

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: January 8, 2026 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 January 5, 2026 at 10:30AM. 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
2. Approval of the December 11, 2025 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. Oklahoma Department of Health Update from a Representative of OKDH, with possible discussion
6. Vote to affirm or disaffirm the issuance of the following licenses, registrations, certificates, dissolution or other action
  - A. Apprenticeship (Original)
    1. Alexis Tanyan, Edmond, OK Cremation & FH, OKC
    2. Avery Warren, Yukon, Ingram, Smith & Turner Mortuary, Yukon
    3. Sydney Gallaro, Choctaw, Asa Smith FS, Harrah

4. Christina Sams, OKC, OK Cremation & FH, OKC
5. Kynlee Roberts, Heavener, Dowden-Roberts FH, Heavener
6. Parker Brewer, Piedmont, Hahn-Cook/Street & Draper, OKC
7. Victoria Gaines, Bethany, Pollard FH, OKC

B. Apprenticeship (1<sup>st</sup> Extension)

1. Giovanna Visali, Edmond, Bill Eisenhour FH, OKC

C. Apprenticeship (4<sup>th</sup> Extension)

1. Gabriela Creed, Woodward, Billings FH, Woodward

D. Funeral Director Assistant (Original)

1. Jenna Beckwith, Sawyer, Miller & Miller FH, Hugo
2. Christopher Humby, Bartlesville, Arnold Moore and Neekamp, Bartlesville

E. Funeral Director and/or Embalmer (Reciprocal)

1. Teresa Givan, Texas

F. Funeral Director and/or Embalmer (Original)

1. Madelynn Holuby, Henryetta (FD Only)
2. Holland Dugdale, Okmulgee (FD Only)
3. Robert Dingler, Durant (FD Only)
4. Amy Borazjani, Yukon (EM Only)
5. Amber Shelley, OKC (EM Only)
6. Kevin Bragg, Ponca City (FD Only)
7. Samuel Hild, OKC

G. Establishments

1. Hudson-Phillips FH, Holdenville, request to change FDIC from Dennis Phillips to Bradly Norman

2. Smith-Phillips FH, Ada, request to change FDIC from Dakota Jones to Dennis Phillips
3. Havenbrook FH, Norman, request to change FDIC from Deana Kelly to Krista Bekker
4. Keith D. Biglow Funeral Director, Inc. Boley Chapel, request to close establishment
5. Resthaven FH, Shawnee, request to change FDIC from Roger Allen to Scotti Nease
6. Dugger FH, Garber, request to close establishment
7. Dugger FH, Billings, request to close establishment
8. Holmes-Coffey-Murray FH, Durant, request to change FDIC from Merle Soltis to Brent Shain
9. Evans and Miller FH, Poteau, request to change FDIC from Justin Tucker to Calie Warren
10. Evans and Miller FH, Poloca, request to change FDIC from Justin Tucker to Jimmy Cook

#### H. Crematories

1. Ada Burial & Cremation, Ada, request to change FDIC from Dakota Jones to Dennis Phillips

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.

#### 8. Executive Director's Report

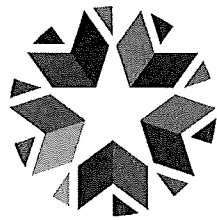
##### A. Agency Financial Update

#### 9. Adjournment

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Tyler Stiles, MBA Executive Director

The next regular meeting of the Oklahoma Funeral Board will be held: **February 12, 2026. 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.**



# OKLAHOMA Funeral Board

## MINUTES OF A REGULAR MEETING

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

December 11, 2025

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### BOARD MEMBERS

Darin Corbett  
John Davenport  
Glenn Dunn  
Brent Matherly  
Jeremy Sparks  
Bart Watkins

### STAFF

Rochelle Covington  
Tyler Stiles  
Kylie Cooper, AAG

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### MEETING PLACE: MEETING PLACE:

If attending in person at the physical location: 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.

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 December 9, 2025 at 8:30AM. A copy of this agenda is available on the Funeral Board website at [www.ok.gov/funeral](http://www.ok.gov/funeral)

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

Motion by Watkins second by Sparks to approve the November 13, 2025 Regular Board meeting minutes. The motion passed unanimously.

