

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. 23<sup>rd</sup> Street  
Conference Room 1<sup>st</sup> 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](http://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](mailto: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. Approval of the December 14, 2023 Regular Board meeting minutes
3. Oklahoma Funeral Director Association Update from a Representative of OKFDA, with possible discussion
4. Oklahoma Insurance Department Update from a Representative of OID, with possible discussion
5. Review complaints with possible vote for probable cause or other action

24-19 Vendor Issues

24-21 Vendor Issues

24-26 Vendor Issues

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.

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

A. Apprenticeship (Original)

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

C. Apprenticeship (2<sup>nd</sup> Extension)

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 (3<sup>rd</sup> Extension)

1. Thomas Applegate, Wagoner, Mallett FH, Wagoner

E. Funeral Director and/or Embalmer (Reciprocal)

1. Dylan DeStefano, Virginia

F. Funeral Director and/or Embalmer (Original)

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

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

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.
9. **Executive Director's Report**
- A. Agency Financial Update
10. **Strategic Planning: Discussion and possible action regarding change of Board Statutes or Board Rules:**
- A. Board discussion for Updating Cremation Statutes and Rules
  - B. Committee report, committee discussion, and Board discussion for Funeral Director Assistant License

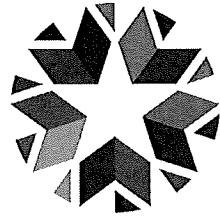
- C. Committee report, committee discussion, and Board discussion for the Casket Bill

## II. Adjournment

---

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. 23<sup>rd</sup> Street Conference Room – 1<sup>st</sup> 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

December 14, 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. 23<sup>rd</sup> Street Conference Room 1<sup>st</sup> 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 December 12, 2023 at 12:30PM. A copy of this agenda is available on the Funeral Board website at [www.ok.gov/funeral](http://www.ok.gov/funeral)

President Roberts called the meeting to order at 10AM. Members Corbett, Coble, Davenport, Highberger, Matherly, and Roberts were present. Member Dunn was absent. A quorum was always present.

Motion by Highberger second by Davenport to approve the November 9, 2023 Regular Board meeting minutes. The motion passed unanimously with member Coble abstaining.

Dustin Pierce with OKFDA provided the following update: District meetings will be January 23-25 and January 30-February 1. The convention will be March 11-13, 2024. A women's conference will be held in July. Make sure to get renewals for membership in prior to December 31.

Rowena Ehrman with OID provided the following update: applications are due December 31. Please update her with any information that needs to be corrected on the Insurance Dept. renewal. 405-522-4628, [rowena.ehrman@oid.ok.gov](mailto:rowena.ehrman@oid.ok.gov)

Motion by Highberger second by Coble to find probable cause on complaint 24-08 regarding Death Certificate Issues. The motion passed unanimously.

Motion by Matherly second by Highberger to dismiss complaint 24-15 regarding Unprofessional Funeral Director. The motion passed unanimously with member Davenport abstaining.

Motion by Highberger second by Matherly to find probable cause on complaint 24-20 regarding Vendor Payment Issues. The motion passed unanimously.

Motion by Matherly second by Coble to approve the following: Apprenticeship (Original) Charles Grisham, Henryetta, Integrity FS, Henryetta; Natalee Pryor, Edmond, Smith and Kernke, OKC; Jo'Landa Harris, OKC, Howard-Harris, OKC(FD Only); Jasie Hamlin, Nowata, Benjamin FS, Nowata; Skyler Watters, Nowata, Benjamin FS, Nowata (EM Only); Jessica Ramirez, Purcell, Wadley's FS, Purcell (EM Only). The motion passed unanimously.

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

Motion by Matherly second by Highberger to approve the following: Apprenticeship Sarah Brown, Bartlesville, Davis Family FH, Bartlesville; Robert Murray, Midwest City, Oklahoma Mortuary Service, OKC; Caitlin Bailey, Luther, Boydston-Bailey FH, Luther; Jessica Brewer, Holdenville, Williamson-Spradlin FH, Wetumka; Jackie Burch, Antlers, Serenity, Antlers (FD Only). The motion passed unanimously.

