

**DRAFT**

**STATE BOARD OF FUNERAL AND CEMETERY SERVICE BOARD MEETING**

**December 4, 2025, at 11:00 a.m.**

**Indiana Government Center South, Room W064  
402 West Washington Street, Indianapolis, Indiana**

**CALL TO ORDER**

The meeting was called to order at 11:00 a.m. by Thomas Sproles, pursuant to public notice posted at the principal office of the board at least seventy-two (72) hours before the time of the meeting.

**BOARD MEMBERS PRESENT:**

Thomas Sproles, Chairman  
Frank Downing

**BOARD MEMBER PRESENT  
ELECTRONICALLY:**

Christopher Cooke, Vice Chairman

**BOARD MEMBERS ABSENT:**

Kathleen Matuszak

**STATE OFFICIALS PRESENT:**

Tracy Hicks, Board Director  
Ruth Hashu Roorda, Assistant Board Director  
Clarence Leatherbury, Deputy Attorney General  
Zaneta Nunnally, Compliance Director  
Courtney Calvert, Compliance Officer

**ADOPTION OF THE AGENDA**

A motion was made and seconded to adopt the amended agenda.

Cooke/Downing

3/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, and Christopher Cooke  
Motion carried.

**ADOPTION OF THE MINUTES FROM THE OCTOBER 2, 2025, MEETING OF THE BOARD**

A motion was made and seconded to approve the October 2, 2025 minutes.

Downing/Cooke

3/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, and Christopher Cooke  
Motion carried.

**OFFICE OF THE ATTORNEY GENERAL REPORT**

Written and verbal report provided. They have two older files they expect to have ready to file for the next board meeting. They have 68 open investigative files. Some of those files may be duplicates against the same licensee.

Frank Downing indicated he was surprised Crown Cremations has not come before the board. Ian Matthews is hoping to have it filed with the board before the end of the year.

**IPLA COMPLIANCE DIVISION REPORT**

Courtney Calvert provided written and verbal compliance report. Since the last board meeting, the inspection team has completed 43 inspections. 34 were funeral homes and 9 were funeral branches. Of the funeral homes, 15 passed inspection, 17 were recorded as out of business, and 2 were issued corrective action plans. Of the funeral branches, 7 passed inspection and 2 were recorded as out of business. In the time after the report was produced, two more inspections

have occurred. Those funeral homes that did not have a compliant embalming room were asked to either file a new application for a funeral branch license or bring the embalming room into compliance. Violations included certificate of authority not posted and general price list issues. They had one funeral home that would not make their files available to the inspector. They had no hard copies at the funeral home. As of December, all inspectors have attended the IFDA Crash review course. They plan to attend annually.

The board greatly appreciates the efforts and progress of the Compliance Division.

## **PERSONAL APPEARANCE AND CONSIDERATION OF APPLICATION FOR FUNERAL DIRECTOR LICENSE**

1. Michael L Jones

A motion was made and seconded to approve the application for funeral director license.

Downing/Cooke

3/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, and Christopher Cooke

Motion carried.

## **ADMINISTRATIVE HEARING; APPEAL OF NONCOMPLIANCE**

1. John Paul Boesch, FD22200034  
Cause No.:202510-FCB-0010

A motion was made and seconded to affirm the Notice of Noncompliance.

Downing/Cooke

3/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, and Christopher Cooke

2. Deborah Ann Clabaugh, FD20400087  
Cause no.: 202510-FCB-0014

A motion was made and seconded to waive the in-person requirement and accept the hours she submitted for her audit, and to waive the fine.

Cooke/Downing

3/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, and Christopher Cooke

3. Ronald D Cooper, FD21100051  
Cause No.: 202510-FCB-0011

A motion was made and seconded to waive the fine because of the financial hardship and the fact that he answered No to the renewal questions and No to the CE question. He provided proof of completion of the hours at the hearing.

Cooke/Downing

3/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, and Christopher Cooke

4. Kenneth A. Goins, FD01018688  
Cause No.: 202510-FCB-0013

A motion was made and seconded to waive the fine and require he make up the 2 CE law hours.

Cooke/Downing

3/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, and Christopher Cooke

5. W. Craig Jackson, FD08601551  
Cause No.: 202510-FCB-0009

A motion was made and seconded to affirming the Notice of Noncompliance

Downing/Cooke  
3/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, and Christopher Cooke

6. Johnathan Orr, FD20700010  
Cause No.: 202511-FCB-0016

A motion was made and seconded to affirm the Notice of Noncompliance.

