

0WV Board of Funeral Examiners  
Board Meeting  
179 Summers Street, Suite 319  
Charleston, WV 25301

September 24, 2024  
11:00 a.m.

Members, Staff & Attorney present included Eugene Fahey, President; Robert Fields, Secretary; Ron Waybright; Rev. Paul Mateer; Linda Lyter, Executive Director; Adriana Marshall, Attorney

Members attending by zoom: Grady Bowyer, Office Manager; and Bryan Nichols.

Members absent included: Rich Bishoff and Fred Kitchen.

Guest: Mark White

Introduction of Mark White to board members prior to the start of meeting in relation to the open position.

Call meeting to order 11:30 by president of the board. Quorum established.

Robert Fields moved to approve the minutes of the August 1, 2024 meeting. Ron Waybright seconded the motion. The motion was approved.

Robert Fields moved to go into executive session. Paul Mateer seconded the motion. The motion was approved. Mr. White was not present.

Re: Complaint 2024 - 08 Bryan Nichols recused himself and left the meeting. The Board recommended to close the complaint due to no probable cause and following their business practices. Business policy is not a violation of law.

Re: Complaint 2024 - 09 Bryan Nichols returned to the meeting. Discussion of the complaint. Complaint needs additional information before the Board can act upon it. Waiting on response. Remains open.

Ron Waybright moved to come out of executive session. Robert Fields seconded the motion. The motion was approved.

Robert Fields moved to close the complaint # 2024-08 for lack of probable cause. Ron Waybright seconded the motion. The motion was approved.

The Board agreed complaint # 2024-09 will remain open due to waiting on the response for additional information.

Ron Waybright moved to go back into executive session. Robert Fields seconded the motion. The motion was approved.

Discussion of rule revisions: review & discuss comments that were submitted at the end of August.  
Item of Interest: Discussed a matter relating to a death certificate and a question relating to a financial matter from a funeral home business standpoint.

Paul Mateer moved to come out of executive session. Robert Fields seconded the motion. The motion was approved.

No action on matters discussed.

Lyter presented the P-Card and finance reports to the Board for August and September 2024. Ron Waybright moved to approve the P-Card and financial reports. Robert Fields seconded the motion. The motion was approved.

Lyter provided the Executive Director's report. Lyter discussed the database update and the financial impact it would have. Lyter discussed the idea of requesting a meeting in relation to the database with the new State Treasurer who will be taking office next year. Also, discussed the posting of the new position on the website as administrative assistant. Discussion of new hire offer and hourly rate range of \$20.00 to \$25.00.

Bowyer provided the Office Manager's report. Bowyer discussed the handling of lost, undeliverable, and returned mail with forwarding addresses, which is costly. Bowyer also discussed CE Audits through CE Broker and the audit process.

Lyter discussed upcoming rule-making committee meetings that she could attend with the next LRMRC meeting scheduled in November 2024 at the WV State Capitol. Will be out of town for October & December meetings.

The Board briefly discussed Legacy WV Cremation Service and will discuss in more detail at a future date.

Items of Interest/Board Member Concerns: Discussion of direct versus general supervision regarding funeral director apprentices, discussed the minimal cost of pre-need Certificate of Authorization (COA) and a potential exemption for those that operate as a trade service and do not deal directly with the public. Also, discussed online and in person continuing education courses.

The Board agreed that the mid winter meeting would be February 19<sup>th</sup> or 20<sup>th</sup>, 2025 in coordination with the Association meeting.

Robert Fields moved to adjourn. Ron Waybright seconded the motion. The motion was approved.