Motion by Matherly second by Highberger to approve the following: Apprenticeship (2nd Extension). Amy Kinsey, Pryor, Shipman's, Pryor. The motion passed unanimously

Motion by Matherly second by Highberger to table the following: Apprenticeship (2nd Extension). Colin Kirk, Vinita, Luginbuel FH, Vinita. The motion passed unanimously

Motion by Matherly second by Highberger to approve the following: Apprenticeship (3rd Extension). Andrew Haire, Vinita, Highsmith, Vinita. The motion passed unanimously.

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

Motion by Matherly second by Highberger to approve the following: Funeral Director and/or Embalmer (Reciprocal), Randall Weagley, Florida. The motion passed unanimously.

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

Motion by Matherly second by Highberger to table the following: Funeral Director and/or Embalmer (Original) 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) Erin Riley, Shawnee (FD Only); Heidi Mullings, Bixby (FD Only). The motion passed unanimously.

Motion by Matherly second by Highberger to table the following: Funeral Director and/or Embalmer (Original) Lawanda Colbert, Midwest City (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 (EM Only); Addison Ray, Clinton (EM Only). The motion passed unanimously.

Motion by Matherly second by Highberger to approve the following: Establishments, Oklahoma Mortuary Service, Tulsa, request to change FDIC from Floyd Richardson Jr. to Christopher Powers; Memorial Park FH, OKC, request to change FDIC from Emma Stratton to Katelyn Magruder; Cremation Only, Crescent, New Establishment, Abernathy Aaron Funeral Home LLC, Owner, Howard Aaron, FDIC Crescent; Smith FH, Anadarko, request to close establishment; Smith FH, Anadarko, New Establishment, Yellow Horizons, LLC, Owner, Stephanie Blankenship, FDIC, Lindsay; Fort Cobb FH, Fort Cobb, request to close establishment; Fort Cobb FH, Fort Cobb, New Establishment, Yellow Horizons, LLC, Owner, Stephanie Blankenship, FDIC, Lindsay; Mark Griffith Memorial FH, Riverside, Sand Springs, request to close establishment.. The motion passed unanimously.

Motion by Matherly second by Highberger to approve the following: Crematories, Oklahoma Mortuary Service, Tulsa, request to change FDIC from Floyd Richardson Jr. to Christopher Powers. The motion passed unanimously.

There was no new business

Colorado General Assembly Update- Mr. Stiles is working with the Colorado Legislature for the sunrise process and anticipates more meetings to follow. Colorado has asked their neighboring states for certain statistics regarding licensure and the complaint process.



Establishment Renewal Update- As of the December Board meeting, there are still 258 Establishments that have not renewed.

Agency Financial update- Mr. Stiles reported gross receipts for November 2023 to be \$78,479.00 with \$7,697.90 going to the State of Oklahoma general fund. The expenses for the same timeframe totaled \$34,539.42 and net income after expenses totaled \$36,241.68

Strategic Planning: Discussion and possible action regarding change of Board Statutes or Board Rules: Board discussion for Updating Cremation Statutes and Rules Motion by Roberts second by Highberger to create a committee to look into cremation statute and rule changes for the future. Those on the committee are Darin Corbett, John Davenport, Kyra Geil, and John Astle. The motion passed unanimously.

The FD Assistant committee met and will meet again in January and February to further discuss the particulars of the assistant license.

The casket bill committee is waiting on OKFDA to have a meeting to see how they would like to handle the casket bill.

Motion by Highberger second by Coble to approve tour of Lifeshare in Oklahoma City for 1 hour of continuing education. Contact Kenny Tigner with Lifeshare, 405-655-3770, to set up your tour.

Motion by Roberts second by Davenport to adjourn the meeting at 10:28AM. 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:**

**HOLT FUNERAL & CREMATION**

A Licensed Funeral Establishment,  
Establishment License # 2040ES  
522 Dewey Ave  
Poteau, OK 74953

**owned by:**

**HOLT FUNERAL & CREMATION LLC**

522 Dewey Ave  
Poteau, OK 74953

**TRACY HOLT**

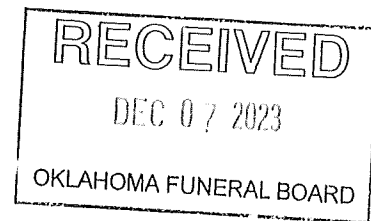
Licenses: 3163FD and 3540EM  
Address: 805 SE 14<sup>th</sup> St  
Pryor, OK 74361

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

**HOLT FUNERAL & CREMATION,**

**Respondents.**

**Complaint No. 23-56**



**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, HOLT FUNERAL & CREMATION, HOLT FUNERAL & CREMATION LLC and TRACY HOLT, 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 HOLT FUNERAL & CREMATION (“Funeral Home”) is licensed by the Board, establishment license number 2040ES, and is located at 522 Dewey Ave, Poteau, OK 74953.