Downing/Cooke  
3/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, and Christopher Cooke

A second motion was made and seconded to affirm the Notice of Noncompliance, however the fine is reduced to \$1000 based on financial hardship.

Downing/Cooke  
3/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, and Christopher Cooke

7. Jessica Scott, FD21800026  
Cause No.: 202510-FCB-0015

A motion was made and seconded to affirm the Notice of Noncompliance, however the fine is reduced to \$1000.

Downing/no second.  
3/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, and Christopher Cooke

A motion was made and seconded to affirm the Notice of Noncompliance, however the fine is reduced to \$600.

Cooke/Downing  
3/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, and Christopher Cooke

8. Henry Dorrall Felton, FD20900042  
Cause No.: 202511-FCB-0022

Mr. Felton appeared electronically.

A motion was made and seconded to affirm the Notice of Noncompliance, however the fine is reduced to \$1000.

Downing/Cooke  
3/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, and Christopher Cooke

9. David Garcia Jr, FD21900049  
Cause No.: 202511-FCB-0013

A motion was made and seconded to affirm the Notice of Noncompliance, however the fine is reduced to \$1000.

Downing/Cooke

3/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, and Christopher Cooke

10. Kevin Zurchin, FD08700133

Cause No.: 202511-FCB-0019

A motion was made and seconded to issue a Notice of Proposed Default.

Downing/Cooke

3/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, and Christopher Cooke

A motion was made and seconded to retract the Notice of Proposed Default, affirm the Notice of Noncompliance, and waive the fine due to medical hardship. Four hours of Indiana law is required, live or distance learning.

Downing/Cooke

3/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, and Christopher Cooke

#### **ADMINISTRATIVE DEFAULT HEARING**

1. Marion Cemetery Corp. dba Estates of Serenity, CM41800006

Cause No.:2023SBFCS0020

A motion was made and seconded to find Respondent in Default.

Downing/Cooke

3/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, and Christopher Cooke

A motion was made and seconded to revoke the license.

Cooke/Downing

3/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, and Christopher Cooke

#### **ADMINISTRATIVE SUMMARY SUSPENSION EXTENSION HEARING**

1. Adrienne McCoy, FD21800002

Cause No.: 202509-FCB-0008

A motion was made and seconded to extend the summary suspension.

Downing/Cooke

3/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, and Christopher Cooke

#### **ANNUAL REVIEW OF THE PRENEED CONSUMER PROTECTION FUND PURSUANT TO IC 30-2-13-29**

A motion was made and seconded that payment will not be due 3/1/26.

Cooke/Downing

3/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, and Christopher Cooke

**ANNUAL REVIEW OF THE CONSUMER PROTECTION FUND FOR CEMETERY MAINTENANCE  
PURSUANT TO IC 23-14-48.5-6**

A motion was made and seconded that payment will not be due 3/1/26.

Cooke/Downing

3/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, and Christopher Cooke

**REVIEW AND APPROVAL OF THE ATTACHED PROPOSED LATE LICENSE RENEWAL FEE RULE**

A motion was made and seconded to approve the proposed rule language.

Cooke/Downing

3/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, and Christopher Cooke

**VERIFIED COMPLAINT REQUESTING RESTITUTION FROM THE PRENEED CONSUMER PROTECTION FUND**

1. Judith Willis for Neris Willis

Re: Cole Funeral & Cremation Care, FH11000035 (Faulkner & Cole Home for Funerals)  
Expired/closed 12/31/18

A motion was made and seconded to approve \$3871.00 with no interest, based on the at-need contract information.

Downing/Cooke

3/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, and Christopher Cooke

2. Palmer Funeral Home for Dale Ownes

Re: Clark O'Neal Funeral Home, FH10400018 (closed)

A motion was made and seconded to approve \$5742.20 plus interest not to exceed the amount of the at-need contract.

Cooke/Downing

3/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, and Christopher Cooke

3. Palmer Funeral Home for Robert Baskin

Re: Clark O'Neal Funeral Home, FH10400018 (closed)

A motion was made and seconded to approve \$3064.86 plus interest not to exceed the amount of the at-need contract.

Downing/Cooke

3/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, and Christopher Cooke

4. Bozell Funeral Homes-Brown Butz Diedring Chapel for Beverly Hildreth

Re: Wilson Shook Thornburg Memorial Chapel, FH10600017 (closed)

A motion was made and seconded to approve \$14406.45 plus interest not to exceed the amount of the at-need contract.

Downing/Cooke

3/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, and Christopher Cooke

5. Marilyn Zehner for C. Marilyn Martin Bannister  
Re: Singleton & Herr Mortuary, FH88800021 (closed)

A motion was made and seconded to deny the request. There was no payment made in 1994 for a preneed contract.

