

**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:** July 10, 2025 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 July 8, 2025 at 9:45AM. 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, and Matherly were present. Member Watkins was absent. A quorum was always present.
2. **Approval of the June 12, 2025 Regular Board meeting minutes** -Approved
3. **Oklahoma Funeral Director's Association Update from a Representative of OKFDA, with possible discussion**-Dustin with OKFDA informed the Board that OKFDA is hosting tours at Lifeshare in OKC each month for 1 hour of CE. There have been great turnouts previously with 15-25 people that typically attend. The Women's Conference will be July 20-21. Fall meetings will start in September.
4. **Oklahoma Insurance Department Update from a Representative of OID, with possible discussion**-Rowena with OID informed the Board that name changes need to be sent to OID within 30 days, or a fine can be assessed. RIS Services has a section on the OID website where this information can be sent.

5. **Oklahoma Department of Health Update from a Representative of OKDH, with possible discussion-** Christen with OKDH informed the Board that there have been delays in processing with the new ROVER but most of the delays have been caught up. There will be additional updates in the coming weeks. If there are any issues, please contact the Health Dept. 86% of Medical Certifiers are in the new system from the old system.
6. **Vote to affirm or disaffirm the issuance of the following licenses, registrations, certificates, dissolution or other action**
  - A. **Apprenticeship (Original)-All Approved**
    1. Alejandra Guzman, OKC, Mercer-Adams FS, Bethany
    2. Kaci Pembroke, Enid, Brown-Cummings FH, Enid
    3. Rachel Stuck, Edmond, Smith & Kernke FD, OKC
    4. Regan Sager, Broken Arrow, Hayhurst FH, Broken Arrow
    5. Donald McHugh, Edmond, Mercer Adams, Bethany
  - B. **Apprenticeship (1<sup>st</sup> Extension)- All Approved**
    1. Kanisha Pankratz, Woodward, Billings FH, Woodward
    2. Alec Richardson, Cyril, Becker-Rabon FH, Lawton
    3. Emmaline Kuhn, Edmond, Smith & Kernke FH, OKC
  - C. **Apprenticeship (2<sup>nd</sup> Extension)- All Approved**
    1. Ainsley Butterfield, Plano, TX, Hahn-Cook/Street & Draper, OKC
    2. McKailyn Boice, Duncan, Whitt FH, Duncan
    3. Kari Norberto, Cyril, Comanche Nation FH, Lawton
  - D. **Funeral Director Assistant (Original)- All Approved**
    1. Adam Crase, Sperry, Sien-Shelton FH, Skiatook
    2. Daniel Chamberlin, Bixby, Moore FH, Tulsa

E. Funeral Director and/or Embalmer (Reciprocal)-**1 was denied, 2 was approved, 3 was tabled**

1. Tucson Smith, Texas
2. Kenneth Douglas, Louisiana
3. Stuart Thompson, Texas

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

1. Sarah Brown, Bartlesville

G. Establishments- **All Approved**

1. Brown Funeral Home & Cremations, Broken Arrow, request to change name to Brown's Funeral & Cremation Service
2. Brown Funeral Home & Cremations, Coweta, request to change name to Brown's Funeral & Cremation Service
3. McElyea & Owens Funeral Group, Shawnee, request to change FDIC from Michael McElyea to Robert Owens
4. Roberts and Son FH, Blackwell, request to temporarily change FDIC from James Roberts III to Michael McElyea

H. Crematories- **Approved**

1. McElyea & Owens Cremation Services, Shawnee, request to change FDIC from Michael McElyea to Robert Owens

**7. 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**

**8. Executive Director's Report**

A. Agency Financial Update **Mr. Stiles reported gross receipts for June 2025 to be \$14,305.00 with \$580.50 going to the State of Oklahoma general fund. The expenses for the same timeframe totaled \$37,612.12 and net income after expenses totaled -\$23,887.62**

9. Election of Board President for FY26-Member Matherly was reelected as President

10. Election of Board Vice-President for FY26 -Member Coble was reelected as Vice-President

11. Adjournment -10:13AM

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Tyler Stiles, MBA  
Executive Director

The next regular meeting of the Oklahoma Funeral Board will be held:  
**August 14, 2025. 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.**