

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: July 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 July 9, 2024 at 12:30PM. 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
2. Approval of the June 13, 2024 Regular Board meeting minutes
3. Oklahoma Funeral Director's 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

24-04 Disinterment Issues

24-37 Establishment Ownership Issues

24-40 Material Misrepresentation

24-44 Death Certificate Issues

24-46 Timely Cremation Issue

24-49 Timely Cremation Issue

24-50 Death Certificate Issues

24-52 Director at Cemetery Issues

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

A. Apprenticeship (Original)

1. Brian Crittenden, Tahlequah, Hart FH, Tahlequah
2. Kanisha Pankratz, Woodward, Billings FH, Woodward
3. Alec Richardson, Cyril, Becker-Rabon FH, Lawton
4. Allyson Rees, Corn, Ray & Martha's FH, Hobart
5. Jensen Hernandez, Sand Springs, Serenity FH, Tulsa
6. Emmaline Kuhn, Edmond, Smith & Kernke, OKC

B. Apprenticeship (1st Extension)

1. Tyler Robbins, Bartlesville, Davis Family FH, Bartlesville
2. Robert Wood, Sallisaw, Forever Memories FS, Sallisaw
3. Rodd Wood, Shawnee, McElyea & Owens, Shawnee
4. Yesenia Martinez, OKC, OK Cremation & FH, OKC
5. Kari Norberto, Cyril, Comanche Nation FH, Lawton

C. Apprenticeship (2nd Extension)

1. Kaitlin Hawkins, Stilwell, Hart FH, Tahlequah
2. Joshua Smith, Guthrie, Mercer-Adams FS, Bethany

D. Funeral Director and/or Embalmer (Reciprocal)

1. Renee Torres, Arizona (FD Only)
2. Vanessa Walker, California (EM Only)

E. Funeral Director and/or Embalmer (Original)

1. Carson Garrett, Fort Gibson
2. Shawn Duke, Tulsa
3. Matthew Bowser, Broken Bow
4. Kimberly Lucas, Choctaw
5. Rulon Davis Sr., Edmond (EM only)
6. Raymond Rogers, Miami

F. Establishments

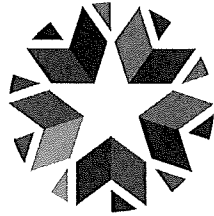
1. Bill Eisenhower NE, OKC, request to change FDIC from Megan Crouch to Billy Robison
2. Sunny Lane, Del City, request to change FDIC from Billy Robison to Megan Crouch
3. Benjamin FS, Nowata, request to change FDIC from Joseph Faulkner to Timothy Howell
4. American FS, Colbert, request to close establishment
5. Brown FH&C, Coweta, request to change FDIC from James Brown to Logan Brown
6. Martin-Dugger FH, Elk City, request to change name to Martin-Dugger Funeral Home and Cremation Services
7. Smith FH, Sapulpa request to change FDIC from Josh Linn to Harlea Walker

G. Crematories

1. Advanced Cremation Care Center, Choctaw, request to close crematory
7. **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.
8. **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
9. **Executive Director's Report**
 - A. Agency Financial Update
10. Election of Board President for FY25
11. Election of Board Vice-President for FY25
12. Adjournment

Tyler Stiles, MBA
Executive Director

The next regular meeting of the Oklahoma Funeral Board will be held: **August 8, 2024. 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

June 13, 2024

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 June 11, 2024 at 9:00AM. A copy of this agenda is available on the Funeral Board website at www.ok.gov/funeral

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

Motion by Highberger second by Davenport to approve the May 9, 2024 Regular Board meeting minutes. The motion passed unanimously.

Christin Shipman with OKFDA provided the following update: OKFDA will have their Women's Conference in Edmond July 9-11. Lifeshare will have a tour of their OKC facilities July 24 that provides 1 hour of CE, contact OKFDA to RSVP.

OID did not provide an update.

