

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: March 13, 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 March 11, 2025 at 10:00AM. 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**-Members Coble, Davenport, Dunn, Matherly, and Roberts were present. Members Corbett and Watkins were not present.
2. **Approval of the February 13, 2025 Regular Board meeting minutes** -
Approved
3. **Oklahoma Funeral Director's Association Update from a Representative of OKFDA, with possible discussion**-Christina with OKFDA reported that they are working with legislators and will update their membership along the way. OKFDA would like to have a day at the Capitol and wants their members to come if possible. The convention will be in April, look at the OKFDA website for details.
4. **Oklahoma Insurance Department Update from a Representative of OID, with possible discussion**- Rowena with OID reported that roughly 99% of permits were renewed before the December 31 deadline. It is important to update OID of any contact information that has changed within 30 days. Gloria Light with OID reported that annual reports are due March 15 but it

is usually best to try to start on the reports early in the year to get them submitted in time.

5. **Oklahoma Department of Health Update from a Representative of OKDH, with possible discussion**-Dawn Plumb with OKDH reported that they will soon be going to a new version of ROVER. The current version was brought forth in 2008 and they have had great feedback for the new system. It should be more user friendly and go live is April 23rd. Christen Johnston with OKDH reported that licensees will have to attend training in order to get their credentials. If you did not get the emails from OKDH, please contact them. The upcoming trainings are April 9, April 15, April 16 for 2 hours each and will request these be approved for CE at the April OFB meeting. Their handout follows these notes.

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

24-28 Overcharging-Dismissed with Letter of Concern

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 24-46, Hopkins Funeral Service LLC, Collinsville, Hopkins-Reynolds Funeral Service, Collinsville, Owner, Harold Winton, Jenks, FDIC. Member Davenport needs to recuse. A scheduling order was entered between the parties. Either a

Consent Order will be agreed to on April 1, 2025, or a hearing will be held in April.

7B. Complaint 24-49, Hopkins Funeral Service LLC, Collinsville, Hopkins-Reynolds Funeral Service, Collinsville, Owner, Harold Winton, Jenks, FDIC. Member Davenport needs to recuse. A scheduling order was entered between the parties. Either a Consent Order will be agreed to on April 1, 2025, or a hearing will be held in April.

7C. Complaint 25-10, Hopkins Funeral Service LLC, Collinsville, Hopkins-Reynolds Funeral Service, Collinsville, Owner, Harold Winton, Jenks, FDIC. Member Davenport needs to recuse. A scheduling order was entered between the parties. Either a Consent Order will be agreed to on April 1, 2025, or a hearing will be held in April.

7D. Complaint 25-11, Hopkins Funeral Service LLC, Collinsville, Hopkins-Reynolds Funeral Service, Collinsville, Owner, Harold Winton, Jenks, FDIC. Member Davenport needs to recuse. A scheduling order was entered between the parties. Either a Consent Order will be agreed to on April 1, 2025, or a hearing will be held in April.

7E. Complaint 25-15, Hopkins Funeral Service LLC, Collinsville, Hopkins-Reynolds Funeral Service, Collinsville, Owner, Harold Winton, Jenks, FDIC. Mike Hopkins, Apprentice. Member Davenport needs to recuse. A scheduling order was entered between the parties. Either a Consent Order will be agreed to on April 1, 2025, or a hearing will be held in April.

7F. Complaint 25-19, Hopkins Funeral Service LLC, Collinsville, Hopkins-Reynolds Funeral Service, Collinsville, Owner, Harold Winton, Jenks, FDIC. Member Davenport needs to recuse. A scheduling

order was entered between the parties. Either a Consent Order will be agreed to on April 1, 2025, or a hearing will be held in April.

