

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: April 11, 2024 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 April 8, 2024 at 9:00AM. 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.

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 Coble, Corbett, Davenport, Dunn, Highberger, and Roberts were present. Member Matherly was absent.
2. **Approval of the March 14, 2024 Regular Board meeting minutes -** Approved
3. **Oklahoma Funeral Director's Association Update from a Representative of OKFDA, with possible discussion-** Ronnie Dighton with OKFDA provided the following update: SB1602, merchandising bill, will not move forward this year and has been defeated.
4. **Oklahoma Insurance Department Update from a Representative of OID, with possible discussion-**OID did not provide an update
5. **Oklahoma Department of Health Update from a Representative of OSDH, with possible discussion -** Dawn Plumb and Christen Johnston with the OSDH provided the following update: ROVER NextGen is anticipated to go live in 2024. It was initially anticipated to go live in May but that is no longer the case. A new vendor is building the system. The OSDH is offering training for the new system that includes videos and an environment for practicing with the new system. President Roberts informed others that Kansas has a Death Certificate system that Oklahoma Funeral Directors are eligible to enroll with to file Kansas Certificates. Those instructions follow the Notes.

6. Review complaints with possible vote for probable cause or other action

24-24 Pre-need Issues-Dismissed due to lack of jurisdiction

24-32 Vendor Payment Issues-Probable Cause

24-34 Holding a Body for Payment-Dismissed with a letter of concern

7. Matters for consideration: Administrative Hearing, 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.

7A. Complaint 23-16 Christopher Harrison, Funeral Director and Embalmer. Member Roberts needs to recuse.

7B. Complaint 23-72 Christopher Harrison, Funeral Director and Embalmer. Member Roberts needs to recuse.

7C. Complaint 24-08 Christopher Harrison, Funeral Director and Embalmer. Member Roberts needs to recuse.

7D. Complaint 24-20 Christopher Harrison, Funeral Director and Embalmer. Member Roberts needs to recuse. Board asked staff to follow the previous Scheduling Order and move the matter to the May meeting.

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

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

1. NeKiesha Flowers, OKC, Howard Harris, OKC
2. Caris Vick, Edmond, Smith & Kernke, OKC
3. Nicole Haynie, Tulsa, Floral Haven, Broken Arrow
4. Robert Glanville, (FD Only), McAlester, Bishop, McAlester
5. Rylee Estes, Locust Grove, Locust Grove, Locust Grove
6. Joshua Cruz, Purcell, Cruz Family FH, OKC
7. Ty Astle, OKC, OMS-OKC, Mercer-Adams, Bethany

B. Apprenticeship (1st Extension)- **All Approved**

1. Christopher Lowe, Duncan, Whitt FH, Duncan
2. Ruth Ewing, MWC, Barnes & Friederich, MWC
3. Natalee Pryor, Edmond, Matthews, Edmond
4. Dena Cassell, Chattanooga, Lawton Ritter Gray, Lawton

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

1. Tara Cook, Claremore, Dillon, Sand Springs
2. Jessica Brewer, Holdenville, Williamson-Spradlin, Wetumka

D. Funeral Director and/or Embalmer (Reciprocal)-**Tabled**

1. Brad Pingel, Texas (FD Only)

E. Funeral Director and/or Embalmer (Original) -**All Approved**

1. Breanne Strawn, Piedmont, (FD Only)
2. Deanna Evans, Dewey (FD Only)
3. Lily Johnson, OKC

F. Establishments- **All Approved**

1. Kirk Funeral Home, Ardmore, request to close establishment
2. Kirk Funeral Home, Ardmore, New Establishment, Kirk Funeral Home LLC, Ardmore, Brandon Reid, FDIC
9. **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**
10. **Executive Director's Report**
 - A. Agency Financial Update- **Mr. Stiles reported gross receipts for March 2024 to be \$6,990.00 with \$699.00 going to the State of Oklahoma general fund. The expenses for the same timeframe totaled \$33,427.07 and net income after expenses totaled -\$27,136.07.**
 - B. 2024 Legislative Session Bills- HB2959 this is the bill to extend the sunset of the Funeral Board for 3 years and it passed the Senate Committee and now waiting for it to be placed on the Senate Floor agenda

SB1602 - this is the funeral service merchandise bill that allows anyone to sell a casket without a license if they are not selling any other funeral services and has not been placed on the House Committee Agenda at this time.
11. **Attorney General's office update: presentation and possible discussion on the Open Meeting Act, Open Records Act, and public Official Ethics -Liz Stevens with OAG provided Board member training**
12. **Strategic Planning: Discussion and possible action regarding change of Board Statutes or Board Rules:**
 - A. Committee report, committee discussion, and Board discussion for Updating Cremation Statutes and Rules-**The cremation committee is still looking at various cremation statutes and rules and compiling a list.**
 - B. Committee report, committee discussion, and Board discussion for Apprenticeship Requirements-**The Board discussed removing the supervision of apprentices after a certain time frame as long as other requirements have been met and taking the law exam prior to being allowed to be removed from personal supervision.**
13. **Matters for consideration: Executive Director**