Motion by Corbett second by Highberger to dismiss complaint 23-35 regarding Failure to Notify Board of Change of Owner. The motion passed unanimously.

Motion by Corbett second by Highberger to dismiss complaint 24-33 regarding Not Returning Cremated Remains. The motion passed unanimously.

Motion by Davenport second by Highberger to dismiss complaint 24-35 regarding FTC Issues/Selection Room Issues. The motion passed unanimously.

Motion by Corbett second by Highberger to find probable cause on complaint 24-38 regarding Material Misrepresentation. The motion passed unanimously.

Motion by Davenport second by Highberger to dismiss complaint 24-39 regarding Next of Kin Issues. The motion passed unanimously.

Motion by Corbett second by Highberger to find probable cause on complaint 24-41 regarding Non-Payment of Vendor. The motion passed unanimously.

Motion by Davenport second by Highberger to dismiss complaint 24-42 regarding Death Certificate Issues. The motion passed unanimously.

Motion by Davenport second by Highberger to dismiss complaint 24-43 with a letter of concern regarding Non-Payment of Vendor. The motion passed unanimously.

Motion by Davenport second by Highberger to dismiss complaint 24-47 with a letter of concern regarding Non-Payment of Vendor. The motion passed unanimously.

Regarding the matters for consideration: Motion to Enforce Consent Order, Order Regarding Motion to Enforce, or Scheduling Order: Complaint 23-75 Fairview Funeral Home, Fairview, Fairview Funeral Home Inc, Owner, Chanin

Hoehn, FDIC. The prosecution was represented by Kylie Cooper, AAG. Liz Stevens, AAG, was the Board's legal advisor. Members Davenport, Dunn, Highberger, and Matherly heard the case. Member Corbett was recused from the case and he left the room.

After the presentation of the agreed upon Consent Order, motion by Highberger second by Davenport to accept the consent order. The consent order consisted of the following: The agreed violations were: failing to maintain a completed Body Intake Log, failing to maintain at least 5 caskets, violation of the Funeral Service Licensing Act, and Rules of the Board. The terms consisted of the following: Administrative Penalty of \$2,000, \$500 costs. The motion passed unanimously.

Regarding the matters for consideration: Motion to Enforce Consent Order, Order Regarding Motion to Enforce, or Scheduling Order: Complaint 24-09 Michael's Funeral Home, Drumright, Michael's Funeral Home Inc, Owner, Michael Davis, FDIC. The prosecution was represented by Kylie Cooper, AAG. Liz Stevens, AAG, was the Board's legal advisor. Members Davenport, Dunn, and Highberger heard the case. Member Corbett was recused from the case and he left the room. Member Matherly also left the room.

After the presentation of the agreed upon Consent Order, motion by Highberger second by Dunn to accept the consent order. The consent order consisted of the following: The agreed violations were: failing to comply with the statutes of the State Insurance Commission, violation of the Funeral Service Licensing Act, and Rules of the Board. The terms consisted of the following: Administrative Penalty of \$800, \$150 costs. The motion passed unanimously.

Members Corbett and Matherly reentered the room.

Motion by Matherly second by Highberger to approve the following: Apprenticeship (Original) Amber Morton, Sperry, Moore FH, Tulsa; Makenzie Bales, Sapulpa, Matthew's FH, Edmond; Sophia Winkler, Claremore, MMS Payne, Claremore; Olivia Bryan, Follett, TX, Laverne FH, Laverne; Teresa Harrelson, Yukon, Baggerley FH, Edmond; Kylee Carr, MWC, Bill Eisenhour FH, OKC; Michale Jerry, OKC, Temple & Sons FH, OKC. The motion passed unanimously.

Motion by Matherly second by Highberger to approve the following: Apprenticeship (1st extension) Grayson Axsom, Atoka, Brown's FS, Atoka; Ainsley Butterfield, Plano, TX, Smith & Kernke, OKC; Hannah Ryden, Owasso, Moore FH, Tulsa; Chelsea Evans, Broken Arrow, Floral Haven, Broken Arrow. The motion passed unanimously.

