

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: March 14, 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 March 11, 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.

*** 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. Member Coble was absent.
2. **Approval of the February 8, 2024 Regular Board meeting minutes** -Approved
3. **Oklahoma Insurance Department Update from a Representative of OID, with possible discussion**- Rowena Ehrman and Gloria Light with OID provided the following update: there were 320 preneed permits processed and all new funeral homes that are wanting to sell preneed at the new location will need to contact OID. Life Insurance Policy Locator is a free service for consumers to help locate benefits from policies and annuity contracts. More information is on the OID website.
4. **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. 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.

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

24-18 Embalming Issues-Dismissed

24-29 Overcharging-Dismissed

24-30 Overcharging-Dismissed

6. 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.

6A. Complaint 23-16 Christopher Harrison, Funeral Director and Embalmer. Member Roberts needs to recuse. A scheduling order was entered.

6B. Complaint 23-72 Christopher Harrison, Funeral Director and Embalmer. Member Roberts needs to recuse.

6C. Complaint 24-08 Christopher Harrison, Funeral Director and Embalmer. Member Roberts needs to recuse.

6D. Complaint 24-20 Christopher Harrison, Funeral Director and Embalmer. Member Roberts needs to recuse.

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

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

1. Gabriella Hawkins, Norman, Havenbrook, Norman
2. Larry Valdez, Lawton, Comanche Nation, Lawton
3. Robert Vincent, Arnett, Shaw FH, Vici
4. Megan Parker, Owasso, Mowery, Owasso
5. Alesia Mann, Moore, Tribute Memorial Care, Norman
6. Grace Holesapple, Jones, Crawford, Edmond
7. Kierra Hayes, Spencer, Howard Harris, OKC

B. Apprenticeship (1st extension)-**1-3 were denied, 4 was approved, 5 was tabled, 6-15 were approved**

1. Zachary Graves, Stilwell, Roberts-Reed-Culver, Stilwell
2. Shealyn Wilds, Stilwell, Roberts-Reed-Culver, Stilwell
3. Colton Morgan, Duncan, Whitt FH, Duncan
4. Rylan McPeak, Idabel, Miller & Miller FH, Hugo
5. Christopher Lowe, Duncan, Whitt FH, Duncan
6. Becky Shupe, Ponca City, Grace Memorial, Ponca City (EM Only)
7. Sonja Pellegrin, OKC, Ingram, Smith, and Turner, Yukon
8. Kimberly Lucas, Choctaw, Barnes Friederich, MWC
9. Lezzy Olmedo, Tulsa, Parks Brothers, Prague
10. Sonya Hamilton, OKC, Vondel Smith, OKC
11. William Watkins, Lawton, Whinery-Huddleston, Lawton
12. Amy Borazjani, Tuttle, Tribute Memorial Care, Tuttle

13. Lauren Sloan, Sapulpa, Smith FH, Sapulpa
14. Quade Varner, OKC, Alternative Cremation, OKC
15. Ty Astle, OKC, OMS, OKC (EM Only)

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

1. Darin Haddox, Claremore, MMS-Payne FH, Claremore

D. Apprenticeship (3rd Extension)-**Approved**

1. Mike Hopkins, Broken Arrow, Hopkins Funeral Service, Collinsville

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

1. Garrett Lundberg, Arkansas

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

1. Riley Caple, Catoosa (FD Only)

G. Establishments-**All Approved**

1. Hopkins-Reynolds FS, Collinsville, request to change name to Hopkins Funeral Service
2. Cruz Family FH, OKC, request to change FDIC from Jocelyn Bell to Mylei Saysana
3. Twin Creek Cremation and Funeral Service, Mustang, New Establishment, AJ & K, LLC, Mustang, Owner, Alec Dyer, Yukon, FDIC

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 February 2024 to be \$17,328.00 with \$807.80 going to the State of Oklahoma general fund. The expenses for the same timeframe totaled \$35,181.14 and net income after expenses totaled -\$18,660.94.

- 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 House and is currently in the Senate awaiting to be placed on the Senate Committee agenda

SB1196, this was an omnibus bill that included language that mandated funeral directors to notify the person providing the personal data for the death certificate that it is a felony to provide false data. This bill has since been amended and the language was removed.

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. At the time of the meeting, this bill was waiting to be heard on the Senate floor.

10. **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- **Darin Corbett and John Davenport would like to continue discussions, build more of a framework, and bring Board staff and the AAG into these discussions.**
- B. Committee report, committee discussion, and Board discussion for Funeral Director Assistant License- **The FD Assistant license was approved to move forward. The parameters of the Assistant are: 60 hours of college hours, successful completion of the law exam, 25 funeral directing and 25 arrangements, \$250 fee, 1 Assistant per FDIC, 6 hours of continuing education.**

11. **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.**

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

Tyler Stiles, MBA
Executive Director

The next regular meeting of the Oklahoma Funeral Board will be held: **April 11, 2024. Office of Chief Medical Examiner –OKC 921 N.E. 23rd Street Conference Room – 1st Floor Oklahoma City, OK 73105.**

ROVER

Registering Oklahoma
Vital Event Records



OKLAHOMA
State Department
of Health

ROVER NextGen Update!!

The Oklahoma Vital Records office is fully committed to ensuring that stakeholders are thoroughly prepared for the upcoming introduction of the ROVER NextGen system.



PREPARING FOR THE TRANSITION

To ensure a smooth transition, we are offering training and resources for all stakeholders.

RESOURCES INCLUDE

- Live Learning Sessions
- Competency-Based Videos
- Demo/Play Environment for Practice

COMING SOON!

An exclusive website designed to keep stakeholders informed and current on all aspects of next-generation developments!

Scan me!

FOR ACCESS TO THE
DEMO/PLAY
ENVIRONMENT



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For questions email AskROVER@health.ok.gov