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STATE OF WEST VIRGINIA Board of Funeral Service Examiners 179 Summers Street, Suite 319 Charleston, WV 25301 wvfuneralboard@wv.gov www.wvfuneralboard.com

## September 24, 2024 Board Meeting @ 11:00 am

- 1. Board meeting convenes and quarum established
- 2. Approve August 1, 2024 board meeting minutes
- 3. Executive Session Complaint Review 2024-08 & 2024-09
- 4. Financial and P-card Reports for August & September, 2024

5. Executive Director's Report - Database update, Office position title change - new hire & hourly rate.

6. Office Manager's Report - Handle Lost mail, Undeliverable mail, returned mail with forwarding address (\$30), CE Audit thru CE Broker (20%).

- 7. Rules status Filed Rules Comments, Next step is will be before LRMRC
- 8. Items of Interest / Board Member Concerns
- 9. Next Meeting Date
- 10. Adjourn Meeting