

WV Board of Funeral Service Examiners  
Board Meeting  
179 Summers Street, Suite 319  
Charleston, WV 25301

February 6, 2024  
11:00 a.m.

Members, Staff & Attorney Present: Eugene Fahey, President, Robert Fields, Secretary, Rich Bishoff, Bryan Nichols Ron Waybright, Paul Mateer, Linda Lyter, Executive Director, Grady Bowyer and Adriana Marshall, Attorney

Members Absent: Fred Kitchen

Guests Present: Melissa Cyfers and John Greco

Call meeting to order at 10:57 a.m. by president of the board - Quorum established. Introduction of guests attending.

A motion is made by Robert Fields to approve the January 9, 2024 amended meeting minutes to remove second inspector reference. Seconded by Bryan Nichols. Motion approved.

Complaints review: Motion is made by Ron Waybright to go into executive session. Seconded by Robert Fields. Motion approved. Gene Fahey recuses himself and leaves the room.

Guests leave the room.

Discussion of complaints:

# 2023-08 Recommend to close. Gene returns to the room upon end of discussion.

# 2024-01 Remains open.

# 2024-02 Recommend to close.

# 2024-02 Recommend to close.

# 2024-03 Recommend to close.

# 2024-04 Recommend to close.

# 2024-05 Recommend to close. Rich recuses himself and leaves the room. Returns upon end of discussion.

# 2024-06 Recommend to close.

# 2024-07 Remains open.

A motion is made by Robert Fields to come out of executive session. Seconded by Ron Waybright. Motion approved. Guests return to conference room.

A motion is made by Ron Waybright to close complaint # 2023-08. Seconded by Robert Fields. Motion approved.

Complaint # 2024-01 Remains open.

A motion is made by Ron Waybright to close complaint # 2024-02 regarding signed consent agreement. Seconded by Robert Fields. Motion approved.

A motion is made by Ron Waybright to close complaint # 2024-03 regarding signed consent agreement Has 6 months to complete continuing education. Seconded by Bryan Nichols. Motion approved.

A motion is made by Bryan Nichols to close complaint # 2024-04 regarding signed consent agreement. Seconded by Paul Mateer. Motion approved.

A motion is made by Ron Waybright to close complaint # 2024-05 regarding funeral services were provided in good faith. Seconded by Robert Fields. Motion approved. Rich Bishoff recuses himself from the vote.

A motion is made by Ron Waybright to close anonymous complaint # 2024-06 regarding no probable cause or violation of law. Seconded by Bryan Nichols. Motion approved.

Complaint # 2024-07 Remains open.

Lyter presented finance report to the board through January 2024. Motion is made by Rich Bishoff to approve the finance report. Seconded by Bryan Nichols. Motion approved.

Lyter & Bowyer presented P-card report through January 2024. Motion made by Ron Waybright to approve the P-card report, Seconded by Rich Bishoff. Motion approved.

Lyter executive director report: Legislative update on current session, SB 595 relating to military service/educational requirements, etc. Discussion of purchasing audit report and increase in office rent/lease agreement.

Bowyer office manager report: Update on progress of website and mission statement for website.

Discussion and approval of emergency rules. Motion is made by Rich Bishoff to approve the emergency rules. Seconded by Paul Mateer. Motion approved.

Items of interest/Board member concerns: Discussed the clarification of continuing education requirements to update from ¼ of the total number of 7 hours which is currently at 1.75 to an even

number of 2 hours. A motion is made by Ron Waybright to include this update in the emergency rules that will be filed this year. Seconded by Rich Bishoff. Motion approved. Also, discussed as a reminder that any additional OSHA hours can be attributed to the General hourly requirement, but any additional General hours cannot be attributed to the OSHA hourly requirement.

Congratulations to Melissa on her new position with the Funeral Directors Association. Introduction of John Greco as the new president of the Association and reminder of lunch invitation following the board meeting to meet and interact with the Association board members.

Information for the upcoming Funeral Directors Association mid-summer meeting to be held at Oglebay Resort in Wheeling June 10-12. Discussion of possibly scheduling our June meeting at same location.

Licenses signed by board members.

Next regular scheduled meeting to be held on March 26, 2024 at 11:00 a.m.

Motion made by Rich Bishoff to adjourn meeting. Seconded by Robert Fields. Motion approved.