Downing/Cooke

3/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, and Christopher Cooke

6. Walker Funeral Home for Mary Clements  
Wilson-Shook Funeral Home, FH10600016 (closed)

A motion was made and seconded to approve \$11,500.00 plus interest not to exceed the amount of the at-need contract.

Downing/Cooke

3/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, and Christopher Cooke

Chairman Sproles asked inspector Calvert to look at the Walker Funeral Home at need contract and note that there is no description of the casket or outer burial container

#### **REVIEW OF CONTINUING EDUCATION AUDIT FILES**

Consideration was tabled to the February 5, 2025 meeting.

#### **REQUEST FOR FUNDS FOR EMERGENCY CEMETERY MAINTENANCE IN THE MATTER OF CRESTHAVEN CEMETERY, CM42300004**

A motion was made and seconded to approve the use of perpetual care funds now that should have been used for the calendar year that it was not used.

Cooke/Downing

3/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, and Christopher Cooke

A motion was made and seconded to deny the request for emergency cemetery maintenance funds because the cemetery is solvent.

Cooke/Downing

3/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, and Christopher Cooke

#### **CONSIDERATION OF PAYMENT OF INTERNATIONAL CONFERENCE OF FUNERAL SERVICE EXAMINING BOARDS 2026 MEMBERSHIP DUES FROM THE FUNERAL EDUCATION FUND; \$250.00**

A motion was made and seconded to approve payment to obtain examination scores from them in 2026.

Downing/Cooke

3/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, and Christopher Cooke

#### **REVIEW AND REASSIGNMENT OF WILSON SHOOK FUNERAL HOMES' PRENEED FILES**

A motion was made and seconded to reassign preneed files equally to funeral homes in Jay, Delaware, and Randolph.

Downing/Cooke

3/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, and Christopher Cooke

## **REVIEW OF CONTINUING EDUCATION SPONSORS AND COURSES**

A motion was made and seconded to take the following action on continuing education submissions.

Downing/Cooke

3/0/0

Voting in Favor by Roll Call: Thomas Sproles, Frank Downing, and Christopher Cooke

Clarence Leatherbury will research options for the board to address continuing education sponsors that are misleading Indiana funeral directors by advertising and providing certificates of completion indicating their course falls under Indiana law pursuant to 832 IAC 4-1-1(d) when in fact it does not.

### **Wilbert Funeral Services Inc. CE21500018**

- A. Back to Basics 101, 1/22/2026, 2 CEU, non-law - **APPROVED**
- B. Compassion without collapse – how to avoid burnout, 2/5/2026, 1 CEU, non-law - **APPROVED**
- C. The Answer is in the Numbers, 2/19/2026, 1 CEU, non-law - **APPROVED**
- D. Unclaimed Cremated Remains, 3/5/2026, 1 CEU, non-law - **APPROVED**
- E. The Cremation of Sam McGee; A Profile of Modern Cremation Consumer, 3/19/2026, 1 CEU, non-law - **APPROVED**

### **KVAOD Independent Jewish Funeral Chapels CE22400030**

- A. Countering Active Threat Training, 11/10/2025, 1 CEU, non-law – **DENIED FOR LACK OF OUTLINE.**

### **Selected Independent Funeral Homes CE10800819**

- A. Empowering Teams Through Feedback and Future Planning, 1/26/2026, 3 CEU, non-law - **APPROVED**
- B. Culture Counts: Building Trust Inside and Out, 1/27/2026, 3 CEU, non-law - **APPROVED**
- C. “Next” Practices Exchange, 1/29/2026, 2 CEU, non-law - **APPROVED**

### **Graystone Associates, Inc. CE21100027**

- A. 2026 Graystone Summit Conference, 2/09-12/2026, 15 CEU, Law #2 – **DENIED FOR LACK OF INFORMATION TO SUPPORT 15 HOURS.**

### **The Independent Funeral Group CE22500007**

- A. Generational Gaps, AI and Preneed, 3/4/2026, 1 CEU, - **APPROVED AS NON-LAW ONLY**
- B. Understanding the Preneed Insurance and Cremation Consumer, 5/13/2026, 1 CEU, - **APPROVED AS NON-LAW ONLY**
- C. Funding Prearranged Funerals, 11/11/2026, 1 CEU, - **APPROVED AS NON-LAW ONLY**

## **ELECTION OF OFFICERS FOR 2026-2027**

Elections were tabled to the February 5, 2026 meeting so the full board may conduct elections.

## **ADJOURNMENT**

The meeting adjourned at 3:15 p.m.