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STATE OF WEST VIRGINIA  
Board of Funeral Service Examiners  
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## Board Meeting

September 26, 2023 @ 11:00 am

1. Board meeting convenes and establish quorum
2. Approve July 25, 2023 meeting minutes & August 24, 2023 work session
3. Executive Session - Complaint Review - 2023-08, 2023-11, 2024-00, New Board Initiated Complaints
4. Financial and P-card Reports for July & August, 2023
5. Executive Director's Report - National Conference (Myrtle Beach), Annual Board Training (November 2),
6. Office Manager's Report - CE Audit, Web page update, Study Guide & Apprentice Handbook updates & cost comparison, Consistency in fines, Preceptor at different locations
7. Pre-need contract enforceability - Diana Harrison, AG's office
8. Cremated Remains discussion
9. Apprentice Supervision discussion
10. Items of Interest / Board Member Concerns
11. Next Meeting Date
12. Adjourn Meeting
13. Licenses to be signed (page 2)

**Licenses to be signed**

**Funeral Service License**

1. Shauna L. Kirkendoll
2. Jeffrey T. Jude
3. Adam G. Trzicak
4. Mary Magdalene Musap

**Apprentice - FS**

1. Zoe K. Adkins
2. Jessie L. Janeshek

**Apprentice-FD**

1. Hunter D. Jones
2. Lana D. Conley-Dancy
3. Lana J. Hibbs
4. Steven D. Teel
5. Madison B. Vance

**LIC / OIC Change**

1. Pryor FH\*\*\*
2. Long & Fisher FH\*\*\*
3. Schaffer Funeral Home

**Funeral Home / Crematory**

1. Steele & Wolfe FH x2\*
2. Elk Funeral Home \*\*
3. Hardman Cremation Services
4. Davis FH-West Union

**Crematory Operator**

1. Gary W. Diehl
2. Marla B. Landis
3. Heather M. Smith
4. Anthony M. Domico
5. Stephen M. Jasko, III

**Reciprocity FS License**

**Courtesy Card**

1. Robert W. Griswold
2. Jonathan P. Bennett
3. Will A.T. Skaggs

\* Mailed 8/1/2023

\*\*8/4/2023

\*\*\* 8/14/2023