



OKLAHOMA Funeral Board

MINUTES OF A REGULAR MEETING

OKLAHOMA FUNERAL BOARD
3700 N. Classen, Suite 175
Oklahoma City, Oklahoma 73118

September 12, 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 September 10, 2024 at 9:00AM. A copy of this agenda is available on the Funeral Board website at www.ok.gov/funeral

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

Motion by Highberger second by Davenport to approve the August 8, 2024 Regular Board meeting minutes. The motion passed unanimously with member Coble abstaining.

Ronnie Dighton with OKFDA provided the following update: district meetings will start next week. Sept 17, will be at Lucille's Roadhouse in Weatherford, Sept. 19 will be at Ted's in OKC, Sept 24 will be at Big Belly Deli in Marlow, Sept 26 will be at Casa Romo in Ardmore, Oct 1 will be Pete's Place in Krebs, Oct 3 will be at Rachel's Kitchen in Chouteau. OKFDA will have their Celebrant Training Nov. 6-8 in OKC. Visit their website for more details.

OID did not provide an update.

Social Security Administration Update from a Representative of SSA, with possible discussion -Sawyer-Smith with SSA provided literature for Survivors' Benefits. Their website has the literature, with useful information, for you to order as many pamphlets as you need for your establishment to hand to consumers.

<https://www.ssa.gov/pubs/EN-05-10084.pdf>

<https://www.ssa.gov/pubs/EN-05-10077.pdf>

Motion by Matherly second by Highberger to find probable cause on complaint 24-16 regarding Death Certificate Issues. The motion passed unanimously.

Motion by Matherly second by Highberger to dismiss complaint 24-31 regarding Next of Kin Issues. The motion passed unanimously.

Motion by Matherly second by Highberger to dismiss complaint 25-02 regarding Next of Kin Issues. The motion passed unanimously.

Motion by Matherly second by Highberger to dismiss complaint 25-04 regarding Next of Kin Issues. The motion passed unanimously.

Motion by Highberger second by Matherly to find probable cause on complaint 25-05 regarding Cremation Permit Issues/FTC Issues. The motion passed unanimously.

Regarding the matters for consideration: Consent Order or Scheduling Order: Complaint 24-05 Keith D. Biglow Funeral Directors, Inc-Okmulgee, Keith D. Biglow Funeral Directors, Inc, Muskogee, Owner, Keith Biglow, Muskogee, FDIC. The prosecution was represented by Kylie Cooper, AAG. Liz Stevens, AAG, was the Board's legal advisor. Members Coble, Corbett, Dunn, Highberger, and Matherly heard the case. Member Davenport was recused from the case and he left the room.

After the presentation of the agreed upon Consent Order, motion by Highberger second by Coble to accept the consent order. The consent order consisted of the following: The agreed violations were: not filing a death certificate in a timely manner, violation of the Funeral Service Licensing Act, and Rules of the Board. The terms consisted of the following: Administrative Penalty of \$7,000, 6 hours of additional CE, \$1,595 restitution, \$500 costs. The motion passed unanimously.

Member Davenport reentered the room.

Regarding the matters for consideration: Consent Order or Scheduling Order: Complaint 24-19 Martin-Dugger Funeral Home, Elk City, Dugger Funeral Services, Inc, Owner, Elk City, Richard L. Dugger II, FDIC, Elk City. The prosecution was represented by Kylie Cooper, AAG. Liz Stevens, AAG, was the Board's legal advisor. Members Coble, 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 Coble to accept the consent order. The consent order consisted of the following: The agreed violations were: The agreed violations were: failing to provide payment to a vendor within 90 days, violation of the Funeral Service Licensing Act, and Rules of the Board. The terms consisted of the following: Administrative Penalty of \$3,000, 6 hours of additional CE, restitution in the amount owed to the vendor, \$500 costs. The motion passed unanimously.

Member Corbett reentered the room.

Motion by Coble second by Highberger to approve the following: Apprenticeship (Original) Gracie Morris, Enid, Ladusau-Evans, Enid; Larry Cisneros, Broken Arrow, Rice, Catoosa; Carrie Witchey, Edmond, Bill Eisenhower, OKC; Brittany Lumley, (FD Only), Indianola, Hunn, Black & Merritt, Eufaula; Kevin Bragg, (FD Only), Ponca City, Trout, Ponca City; Caitlin Robinson, OKC, Barnes Friederich, MWC; Jessica Martin, Hobart, Peoples Cooperative, Lone Wolf; Elizabeth Gorman, Edmond, Memorial Park, OKC. The motion passed unanimously.

Motion by Coble second by Davenport to approve the following: Apprenticeship (1st extension) Douglas Bevill, Jr, (FD Only), Cleveland, Chapman-Black, Cleveland; April Kile, (FD Only), Chickasha, Sevier, Chickasha; Maddison Smith, OKC, Oklahoma Mortuary Service, OKC. The motion passed unanimously.

