasonable attorneys' fees) which may result from this authorization and order including the failure to properly identify the remains, failure to take possession or make proper arrangements for the final disposition of the cremated remains, the processing of the remains, shipping of remains, any explodable or harmful impact, infectious diseases, other persons claiming rights to control disposition of the remains, or any other cause. No warranties, express or implied, are made and damages shall be limited to the amount of the cremation fee paid.

SIGNATURE OF AUTHORIZING AGENT(S)

THIS IS A LEGAL DOCUMENT. IT CONTAINS IMPORTANT PROVISIONS CONCERNING CREMATION. CREMATION IS IRREVERSIBLE AND FINAL. READ THIS DOCUMENT CAREFULLY BEFORE SIGNING.

I(We) the undersigned, hereby certify that I am the closest living next of kin of the Decedent or that I otherwise serve(served) in the capacity of _____ to the Decedent, that I have charge of the remains of the Decedent and as such possess full legal authority and power, according to the laws of the state to execute this authorization form and to arrange for the cremation and disposition of the cremated remains of the Decedent. In addition, I am aware of no objection to this cremation by any spouse, child, parent or sibling specified.

By executing this cremation authorization form, as Authorizing Agent(s), the undersigned warrants that the undersigned have read and understand the provisions contained on the front and back of this document.

Executed at _____, this _____ day of _____, 20____.

Name: _____	Signature: _____
Relationship to Decedent: _____	Phone Number: _____
Name: _____	Signature: _____
Relationship to Decedent: _____	Phone Number: _____
Name: _____	Signature: _____
Relationship to Decedent: _____	Phone Number: _____

Signature of Witness for signature(s) of Authorizing Agent(s): _____

REPRESENTATIONS OF FUNERAL DIRECTOR

I warrant, to the best of my knowledge, that I have reviewed this form with the Authorizing Agent(s), that no member of our Funeral Home, has any knowledge or information that would lead us to believe that any of the answers provided by the Authorizing Agent(s) are incorrect, that the human remains delivered to the Crematory and represented as the human remains that we identified to our Funeral Home as the Decedent, that our Funeral Home obtained all the necessary permits authorizing the cremation and those permits are attached and that the representations concerning a pacemaker and other materials or implants that may be potentially hazardous are true.

Signature of Funeral Director _____

ADDITIONAL TERMS AND CONDITIONS

THE CREMATION PROCESS

Cremation is performed to prepare the deceased for memorialization and it is carried out by placing the deceased in a casket or alternative container and then placing the casket or alternative container into a cremation chamber, or retort, where they are subjected to intense heat and flame. During the cremation process, it may be necessary to open the cremation chamber and reposition the deceased in order to facilitate a complete and thorough cremation. Through the use of a suitable fuel, incineration of the container and its contents is accomplished by raising the temperature substantially (extreme temperature) and all substances are consumed or driven off, except bone fragments (calcium compounds) and metal (including dental gold and silver and other non-human materials) as temperature is not sufficient to consume them.

Due to the nature of the cremation process, any personal possession or valuable materials such as dental gold and silver, or jewelry (as well as any body prostheses or dental bridgework) that are left with the Decedent and not removed from the casket or container prior to cremation may be destroyed and become non-recoverable. If not destroyed, the Crematory is authorized to dispose of such materials at its sole discretion. The Authorizing Agent understands the arrangements must be made with the Funeral Home to remove any such possessions or valuables prior to the time that the Decedent is transported to the Crematory.

Following a cooling period, the cremated remains, which will normally weigh several pounds in the case of an average-size adult, are then swept or raked from the cremation chamber. The Crematory makes a reasonable effort to remove all of the cremated remains from the cremation chamber, but it is impossible to remove all of them, as some dust and other residue from the process are always left behind. In addition, while every reasonable effort will be made to avoid commingling, inadvertent or incidental commingling of minute particles of cremated remains from the residue of previous cremation is a possibility, and the Authorizing Agent understands and accepts this fact.

After the cremated remains are removed from the cremation chamber, all non-combustible materials (insofar as possible), such as dental bridgework, and materials from the casket or container, such as hinges, latches, nails, etc. will be separated and removed from the human bone fragments by visible or magnetic selection. The Crematory is authorized to dispose of these materials with similar materials from other cremations in a non-recoverable manner, so that only the human bone fragments will remain.

When the cremated remains are removed from the cremation chamber, the skeletal remains often contain recognizable bone fragments. Unless otherwise specified, after the bone fragments have been separated from the other material, they will be mechanically processed (pulverized), which includes crushing or grinding and incidental commingling of the remains with the residue from the processing of previously cremated remains, into granulated particles of unidentifiable dimensions, virtually unrecognizable as human remains, prior to placement into the designated container.

CASKETS/CONTAINERS

The above named Funeral Home does not offer metal caskets for cremation.

All caskets and alternative containers must meet the following standards:

1. Be composed of materials suitable for cremation;
2. Be able to be closed to provide a complete covering for the human remains;
3. Be sufficient for handling with ease;
4. Be resistant to leakage or spillage;
5. Be able to provide protection for the health and safety of crematory personnel.

The Crematory is authorized to inspect the casket or alternative container, including opening it if necessary. In the event there is leakage or damage, the Crematory may contact the Authorizing Agent directly for instructions. The Crematory reserves the right to open the container to verify the identity of the deceased.

Many caskets that are comprised of combustible materials also contain some exterior parts, e.g., decorative handles or rails, that are not combustible and that may cause damage to the cremation equipment. The Crematory, at its sole discretion, reserves the right to remove these non-combustible materials prior to cremation and to discard them with similar materials from other cremations and other refuse in a non-recoverable manner.

URNS/TEMPORARY CONTAINERS

In the event the urn or other container selected is insufficient to accommodate all of the cremated remains, the excess will be placed in a separate receptacle. The separate receptacle will be kept with the primary receptacle and handled according to the disposition instructions on this form. Crematory requires that all urns or containers provided be appropriate for shipping or permanent storage, and that in the case of an adult, it is recommended that the urn or container be a minimum of 200 cubic inches. Unless a suitable urn is provided for the cremated remains, the Crematory will place the cremated remains in a container furnished by the Crematory which is not designed for shipment.

FINAL DISPOSITION

Cremation is **NOT** the final disposition, nor is placing the cremated remains in storage at a funeral home final disposition. The cremation process simply reduces the decedent's body to cremated remains. These cremated remains usually several pounds and usually in excess of 150 cubic inches. Some provision must be made for the final disposition of these cremated remains. If the option selected for final disposition includes scattering, then the cremated remains will not be recoverable. If scattering is performed in a common area, then the cremated remains may be commingled with parties of other cremated remains that have been previously scattered.

2024 REGULAR MEETING SCHEDULE

Meetings convene at 10 AM the second Thursday of each month. Meeting agendas are posted to the Board's web site www.ok.gov/funeral in accordance with the Oklahoma Administrative Procedures Act.

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