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STATE OF WEST VIRGINIA
Board of Funeral Service Examiners
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August 1, 2024
11:00 a.m.

Members, Staff & Attorney Present: Eugene Fahey, President, Robert Fields, Secretary, Fred Kitchen, Ron Waybright, Linda Lyter, Executive Director, Grady Bowyer, Office Manager, Adriana Marshall, Attorney and Caleb Cottrill, Intern

Attended via Zoom: Robert Fields, Secretary and Bryan Nichols

Members Absent: Rich Bishoff

Guests Present: George P. Naum (discussion with board prior to start of meeting)

Call meeting to order at 11:38 by president of the board - Quorum established.

A motion is made by Fred Kitchen to approve the meeting minutes for June 10 2024. Seconded by Ron Waybright. Motion approved.

Executive Session: Motion is made by Ron Waybright to go into executive session. Seconded by Fred Kitchen. Motion approved.

Discussion of application for funeral director. RE: Legal matters
Gene Fahey recuses himself and leaves the room.

A motion is made by Fred Kitchen to come out of executive session. Seconded by Paul Mateer. Motion approved. Gene Fahey returns to meeting.

Request made for additional legal documents prior to consideration of application approval.
Lyter contacted applicant during meeting.

Lyter presented finance report to the board for June end of FY 2024 & July beginning FY 2025. Also, reported on the FY 2026 appropriation request due on September 1. Motion made Fred Kitchen to approve the finance report. Seconded by Ron Waybright. Motion approved.

Lyter & Bowyer presented P-card report for June & July. Motion made by Fred Kitchen to approve the P-card report. Seconded by Ron Waybright. Motion approved.

Legal documents received. Motion is made by Paul Mateer to approve the funeral director apprentice license application. Seconded by Fred Kitchen. Motion approved.

Lyter presented executive director report: provided database update for vendor quote information as well as the possibility of sharing costs of databases among multiple boards. Discussion of employee search committee for new hire. Ron & Fred will assist with interviewing new hire. License-In-Charge (LIC) new requirements discussed and the possibility of exemptions.

Bowyer office manager report: provided information on license renewal cycle. Discussed CE Broker and may need to provide additional information to licensees on entering & managing CE's within CE Broker.

Rules for the 2025 legislative session have been submitted. Comment period is currently in effect.

LIC/CO The only potential exception to the LIC requirements is for those that do not serve the public (e.g.) only pick up and/or embalm deceased. Crematory Operator training certificate or license required for LIC.

Extension of new LIC requirements: Motion is made by Fred Kitchen to extend the LIC new requirements to January 1, 2025. Seconded by Paul Mateer. Motion approved

Items of Interest/Board Member Concerns: Include Legacy WV Cremation Service to next meeting agenda.

Licenses signed by board members.

Next regular scheduled meeting to be held on September 24, 2024 at 11:00 a.m.

Motion made by Bryan Nichols to adjourn meeting. Seconded by Ron Waybright. Motion approved.

APPROVED 9/24/2024