Dustin Pierce with OKFDA reported that since November 1, several people have taken the state exam and some have already passed. Many of those are from people that went to school from 2020 to 2023. Lifeshare will have a tour of their facility Dec 17 at 10am for CE. Osiris will provide CE training Dec 18.

Rowena Ihrman with OID reported that they have a new person to help with permits, Pamela Hall. Permits are due Dec 31. For any questions, contact them at [ris@oid.ok.gov](mailto:ris@oid.ok.gov)

Ameyka Pittman with OKDH reported that they provide a weekly communication and if you do not receive that, email [askrover@health.ok.gov](mailto:askrover@health.ok.gov). Death Certificates are still available for pick up at their OKC, Tulsa, and McAlester offices from 8:30-11:30AM by employees from funeral homes. Those employees need a letter of authorization from the funeral home.

Motion by Matherly second by Sparks to dismiss complaint 26-05 regarding Next of Kin Issues. The motion passed unanimously.

Motion by Corbett second by Watkins to dismiss complaint 26-09 regarding Next of Kin Issues. The motion passed unanimously.

Motion by Corbett second by Sparks to dismiss complaint 26-10 regarding Overcharging. The motion passed unanimously.

Motion by Sparks second by Dunn to dismiss complaint 26-11 regarding Personal Item Issues. The motion passed unanimously.

Motion by Sparks second by Davenport to dismiss complaint 26-12 regarding Embalming Issues. The motion passed unanimously.

Motion by Davenport second by Watkins to dismiss complaint 26-13 regarding Next of Kin Issues. The motion passed unanimously.

Motion by Davenport second by Watkins to dismiss complaint 26-14 regarding Next of Kin Issues. The motion passed unanimously.

Motion by Matherly second by Sparks to dismiss complaint 26-18 regarding Next of Kin Issues. The motion passed unanimously.

Motion by Matherly second by Davenport to deny the following: Apprenticeship (Original) Parker Brewer, Piedmont. The motion passed unanimously.

Motion by Matherly second by Davenport to approve the following: Apprenticeship (Original) Madisin Brown, Jay, Luginbuel FH, Vinita; Kira Smiley, OKC, Ingram, Smith & Turner Mortuary, Yukon; Finley Ilschner, Edmond, Crawford FS, Edmond; Isabel Tavarez, OKC, Barnes-Friederich & Pope FH, MWC; Jeri Birdtail, OKC, Barnes-Friederich & Pope FH, MWC; Kayla Dilworth, Yukon, OMS, OKC; Alexis Lund, OKC, Barnes-Friederich & Pope FH, MWC; Lynnette Bryant, Guthrie, Smith & Kernke FD, OKC; Trey Eschiti, Hobart, Ray & Martha's FH, Hobart. The motion passed unanimously.

Motion by Matherly second by Davenport to approve the following: Apprenticeship (1st Extension). Samuel Rabuck, Lawton, Becker-Rabon FH, Lawton (FD Only); Elizabeth Gorman, Edmond, Memorial Park FH, OKC; Chance Fox, OKC, OK Cremation & FH, OKC; Shelby Dorsey, Tulsa, Rice FS&CC, Claremore. The motion passed unanimously.

Motion by Matherly second by Sparks to table the following: Funeral Director Assistant (Original), Jenna Beckwith, Sawyer. The motion passed unanimously.

Motion by Matherly second by Davenport to approve the following: Funeral Director Assistant (Original), LaTonya McGee, OKC, OK Cremation & FH, OKC; Christopher Petroff, Elgin, Becker-Rabon FH, Lawton; Mya Jones, Pocola, Holt F&C, Poteau. The motion passed unanimously.

Motion by Matherly second by Davenport to table the following: Funeral Director and/or Embalmer (Reciprocal), Teresa Givan, Texas. The motion passed unanimously.

Motion by Matherly second by Davenport to table the following: Funeral Director and/or Embalmer (Original), Madelynn Holuby, Henryetta (FD Only); Holland Dugdale, Okmulgee (FD Only). The motion passed unanimously.

Motion by Matherly second by Davenport to approve the following: Funeral Director and/or Embalmer (Original), Laci Duffy, Enid. The motion passed unanimously.