- i. Discussion and possible action on the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of the Executive Director.
- ii. Vote on possible executive session pursuant to 25 O.S. 2011, Section 307 (B) (1) Discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of the Executive Director.
- iii. if an executive session is held, designate a person to keep written minutes of the executive session;
- iv. consider and vote on motion(s) to exit executive session and return to open meeting; and
- v. consider and vote on motion(s) regarding possible action to be taken regarding matter discussed in executive session. **After executive session, no actions were taken.**

14. Adjournment -11:46AM

Tyler Stiles, MBA
Executive Director

The next regular meeting of the Oklahoma Funeral Board will be held: **May 9, 2024. Office of Chief Medical Examiner –OKC 921 N.E. 23rd Street Conference Room – 1st Floor Oklahoma City, OK 73105.**



**Kansas Department of Health and Environment
Policies and Procedures For
Protecting Confidential Information
And
KS VRV web Application User Agreement**

1. Background

Pursuant to K.S.A. 65-2412(e) on and after January 1, 2017, any death certificate, stillbirth certificate or medical certification required to be filed, shall be filed through the Kansas Electronic Death Registration System (KS EDRS) via a web-based application called the Kansas Vital Record Vision web (KS VRVweb). Users, and the business/agency they represent, are responsible for ensuring the security of any information obtained from the KS EDRS. Users must follow security policies outlined in this document and other policies adopted by the business/agency for protecting confidential information.

Prior to accessing any confidential vital event information, all users shall have on file with the KDHE a signed copy of the "KS EDRS User Agreement" which states the obligation to protect confidential information, and acknowledges that careless or willful breach of confidentiality shall result in KDHE filing a report with the appropriate licensing agency and/or law enforcement agency for criminal prosecution.

2. Agreement

I have been granted access to the KS VRVweb as a registered user due to my current status as an external partner with KDHE. I understand that as a user, I will have access to sensitive and confidential information and that this information is to be maintained and/or utilized only in the performance of my official duties. Based on this understanding, **I agree to the following provisions:**

- 2.1. I understand that the username, password and PIN provided to me is for my use only and is strictly prohibited from being shared with other individuals. KDHE staff may request your PIN if your account needs reset or you need to reset your security information. Sharing of my username, password or PIN will result in a report filed with the appropriate licensing agency and/or subject me to a criminal proceeding (*See* K.S.A. 65-2434
- 2.2. I will immediately notify the KDHE staff of any changes in my job position or responsibilities to allow for the evaluation of the appropriateness of my continued status as a registered user. I understand that a change in my position or duties may make me ineligible for further access to the KS VRVweb.
- 2.3. I will treat the vital record information as sensitive and confidential. I will share this information only with those coworkers who need this information in order to perform their duties. I will not share this information with anyone outside my location, unless approved by KDHE Office of Vital Statistics staff.
- 2.4. I will use the vital record information solely for the purpose of performing my duties and not for personal or commercial use or gain.

- 2.5. I agree to destroy all downloaded and printed information (electronic and hard copy) as soon as it is no longer needed. I will not photocopy unauthorized confidential records. I will comply with the requirements of K.S.A. 65-2422d(g).
- 2.6. I will submit information to the KS VRVweb that is accurate to the best of my knowledge at the time of submission and I will update this information when I become aware of changes.
- 2.7. I understand that comments recorded in the KS VRVweb may be edited or removed by staff if found to be inappropriate or offensive.
- 2.8. I will abide by the security measures set up to protect the KS VRVweb from unauthorized use.
- 2.9. I will not use the name of KDHE, other institutions or organizations in a way that misrepresents the source of information, or implies endorsement of products or services without the expressed permission from the person or organization being named.
- 2.10. I understand that the terms of this agreement are in accordance with and subject to all relevant State and Federal laws.
- 2.11. Should my staff or I not have access to the KS EDRS, or a breach of confidentiality related to information on the KS VRVweb occurs, my staff or I will immediately contact KDHE at (785) 296-2675, (785) 296-0791, (785) 296-1431 or via email kdhe.ovsfieldreps@ks.gov.
- 2.12. I understand that computers used to access the KS VRV web should not be located in areas easily accessible by the public or agency staff without authority to view confidential information. Computers logged into the KS VRVweb will not be left unattended. I will log off of the system if I will be away from the computer.
- 2.13. I understand that confidential information should not be transmitted using unsecured electronic communications such as e-mail unless sending encrypted emails.

I have read and understand that protecting confidential information is a public trust, and that unauthorized disclosure of confidential information not only threatens the ability of KDHE to serve the public, but is a violation of Kansas and Federal laws.