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

A. Apprenticeship (Original)-All Approved

1. Morgan White, Keithville, LA, Wilson-Little FH, Purcell
2. Jessica Watkins, Mill Creek, DeArman-Clark FH, Tishomingo
3. Dylan Sanders, Sallisaw, Green Country FH, Tahlequah
4. Madelyn McElyea, OKC, McElyea & Owens, Shawnee
5. Abigayle Beyer, Edmond, OMS, OKC
6. Patrick Hamilton, Tulsa, Tulsa Caskets & Cremation, Tulsa
7. Emma Green, Yukon, Bill Eisenhour, OKC
8. Amy Borazjani, Weatherford, OMS-OKC, OKC (EM Only)
9. Jacob Lee, Clinton, Lee Hometown FH, Clinton

B. Apprenticeship (1st Extension)- All Approved

1. Grace Holesapple, Jones, Crawford Family FS, Edmond
2. Faith Alvarez, Hebron, Ind, Barnes & Friederich, MWC
3. Alesia Mann, Moore, Tribute Memorial Care, Norman

C. Apprenticeship (2nd Extension)- All Approved

1. Becky Shupe, Ponca City, Trout, Ponca City (EM Only)
2. Quade Varner, OKC, Alternatives, OKC

D. Funeral Director and/or Embalmer (Reciprocal)-All Tabled

1. Tucson Smith, Texas
2. Joshua Risman, Arkansas (EM Only)

E. Funeral Director and/or Embalmer (Original)-1, 2, and 4 were approved. 3 and 5 were tabled

1. Brennon Goforth, Stillwater
2. Grayson Axsom, Atoka
3. Shayla King, Henryetta (FD Only)
4. Megan Parker, Owasso
5. Ty Astle, OKC (EM Only)

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. Executive Director's Report

A. Agency Financial Update- Mr. Stiles reported gross receipts for February 2025 to be \$10,375.00 with \$787.50 going to the State of Oklahoma general fund. The expenses for the same timeframe totaled \$46,095.00 and net income after expenses totaled -\$36,507.50

B. 2025 Legislative Session Bills- All other bills that were reported last month that are not reported this month are dormant this year.

HB1029, by Rep. Kendrix, Extends the sunset of the Funeral Board by 1 year. Passed the House and is now waiting to be heard in the Senate.

HB1365, by Rep. Culver, Adjusts qualifying examinations to add the State exams. Passed the House and is now waiting to be heard in the Senate.

HB1688, by Rep. Roe, Allows for minor changes to Death Certificates within 1 year. Passed committee and waiting to be heard on the House floor.

HB2286, by Mr. Speaker, creates the Funeral Director Assistant license. Passed committee and waiting to be heard on the House floor.

HB2922, by Rep. Pittman, modifies the vendor payment rules. This was not a OFB request even though it was previously discussed. Passed committee and waiting to be heard on the House floor.

SB559, by Sen. Bergstrom, casket bill that allows anyone to sell a casket. Passed from committee and waiting to be heard on Senate floor. Mr. Stiles also reported that he met with Sen. Bergstrom and was told that Senator would prevent all other funeral service bills from being heard unless the casket bill is passed.

11. Discussion and possible action regarding creation and utilization of QR code for license verification-Mr. Stiles reported that Mr. Corbett thought of creating a QR code for licensed funeral homes to put on their website that links to the Funeral Board website to verify license information. Staff has already been given the approval to create this QR code. Mr. Corbett was not present to elaborate but this will be placed on the April agenda.

12. Adjournment -10:23AM

Tyler Stiles, MBA
Executive Director

The next regular meeting of the Oklahoma Funeral Board will be held: **April 10, 2025. Office of Chief Medical Examiner –OKC 921 N.E. 23rd Street Conference Room – 1st Floor Oklahoma City, OK 73105.**

ROVER

Registering Oklahoma
Vital Event Records



ROVER NextGen Launches APRIL 23, 2025!



The Oklahoma Vital Records office will be hosting Virtual Learning Sessions to prepare users for the launch of the ROVER NextGen system. All users must be trained and enrolled in the new system. Attendance at one of these sessions will count as your training for enrollment.

Please note the updated training schedule. To register, click the link for the date & time of the session of your choice.

MEDICAL CERTIFIERS

Tue, 3/18
1:00–3:00pm

Thurs, 3/19
9:00–11:00am

Tue, 3/25
1:00–3:00pm

FUNERAL HOMES

Wed, 4/9
9:00–11:00am

Tue, 4/15
1:00–3:00pm

Wed, 4/16
1:00–3:00pm

DEADLINE TO FILE UNREGISTERED RECORDS: April 22nd

When the new system goes live, records started but not registered will not be moved over to the new system. All records not registered by April 22nd must be re-entered into the new system.

Visit [ROVER Next Gen Training and Enrollment Site](#) to access resources & training information.
Have questions or need assistance? Contact AskRover@health.ok.gov or 405.426.8686.