

**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: October 10, 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 October 7, 2024 at 9:00AM. 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).

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, Matherly, Roberts, Watkins were present.
2. **Swearing in and oath of office for newly appointed Board Member Bart Watkins of Vici**
3. **Approval of the September 12, 2024 Regular Board meeting minutes - Approved**
4. **Oklahoma Funeral Director's Association Update from a Representative of OKFDA, with possible discussion**- Christina Shipman with OKFDA provided the following update: OKFDA District meetings had a great turnout where 290 funeral directors attended statewide and received an hour of CE. OKFDA will have a CE opportunity December 8-9 in Midwest City. There will be a tour of the OKC Lifeshare building on December 17 at 10:30. Check OKFDA's website for specific details and registrations.
5. **Oklahoma Insurance Department Update from a Representative of OID, with possible discussion** -OID did not provide an update

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

25-07 Unprofessional Staff-Dismissed

25-09 Next of Kin Issues-Dismissed

25-10 Cremation Permit/Death Certificate Issues-Probable Cause

25-11 Non-payment of Vendor-Probable Cause

## 7. Matters for consideration: 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 25-01, Vondel L. Smith and Son Mortuary, Inc, OKC, Vondel L. Smith and Son Mortuary, Inc, OKC, Owner, Charles Trevor Smith, FD and EM, Derek Czajkoski, Newalla, FDIC. Member Matherly needs to recuse.** The Board accepted a consent order on this case. The consent order consisted of the following: The agreed violations were: violation of the ethics rules of engaging in acts or practices that constitute threats, coercion, or extortion, violation of the Funeral Service Licensing Act, and Rules of the Board. The terms consisted of the following: Administrative Penalty of \$7,500, Vondel L. Smith and Son Mortuary, Inc, OKC, Charles Trevor Smith, Derek Czajkoski are placed on one year of probation, Charles Trevor Smith's funeral

director license is suspended for 30 days and must complete a firearm safety course, and \$750 costs.

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

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

1. Kirsten Kizer, Kellyville, Traditions F&CS, Kellyville
2. Sharari Adams, Idabel, Nunley's FH, Idabel (FD Only)
3. Tiffany Manley, Kingfisher, Sanders FH, Kingfisher
4. Samantha Horschler, Lawton, Asbury Mortuary, Lawton
5. Kathleen Salas Roldan, Tulsa, Schaudt's FS&C, Glenpool
6. Glenn Kias Palmer-Roberts, Guthrie, Bill Eisenhour FH, OKC (EM Only)
7. Aeryn Rekwad, Edmond, Ford FS, MWC

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

1. Charles Grisham, Henryetta, Integrity FS, Henryetta
2. Kloie Clegg, Claremore, Rice FS, Claremore
3. Ariana Stevens-Mujica, OKC, Advantage F&CS, OKC

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

1. Lauren Sloan, Sapulpa, Smith FH, Sapulpa

D. Apprenticeship (3<sup>rd</sup> Extension) **Approved**

1. Mathew Burch, Antlers, Serenity FS, Antlers

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

1. Alpha Alex, OKC (EM Only)

2. Joshua Smith, Guthrie
3. Ruth Ewing, Bixby
4. Amy Borazjani, Weatherford (FD Only)
5. Chelsea Evans, Broken Arrow
6. Reagan Crenshaw, Edmond (EM Only)

F. Establishments **All Approved**

1. Whinery Funeral Service and Cremation Center, Elk City, New Establishment, Affordable, Inc., Owner, Elk City, Chris Whinery, FDIC, Elk City
  2. Reynolds+Adamscrest Funeral Service, Tulsa, request to change name to Reynolds-Holz Cremation and Funeral Service
  3. Ferguson Funeral Home, Chickasha, request to close
  4. Ferguson Funeral Home, Chickasha, new establishment, Ferguson & Son Funeral Home LLC, Owner, Chickasha, Christopher Ferguson, FDIC, Chickasha
  5. Grace Funeral Service LLC, Poteau, request to change name to Dowden-Roberts Cremation Center, LLC
  6. Dighton-Moore FS, Owasso, request to change FDIC from Deena Nickerson to Cynthia Ross
  7. Alternatives Cremation & Funeral Service, New Establishment, OKC, Alternatives Cremation and Funeral Service LLC, Owner, Richard Varner, 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. **Strategic Planning: Discussion and possible action regarding change of Board Statutes or Board Rules:**
- A. Discussion and possible action to authorize the agency to begin the 2025 permanent rulemaking process, in consultation with legal counsel, to include revising rules including, but not limited to,

OAC 235:10-3-2(11), 235:10-14-1, 235:10-15-3, and/or adding new rules-  
**Approved**

- B. Discussion and possible action to authorize the agency to begin the 2025 legislative session bill making process, in consultation with legal counsel, in coordination with legislators, to include revising statutes including, but not limited to, §59-396.29, §59-396.30, and/or adding new statutes.- **Approved**
- C. OAC 235:10-3-2(11) Transferability Rule Change of FDIC and/or Name Change application- **Approved**
- D. Requirement of Specific Number of Caskets in Selection Room-  
**Approved**
- E. Creation of Penalty Schedule for Complaints- **Approved**
- F. Removal of Non-Payment of Vendor Complaints/Violation-**Tabled**
- G. NBE Administered by The Conference/Creation of State Administered Board Exam-**Tabled**
- H. Additional Statute or rule change suggestions from Board Members and Board Staff-

Member Corbett recommended that the Board change the establishment renewal fee to \$750 instead of the base fee plus the \$3 disposition fee. -**Tabled**

Member Davenport recommended that the Board create a way for the Board to draft emergency rules in the event a complaint needs to fast-track the complaint process for an egregious complaint.-**Approved**

- I. Committee report, committee discussion, and Board discussion for Updating Cremation Statutes and Rules

The cremation committee recommended the following statute and rule changes and directed staff to start the process of changes these rules for the Board to review the new/amended language and notified the attendees that there are no fees associated with any of these changes:  
-Change the cremation definition to include "reduction"  
-Remove the requirement to submit annually the cremation log for renewals

- create a section with instructions on how to get a crematory licensed
- definitions in the rule to reflect the same as it is in statute
- the Board shall be notified of a new machine being installed and the machines be permitted
- facilities are permanent license and per machine receives a permit
- the crematory shall receive preventative maintenance every 24 months
- an authorization form shall be submitted to the crematory at the same time the cremation permit is submitted
- there shall be a cremation container used for cremation
- Inspector will lock out crematories for lack of metal disks, containers due to lack of dignified cremation
- a disk shall be used and placed in the primary chamber
- the crematory shall notify the Board of the disk acronym information that the crematory uses
- operators of the crematory shall be reflected on the crematory renewals
- advertising shall not separate the name that is licensed with the Board and a crematory license is not equivalent to the establishment license
- prohibit the solicitation, sale, or marketing of cremation services to Oklahoma via the internet unless they own and operate a licensed funeral establishment within Oklahoma
- modifying the using "cremation" or "crematory" in advertising shall include "we do not own or operate a licensed crematory" if they do not own or operate a crematory.

## 11. Executive Director's Report

A. Agency Financial Update Mr. Stiles reported gross receipts for September 2024 to be \$21,970.00 with \$937.50 going to the State of Oklahoma general fund. The expenses for the same timeframe totaled \$40,037.02 and net income after expenses totaled -\$19,004.52

## 12. Adjournment -11:55AM

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Tyler Stiles, MBA

Executive Director

The next regular meeting of the Oklahoma Funeral Board will be held:  
**November 14, 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.**