2. Respondent TRACY HOLT (“Funeral Director in Charge” or “FDIC”) is licensed by the Board as a funeral director and embalmer, license numbers 3163FD and 3540EM, and at all relevant times was the Funeral Director in Charge at Funeral Home.

3. Respondent HOLT FUNERAL & CREMATION LLC (“Owner”) is, and at all relevant times was, the owner of record for Funeral Home. Upon information and belief, Respondent TRACY HOLT is the owner and registered agent for Respondent HOLT FUNERAL & CREMATION 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 May 16, 2023, Board staff filed a complaint with this Board, alleging that Respondents were operating and in control over a Facebook account, which stated they were a “locally owned and operated funeral home that provides funeral services and cremation.” At the time of the complaint being filed, Respondents were not licensed by this Board.

6. On May 16, 2023, Board staff filed this complaint with the Board, alleging that Respondents had violated Board rule O.A.C. 235:10-15-3, for misleading advertising.

7. Further, Board staff alleged that Respondents had violated 59 O.S. §396.12(B), by representing themselves as an operational funeral establishment, without a current license issued

pursuant to the Funeral Services Licensing Act. The Board provided Respondents with the Notice of Complaint via certified mail.

8. On May 23, 2023, Respondents filed their response to Complaint 23-56 with the Board. Respondents apologized for any misunderstandings by Board Staff.

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

10. 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**

11. Respondents violated O.A.C. 235:10-15-3 by operating a Facebook page that stated they were an operational funeral home. The relevant Rule, O.A.C. 235:10-15-3, provides:

No licensee shall publish or disseminate false, misleading, or deceptive advertising. An advertisement may not contain statements;

- (1) Containing a misrepresentation of facts;
- (2) Likely to mislead or deceive because in context the statements make only a partial disclosure of relevant facts;
- (3) Relating to fees without reasonable disclosure of all relevant variables so that the statement would not be misunderstood or be deceptive to laypersons;
- (4) Any name other than the name the establishment or individual is licensed as;
- (5) Using the name “crematory” in conjunction with a funeral establishment or commercial embalming service when the establishment or embalming service does not hold a crematory license and the crematory is not located on-site.

12. Further, Respondents violated 59 O.S. §396.12(B), which states “No person shall act or represent themselves as a funeral director, embalmer, apprentice, provide funeral services or merchandise or operate a funeral establishment or a commercial embalming establishment without a current license or registration issued pursuant to the Funeral Services Licensing Act.”

## NOTICE OF HEARING

An **EVIDENTARY HEARING** will be held before the Board on **JANUARY 11, 2024 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).

Respectfully submitted:

A handwritten signature in black ink that reads "Kylie Cooper". The signature is written in a cursive style with a horizontal line extending to the right from the end of the name.

---

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

Attorney for Oklahoma Funeral Board

**CERTIFICATE OF SERVICE**

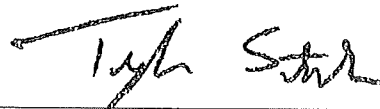
I hereby certify that on the 7<sup>th</sup> day of December, 2023, a true and correct copy of the foregoing *Complaint and Notice of Hearing* was served either mailing by Certified Mail or by handing to a process server for service in person, as follows:

**BY CERTIFIED MAIL:**

Tracy Holt  
805 SE 14<sup>th</sup> St  
Pryor, OK 74361

Holt Funeral & Cremation  
522 Dewey Ave  
Poteau, OK 74953

Holt Funeral & Cremation LLC  
522 Dewey Ave  
Poteau, OK 74953



---

Tyler Stiles, MBA  
Executive Director