

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: 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

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 August 8, 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. Social Security Administration Update from a Representative of SSA, with possible discussion
6. Review complaints with possible vote for probable cause or other action

24-16 Death Certificate Issues

24-31 Next of Kin Issues

25-02 Next of Kin Issues

25-04 Next of Kin Issues

25-05 Cremation Permit Issues/FTC Issues

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.

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.

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

A. Apprenticeship (Original)

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)

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 (2nd Extension)

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 (3rd Extension)

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

E. Apprenticeship (4th Extension)

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

F. Funeral Director and/or Embalmer (Reciprocal)

1. Steven Carberry, Texas

G. Funeral Director and/or Embalmer (Original)

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. 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

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

J. Crematories

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.

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
- B. Public Comment limited to 2 minutes per person and limited to proposed statute or rule changes

11. **Executive Director's Report**

- A. Agency Financial Update

12. **Adjournment**

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. 23rd Street Conference Room – 1st Floor Oklahoma City, OK 73105.**