Motion by Matherly second by Sparks to table the following: Funeral Director and/or Embalmer (Original), Robert Dingler, Durant (FD Only). The motion passed unanimously.

Motion by Matherly second by Sparks to approve the following: Funeral Director and/or Embalmer (Original), Courtney Maine, Pauls Valley (EM Only). The motion passed unanimously.

Motion by Matherly second by Sparks to approve the following: Establishments, Brown-Dugger FH, Perry, request to change FDIC from Rebecca Raines to Christina Noelle; Dugger FH, Garber, request to change FDIC from Rebecca Raines to Christina Noelle; Dugger FH, Billings, request to change FDIC from Rebecca Raines to Christina Noelle; DeArman's Funeral Home, Sulphur, request to close establishment (2056ES); Smith-Parks FS, Harrah, request to close establishment; Asa Smith Funeral Service, Harrah, New Establishment, PLC-OK Assets, LLC, Delaware, Owner, Robert Ferris, FDIC; Kincannon FH & CS, Altus, request to close establishment; Kincannon Funeral Home & Cremation Service, New Establishment, PLC-OK Assets, LLC, Delaware, Owner, Perry Simpson, FDIC; Parks Brothers FS, Chandler, request to close establishment; Parks Brothers Funeral Service Chandler, Chandler, New Establishment, PLC-OK Assets, LLC, Delaware, Owner, Patricia Gonzalez-Carter, FDIC; Parks Brothers FS, Meeker, request to close establishment; Parks Brothers Funeral Service Meeker, Meeker, New Establishment, PLC-OK Assets, LLC, Delaware, Owner, Jerel Johnson, FDIC; Parks Brothers FS, Prague, request to close establishment; Parks Brothers Funeral Service Prague, Prague, New Establishment, PLC-OK Assets, LLC, Delaware, Owner, Jerel Johnson, FDIC; Parks Brothers FS, Stroud, request to close establishment; Parks Brothers Funeral Service Stroud, Stroud, New Establishment, PLC-OK Assets, LLC, Delaware, Owner, Erin Bradley, FDIC; Southhaven FS, Purcell, request to close establishment; Southhaven Funeral Services, Purcell, New Establishment, PLC-OK Assets, LLC, Delaware, Owner, Kevin Montgomery, FDIC; Tribute Memorial Care, Norman, request to close establishment; Tribute Memorial Care, Norman, New Establishment, PLC-OK Assets, LLC, Delaware, Owner, John Davenport, FDIC; Tribute Memorial Care Southwest, Tuttle, request to close establishment; Tribute Memorial Care Southwest, Tuttle, New Establishment, PLC-OK Assets, LLC, Delaware, Owner, John Davenport, FDIC; Wooster FH & CS, Pauls Valley, request to change FDIC from Charles Wooster to Courtney Maine; Wooster FH & CS, Elmore City, request to change FDIC from Charles Wooster to Courtney Maine; Buchanan FS, OKC, request to close establishment; Crawford Buchanan Funeral & Cremation Service, OKC, New Establishment, Crawford Family Funeral OKC LLC, Owner, Marcus Crawford, FDIC; Wilson FH, El Reno, request to change FDIC from Kennedy Winter to Marcus Crawford. The motion passed unanimously.

Motion by Matherly second by Sparks to approve the following: Crematories, Parks Brothers Cremation Center of Oklahoma, Prague, request to close crematory; Parks Brothers Cremation Center of Oklahoma, Prague, New Crematory, PLC-OK Assets, LLC, Delaware, Owner, Jerel Johnson, FDIC; Southhaven Crematory, Purcell, request to close crematory; Southhaven Crematory, Purcell, New Crematory, PLC-OK Assets, LLC, Delaware, Owner, Kevin Montgomery, FDIC. The motion passed unanimously.

There was no new business

Agency Financial update- Mr. Stiles reported gross receipts for November 2025 to be \$74,603.50 with \$7,160.35 going to the State of Oklahoma general fund. The expenses for the same timeframe totaled \$31,513.47 and net income after expenses totaled \$35,929.68

Motion by Matherly second by Sparks to adjourn the meeting at 10:21AM. The motion passed unanimously.

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Brent Matherly  
Oklahoma Funeral Board President