



Linda Lyter, Executive Director  
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STATE OF WEST VIRGINIA  
Board of Funeral Service Examiners  
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June 16, 2025  
12:00 p.m.  
Canaan Valley State Park

Members & Staff Present: Eugene Fahey, President, Robert Fields, Vice President, Ron Waybright and Paul Mateer, Linda Lyter, Executive Director and Grady Bowyer, Office Manager

Present via Zoom: Fred Kitchen, Bryan Nichols & Anthony Eates, Attorney

Members Absent: Rich Bishoff

Guest Present: David Bowyer in attendance after executive session ended.

Call meeting to order at 12:01 p.m. by president of board – quorum established.

A motion made by Ron Waybright to approve the April 9, 2025 meeting minutes.

Seconded by Paul Mateer. Motion approved.

A motion made by Paul Mateer to go into Executive Session and seconded by Ron Waybright. Motion approved.

Complaints reviewed and discussed.

#2025-00, 2025-01, 2025-02 & 2025-03

#2025-04 recommended to close

Discussed another matter of lost data

Motion is made by Bob Fields to come out of Executive Session and seconded by Ron Waybright.

Motion approved.

Complaint # 2025-00 Remains open, awaiting requested information. Follow-up letter

Complaint # 2025-01 Remains open. No response received. Follow-up letter

Complaint # 2025-02 Remains open, awaiting additional information

Complaint # 2025-03 Remains open, awaiting additional information

Complaint # 2025-04 A motion is made by Bob Fields to close the complaint. Seconded by Paul Mateer. Motion approved.

Re: Discussion of lost data relating to digital thumb/fingerprints of family members. A funeral home is not required by law to retain this information once submitted to third party. May retain as a courtesy, but is not mandatory. With technology anything can happen and data can potentially be lost.

Lyter presented financial report. A motion is made by Bob Fields to approve financial report. Seconded by Paul Mateer. Motion approved.

Lyter & Bowyer presented P-Card report. A motion to approve the P-Card report is made by Paul Mateer and seconded by Fred Kitchen. Motion approved.

Executive Director's Report: Discussed executive order responses have been submitted to the governor's office and a new city sales tax for Pineville becoming effective soon. Review and discussion of all pertinent BRIM information to include defensive driving habits, confidentiality, PII privacy information, cyber security, safety committee minutes, etc. A motion is made by Bob Fields to approve the review of BRIM information and the safety committee minutes. Seconded by Ron Waybright. Motion approved. Lyter also reported on the CE waiver requests for in class coursework approval discussed in advance with the president of the board.

Office Manager's Report: Discussion of renewal report along with revenue. Also, signature stamps were ordered and have been delivered. Bowyer reported on video update. Fred to assist with set-up. Report on a new database (WV Designs) and the costs involved for initial set-up of \$4,500.00. A motion is made by Paul Mateer to approve moving forward with the database. Seconded by Bob Fields. Motion approved.

Review and discussion of emergency rules filing. A motion is made by Ron Waybright to approve the emergency rules. Seconded by Bob Fields. Motion approved.

Board Member Concerns/Items of Interest: look at other states regarding licensure. (re: creative licensing changes (e.g.) NC provisional license, etc.)

The next meeting will be scheduled for August 6, 2025 at 11:00 a.m.

Licenses signed by members.

A motion is made by Paul Mateer to adjourn the meeting. Seconded by Bob Fileds. Motion approved.