

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: January 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 January 8, 2024 at 9:30AM. 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-** Members Corbett, Davenport, Dunn, Highberger, Matherly, and Roberts were present.
2. **Approval of the December 14, 2023 Regular Board meeting minutes -Approved**
3. **Oklahoma Funeral Director Association Update from a Representative of OKFDA, with possible discussion** Dustin Pierce with OKFDA provided the following update: District meetings will be January 23-25 and January 30-February 1 and will have 1 hour of ethics. The convention will be March 11-13, 2024 and will have 8 hours of CE. A women's conference will be held in July.
4. **Oklahoma Insurance Department Update from a Representative of OID, with possible discussion-** Lorie Jones with the Insurance Dept. provided the following update: if funeral homes have insurance assignments or trusts, they need to submit their report by March 15. Incomplete reports are considered as "Not Received". Contact Gloria Light with any questions.
Gloria.light@oid.ok.gov
5. **Review complaints with possible vote for probable cause or other action**

24-19 Vendor Issues- Found Probable Cause

24-21 Vendor Issues-Dismissed with a letter of concern

24-26 Vendor Issues- Dismissed with a letter of concern

6. Matters for consideration: Motion to Enforce Consent Order, Order Regarding Motion to Enforce, 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.

6A. Complaint 23-56 Holt Funeral & Cremation, Poteau, Holt Funeral & Cremation LLC, owner, Tracy Holt, Poteau, FDIC. Member Highberger needs to be recused. The Board accepted a consent order on this case. The consent order consisted of the following: The agreed violations were: misleading advertising, violation of the Funeral Service Licensing Act, and Rules of the Board. The terms consisted of the following: Administrative Penalty of \$1,500, 6 hours of additional CE, \$750 costs.

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

A. Apprenticeship (Original)-All Approved

1. Hatton Allen, Hobart, Peoples Cooperative, Lone Wolf

2. Megan Morton, Hobart, Peoples Cooperative, Lone Wolf
3. Wesley White, Poteau, Holt Funeral, Poteau

B. Apprenticeship (1st extension)-1 and 4 were tabled, 2 and 3 approved

1. Zachary Graves, Stilwell, Roberts-Reed-Culver, Stilwell
2. Brittany Brown, Moore, Bill Eisenhour FH, OKC
3. Harlea Walker, Broken Arrow, Rice FS, Claremore
4. Shealyn Wilds, Stilwell, Roberts-Reed-Culver, Stilwell

C. Apprenticeship (2nd Extension) - All Approved

1. Colin Kirk, Vinita, Luginbuel FH, Vinita
2. Deanna Evans, Dewey, Davis Family FH, Bartlesville(FD Only)
3. Brennon Goforth, Edmond, Crawford, Edmond

D. Apprenticeship (3rd Extension) - Approved

1. Thomas Applegate, Wagoner, Mallett FH, Wagoner

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

1. Dylan DeStefano, Virginia

F. Funeral Director and/or Embalmer (Original)-1 and 3 were approved, 2, 4, and 5 were tabled

1. Jonathan Broce, Bethany (FD Only)
2. Lawanda Colbert, Midwest City (FD Only)
3. Andrew Haire, Vinita
4. Amy Kinsey, Pryor
5. Karley Page, Muskogee

G. Establishments -All Approved

1. Lanman Funeral Home, Inc. Helena, request to change FDIC from Irene Lanman to Kacey Ferguson
2. Shaw Funeral Home, Arnett, request to change FDIC from Scott Ferrell to Kelton Nance
3. Shaw Funeral Home, Shattuck, request to change FDIC from Lucas Faires to Kelton Nance
4. Palmer Marler FH, Yale, request to close establishment
5. Palmer Marler FH, Oilton, request to change FDIC from Riley Castor to Dustin Nugent
6. Palmer Marler FH, Cushing, request to change FDIC from Riley Castor to Dustin Nugent
7. Brown-Winters FH, Afton, request to change FDIC from Jeffery Brown to Michael Doner
8. Martin-Dugger FH, Sayre, request to close establishment
9. Martin-Dugger FH, Cheyenne, request to close establishment
10. Mark Griffith, Sand Springs, request to close establishment
11. Henson-Novak FH, Texhoma, request to close establishment
12. Schaudts Glenpool FS, Glenpool, request to close establishment
13. Community Care Funeral Service, Okemah, new establishment, Community Care Funeral Service LLC, Okemah, Owner, Mark Garrett, FDIC

H. Crematories- **All Approved**

1. Henson-Novak Cremation Center, Boise City, new crematory, Miller Funeral Homes, LLC, Kelly Miller, FDIC
2. Brown-Winters Crematory, Miami, request to change FDIC from Michael Doner to Jeffery Brown
3. Cremation Care Centers, Glenpool request to close crematory

8. **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**

9. **Executive Director's Report**

A. Agency Financial Update Mr. Stiles reported gross receipts for December 2023 to be \$245,729.73 with \$24,422.97 going to the State of Oklahoma general fund. The expenses for the same timeframe totaled \$39,641.29 and net income after expenses totaled \$181,665.47. Most establishments renewed during the last week of the year and it took awhile to process those renewals so that will reflect on next months' financials.

10. **Strategic Planning: Discussion and possible action regarding change of Board Statutes or Board Rules:**

- A. Board discussion for Updating Cremation Statutes and Rules-**Plan to provide update next month**
- B. Committee report, committee discussion, and Board discussion for Funeral Director Assistant License-**plans to meet in January and February and update in March**
- C. Committee report, committee discussion, and Board discussion for the Casket Bill-**Committee met with the Senate author and Mr. Highberger met with Mr. Dighton of OKFDA. OKFDA plans to fight the casket bill. Mr. Highberger wants to thank those that served on the committee: Kyra Geil, Jeremy Sparks, Glenn Dunn, and Phillip Hart. Board voted to remain neutral on their stance on this bill.**

11. **Adjournment -10:16AM**

Tyler Stiles, MBA
Executive Director

The next regular meeting of the Oklahoma Funeral Board will be held: **February 8, 2024. Office of Chief Medical Examiner –OKC 921 N.E. 23rd Street Conference Room – 1st Floor Oklahoma City, OK 73105.**