Motion by Matherly second by Highberger to approve the following: Apprenticeship (2nd Extension). Shaylee Murphree, Durant, Brown's FS, Durant; Amy Ary, McLoud, Bill Eisenhower FH, OKC. The motion passed unanimously

Motion by Matherly second by Highberger to deny the following: Funeral Director and/or Embalmer (Reciprocal), Brad Pingel, Texas (FD Only). The motion passed unanimously.

Motion by Matherly second by Highberger to table the following: Funeral Director and/or Embalmer (Reciprocal), Renee Torres (FD Only); Vanessa Walker (EM Only). The motion passed unanimously.

Motion by Matherly second by Highberger to approve the following: Funeral Director and/or Embalmer (Original), Chad Kaminski, Ada; Jessica Ramirez, Purcell (EM Only). The motion passed unanimously.

Motion by Matherly second by Highberger to table the following: Funeral Director and/or Embalmer (Original), Carson Garrett, Fort Gibson. The motion passed unanimously.

Motion by Matherly second by Highberger to approve the following: Funeral Director and/or Embalmer (Original), Jonathan Riley, Enid; Robert Bethany, Catoosa. The motion passed unanimously.

Motion by Matherly second by Highberger to table the following: Funeral Director and/or Embalmer (Original), Shawn Duke, Tulsa (FD Only). The motion passed unanimously.

Motion by Matherly second by Highberger to approve the following: Funeral Director and/or Embalmer (Original), Taylor Harris, Edmond; Michael Turner, Blair (FD Only); Jamie Rochelle Covington, Yukon (FD Only); Melissa Bates, Locust Grove (FD Only). The motion passed unanimously.

Motion by Matherly second by Highberger to approve the following: Establishments, Laurel FH, Healdton, request to close establishment; Lee Hometown Funeral Home, Clinton, New Establishment, Buzz-Lee LLC, Owner, Brandon Lee, FDIC. The motion passed unanimously.

There was no new business

Agency Financial update- Mr. Stiles reported gross receipts for May 2024 to be \$7,030.00 with \$578.00 going to the State of Oklahoma general fund. The expenses for the same timeframe totaled \$33,256.18 and net income after expenses totaled -\$26,804.18

Strategic Planning: Discussion and possible action regarding change of Board Statutes or Board Rules: Board discussion for Updating Cremation Statutes and Rules. The cremation committee reported that they have been meeting and have created numerous suggestions for changes in cremation laws and will need more meetings due to the in-depth conversations and will prepare a full report in August or September.

Mr. Stiles reported that at the April 2024 meeting, Board staff was directed to have all inquiries to be emailed so staff can forward the emails to the AG's office/Board Advisor. After discussion, the Board will allow staff to help callers with their questions by pointing them to the statute and not provide legal advice as previously done instead of requiring all callers to email their questions and staff send those questions to the AG for a response. Staff will communicate with the AG's office should staff need any assistance.

2024 Legislative Session Bills- HB2959, SB2038. Mr. Stiles reported:

HB2959, this is the bill to extend the sunset of the Funeral Board for 3 years. The bill was not heard on the Senate floor. The Funeral Board will have the remainder of the year to address any concerns from the Legislature and request the extension during the 2025 Legislative session. Mr. Stiles met with Senator McCortney and was told that the bill was not heard due to an oversight.

SB2038, requires the funeral director to notify the person providing personal data that is a felony to knowingly provide false data. Board staff will update if there is any movement on this Bill.

Board Staff Update, Rochelle Covington became licensed and will be named the Deputy Director starting July 1, 2024 in order to assist Mr. Stiles with lobbying and other duties.

Mr. Highberger was presented with a plaque recognizing his service for the State of Oklahoma as a Board member for the past 10 years. Mr. Highberger thanked current Board members and staff and that he set a goal to try to make the industry a little better than how it was previously.

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

Jim Roberts
Oklahoma Funeral Board President