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**STATE OF WEST VIRGINIA**  
**Board of Funeral Service Examiners**  
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November 19, 2024  
Board Meeting @ 11:00 am

1. Board meeting convenes and establish quorum
2. Approve September 24, 2024 board meeting minutes
3. Executive Session - Complaint Review - # 2024-09, # 2024-10 & # 2024-11
4. Financial and P-card Reports for September & October, 2024
5. Executive Director's Report - Computer upgrades, Auditor's Seminar update, Salary adjustment, Meeting with new Treasurer (Database update), & Rules update
6. Office Manager's Report - CE provider packets, Expired licenses
7. New CE Provider - Wilbert Funeral Services, Inc
8. Items of Interest / Board Member Concerns
9. Next Meeting Date
10. Adjourn Meeting
11. Licenses to be signed (page 2)

Funeral Service License

1. David Burgess, II
2. Denise Howdersheld
3. Hannah Rice
4. Brooke M. Haile
5. Jessie Janeshek

Funeral Director

Crematory Operator

1. Jahma Wilson

Apprentice FS

Apprentice FD

Crematory

Courtesy Card

LIC Change

Funeral Home