Motion by Coble second by Davenport to approve the following: Apprenticeship (2nd Extension). Trysta Kershner, Marietta, Matthews F&CS, Edmond; Emily Eastman, Broken Arrow, Floral Haven, Broken Arrow; Alpha Alex, OKC, Resthaven, OKC; Courtney Maine, Pauls Valley, Wooster, Pauls Valley; Rose Smith, Ada, Phillips, Ada; Benjamin Young, Wayne, Wilson-Little, Purcell; Tamela Cheadle-Lewis, Ardmore, Harvey-Douglas, Ardmore; Tabitha Brown, Stillwater, Strode, Stillwater. The motion passed unanimously.

Motion by Coble second by Highberger to approve the following: Apprenticeship (3rd Extension). Holland Dugdale, Glenpool, McClendon-Winters, Okmulgee. The motion passed unanimously.

Motion by Coble second by Davenport to approve the following: Apprenticeship (4th Extension). Brighton Potter, Tulsa, Gary Kelley's Add'vantage, Tulsa. The motion passed unanimously.

Motion by Coble second by Davenport to approve the following: Funeral Director and/or Embalmer (Reciprocal), Steven Carberry, Texas. The motion passed unanimously.

Motion by Coble second by Davenport to approve the following: Funeral Director and/or Embalmer (Original), Glenn Kias Palmer-Roberts, Guthrie (FD only); Aidan Parker, Lawton (FD Only); Jessica Brewer, Holdenville; Reagan Crenshaw, Edmond (FD Only). The motion passed unanimously.

Motion by Coble second by Davenport to table the following: Funeral Director and/or Embalmer (Original), Alpha Alex, OKC (EM Only). The motion passed unanimously.

Motion by Coble second by Highberger to approve the following: Establishments, Vondel L. Smith & Son Mortuary (N. Macarthur), OKC, request to change FDIC from Joseph Baxter to Derek Czajkoski; Tribute Memorial Care LLC, Norman, request to close establishment; Tribute Memorial Care LLC, Norman, New Establishment, Tribute Memorial Care LLC, Norman, Owner, Samuel Flores, Edmond, FDIC; Wooster FH, Pauls Valley, request to change FDIC from Gary Wooster to Charles Wooster; Wooster FH, Elmore City, request to change FDIC from Gary Wooster to Charles Wooster The motion passed unanimously.

Motion by Coble second by Highberger to table the following: Establishments, Whinery Funeral Service and Cremation Center, Elk City, New Establishment, Affordable, Inc., Owner, Elk City, Chris Whinery, FDIC, Elk City. The motion passed unanimously.

Motion by Coble second by Highberger to approve the following: Commercial Embalming Establishments, Southern Plains Mortuary & Transport Service, Walters, request to close establishment. The motion passed unanimously.

Motion by Coble second by Highberger to approve the following: Crematories, Oklahoma Cremation Service, OKC, request to change FDIC from Joseph Baxter to Derek Czajkoski. The motion passed unanimously.

There was no new business

Strategic Planning: Discussion and possible action regarding change of Board Statutes or Board Rules: Statute or rule change suggestions from Board Members and Board Staff- Mr. Stiles recommended that the Board change OAC 235:10-3-2(11) to reflect actual procedures. For a name change or FDIC change, a new establishment license is not needed and the fee is different than a new establishment. -Member Davenport recommended that the Board remove the requirement for 5 caskets or corner cuts.-Member Corbett recommended that the Board/Board staff create a penalty schedule to assist with transparency.-Member Corbett recommended discussion regarding vendor complaints to ensure that the Board is recouping costs or if the Board should act as the enforcement entity for these type of complaints prior to a judge administering a ruling. Member Davenport recommend that the Board consider moving away from the NBE administered by The Conference.

Public Comment limited to 2 minutes per person and limited to proposed statute or rule changes-Jeremy Sparks with SCI requested to yield his time for the cremation discussions at a later date.-Solon Daniels with John Ireland FH, stated that he agrees with moving away from the NBE and as a collection agency.-Marcus Crawford with Crawford FH, stated that it would be beneficial to change the time of when applicants are eligible to take the law exam and not have to wait until all other documents are submitted to help get licensed faster, working vendor complaints helps to protect the consumer and should remain in the rules, agreed with removing the casket requirement since able to provide this on a computer while making arrangements.-Nate Gradney whom is not with an establishment, stated that he agreed that OFB should move away from the NBE because there are too many questions on the exam and most are filled with nonsense questions that do not pertain to the duties of a licensed FD or EM.

No votes were taken regarding statute or rule changes.

Agency Financial update- Mr. Stiles reported gross receipts for August 2024 to be \$5,016.40 with \$501.64 going to the State of Oklahoma general fund. The

expenses for the same timeframe totaled \$27,702.56 and net income after expenses totaled -\$23,187.80

Motion by Highberger second by Davenport to adjourn the meeting at 10:54AM. The motion passed unanimously.

Brent Matherly
Oklahoma Funeral Board President