



Linda Lyter, Executive Director
Grady M. Bowyer, Office Manager
Beth A. Carter, Administrative Assistant

(304) 558 0302 Telephone
(304) 558 0660 Fax

STATE OF WEST VIRGINIA
Board of Funeral Service Examiners
179 Summers Street, Suite 319
Charleston, WV 25301

wvfuneralboard@wv.gov
<https://wvfuneralboard.wv.gov>

BOARD MEETING
August 6, 2025
12:00 pm

Members & Staff Present: Eugene Fahey, President, Ron Waybright, Bryan Nichols and Paul Mateer, Linda Lyter, Executive Director, Grady Bowyer, Office Manager and Mark Garren, Attorney

Members Absent: Rich Bishoff, Fred Kitchen & Robert Fields

Guest Present: Matthew Wickert, Executive Director for Vital Statistics

Call meeting to order at 11:00 a.m. by president of board – quorum established.

A motion made by Paul Mateer to approve the June 16, 2025 meeting minutes. Seconded by Ron Waybright. Motion approved.

Introductions and welcome to the new board attorney, Mark Garren

Discussed rearrangement of agenda items for consideration of guest and green burial.

Wickert discussed green burial and matters related to issuing/signing of death certificates. Also, discussion of access to the DAVE system to sign off and finalize a death certificate. Funeral directors, physicians and medical examiner responsible for completion of death certificate. May need to consider permitting other individuals access to the DAVE system to complete the death record or establish a paper process.

Green burials held on private property without the completion of a death certificate for the record of death. The potential need to register grave site area as a cemetery. Limited regulatory oversight relating to cemeteries was also discussed.

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

Complaints reviewed and discussed.

2025-00 & 2025-05 Recommend to close.

2025-01, 2025-02, 2025-03, & 2025-06 remains open

Motion is made by Ron Waybright to come out of Executive Session and seconded by Bryan Nichols. Motion approved.

Complaint # 2025-00 Recommendation to close complaint. A motion is made by Bryan Nichols to close the complaint and seconded by Ron Waybright. Motion approved.

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 # 2025-05 Recommendation to close complaint. A motion is made by Ron Waybright to close the complaint. Seconded by Paul Mateer. Motion approved.

Complaint # 2025-06 Recommendation to follow-up with informational letter in relation to FTC requirements. A motion is made by Paul Mateer to send letter to licensee. Seconded by Ron Waybright. Motion approved.

Lyter presented finance report for June & July that included the increase of the hourly rate for Kendra Zamora from \$14.00 to \$17.00 per hour that was approved by the massage therapy board in July as it relates to the salary reimbursement amount for the funeral board. A motion is made by Paul Mateer to approve the finance report and seconded by Bryan Nichols. Motion approved.

Lyter & Bowyer presented the P-card report for June & July. A motion is made by Bryan Nichols to approve the report. Seconded by Paul Mateer. Motion approved.

Executive Director's Report: Discussion of alkaline hydrolysis due to a recent conversation with legislative staff as it relates to wastewater discharge and licensure as another method of cremation. No licenses have been issued to date for alkaline hydrolysis. Also, discussed passage of SB 712 as it relates to time frames and specific restrictions on hiring a retired state government employee.

Office Manager's Report: Bowyer presented license renewal report to follow-up with emails for those that haven't renewed, major issues with USPS on incoming and outgoing mail, and update on return to work that was included in the rule revisions.

Bowyer presented online database update and review of emergency rule filing.

Board Member Concerns: N/A

The next meeting will be scheduled for September 19, 2025 at 10:00 a.m.

Licenses signed by members.

A motion is made by Bryan Nichols to adjourn the meeting. Seconded by Ron Waybright. Motion approved.