

**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: September 12, 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 September 10, 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, Highberger, and Matherly were present. Member Roberts was absent. A quorum was always present.
2. **Approval of the August 8, 2024 Regular Board meeting minutes** -Approved
3. **Oklahoma Funeral Director's Association Update from a Representative of OKFDA, with possible discussion** -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.
4. **Oklahoma Insurance Department Update from a Representative of OID, with possible discussion**-No Update
5. **Social Security Administration Update from a Representative of SSA, with possible discussion**-Debbie 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>

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

24-16 Death Certificate Issues- **Found Probable Cause**

24-31 Next of Kin Issues-**Dismissed**

25-02 Next of Kin Issues-**Dismissed**

25-04 Next of Kin Issues- **Dismissed**

25-05 Cremation Permit Issues/FTC Issues- **Found 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 24-05 Keith D. Biglow Funeral Directors, Inc-Okmulgee, Keith D. Biglow Funeral Directors, Inc, Muskogee, Owner, Keith Biglow, Muskogee, FDIC. Member Davenport needs to be recused.** The Board accepted a consent order on this case. 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.

**7B. Complaint 24-19 Martin-Dugger Funeral Home, Elk City, Dugger Funeral Services, Inc, Elk City, Owner, Richard Dugger, II, Elk City, FDIC. Member Corbett needs to be recused.** The Board accepted a consent order on this case. The consent order consisted of the following: The agreed violations were: failure to discharge financial obligation 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.

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

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

1. Gracie Morris, Enid, Ladusau-Evans, Enid
2. Larry Cisneros, Broken Arrow, Rice, Catoosa
3. Carrie Witchey, Edmond, Bill Eisenhour, OKC
4. Brittany Lumley, (FD Only), Indianola, Hunn, Black & Merritt, Eufaula
5. Kevin Bragg, (FD Only), Ponca City, Trout, Ponca City
6. Caitlin Robinson, OKC, Barnes Friederich, MWC
7. Jessica Martin, Hobart, Peoples Cooperative, Lone Wolf
8. Elizabeth Gorman, Edmond, Memorial Park, OKC

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

1. Douglas Bevill, Jr, (FD Only), Cleveland, Chapman-Black, Cleveland
2. April Kile, (FD Only), Chickasha, Sevier, Chickasha
3. Maddison Smith, OKC, Oklahoma Mortuary Service, OKC

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

1. Trysta Kershner, Marietta, Matthews F&CS, Edmond
2. Emily Eastman, Broken Arrow, Floral Haven, Broken Arrow
3. Alpha Alex, OKC, Resthaven, OKC
4. Courtney Maine, Pauls Valley, Wooster, Pauls Valley
5. Rose Smith, Ada, Phillips, Ada
6. Benjamin Young, Wayne, Wilson-Little, Purcell
7. Tamela Cheadle-Lewis, Ardmore, Harvey-Douglas, Ardmore
8. Tabitha Brown, Stillwater, Strode, Stillwater

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

1. Holland Dugdale, Glenpool, McClendon-Winters, Okmulgee

E. Apprenticeship (4<sup>th</sup> Extension) - **Approved**

1. Brighton Potter, Tulsa, Gary Kelley's Add'vantage, Tulsa

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

1. Steven Carberry, Texas

G. Funeral Director and/or Embalmer (Original)-1-4 were approved, 5 was tabled

1. Glenn Kias Palmer-Roberts, Guthrie (FD only)
2. Aidan Parker, Lawton (FD Only)
3. Jessica Brewer, Holdenville

4. Reagan Crenshaw, Edmond (FD Only)
5. Alpha Alex, OKC (EM Only)

H. Establishments-1-3, and 5 were approved, 4 was tabled

1. Vondel L. Smith & Son Mortuary (N. Macarthur), OKC, request to change FDIC from Joseph Baxter to Derek Czajkoski
2. Tribute Memorial Care LLC, Norman, request to close establishment
3. Tribute Memorial Care LLC, Norman, New Establishment, Tribute Memorial Care LLC, Norman, Owner, Samuel Flores, Edmond, FDIC
4. Whinery Funeral Service and Cremation Center, Elk City, New Establishment, Affordable, Inc., Owner, Elk City, Chris Whinery, FDIC, Elk City
5. Wooster FH, Pauls Valley, request to change FDIC from Gary Wooster to Charles Wooster
6. Wooster FH, Elmore City, request to change FDIC from Gary Wooster to Charles Wooster

I. Commercial Embalming Establishments- **Approved**

1. Southern Plains Mortuary & Transport Service, Walters, request to close establishment

J. Crematories- **Approved**

1. Oklahoma Cremation Service, OKC, request to change FDIC from Joseph Baxter to Derek Czajkoski

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. 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.

B. 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.

## 11. Executive Director's Report

A. 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

## 12. Adjournment -10:54AM

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Tyler Stiles, MBA  
Executive Director

The next regular meeting of the Oklahoma Funeral Board will be held: **October 10, 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.**