



Linda Lyter, Executive Director
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STATE OF WEST VIRGINIA
Board of Funeral Service Examiners
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February 19, 2025
10:00 a.m.

Members, Staff & Attorney present included Eugene Fahey, President; Robert Fields, Secretary; Ron Waybright; Fred Kitchen; Office Manager, Grady Bowyer; Executive Director; Linda Lyter; Inspector; Terry Bollinger

Attorney, Adrianna Marshall and Member, Bryan Nichols were absent.

Members: Paul Mateer & Richard Bishoff attended via Zoom

Guests: Liz Apolonio and Mitchell Nixon attended via Zoom

There were no in person guests present.

Call meeting to order @ 10:00 a.m. by the President of the Board. Quorum established.

Minutes amended to include Gene Fahey will be presenting information to the board members of the WV Funeral Associations February board meeting.

Fred Kitchen motioned to approve the amended minutes and Ron Waybright seconded the motion. Motion approved.

Robert Fields motioned to go into executive session. Fred Kitchen seconded the motion. Motion approved. Terry vacated the room.

Review and discussion of complaints.

Re: Complaint 2024-11. Recommend to close.

Re: Complaint 2025-00 No response received yet.

Update Board on employees decision to resign.

Update Board on The Douglas Mortuary - owner passed away. Will need a new Licensee-In-Charge. Lyter to follow-up.

Robert Fields motioned to come out of executive session and seconded by Ron Waybright. Motion approved. Terry Bollinger returned.

Re: Complaint 2024-11 Fred Kitchen motioned to close the complaint due to the response to resolve the matter as soon as possible. Ron Waybright seconded the motion. Motion approved.

Re: Complaint 2025-00 Complaint remains open. Waiting on response.

Lyter & Bowyer presented the P-Card report for January 2025. Fred Kitchen motioned to approve P-card report and Ron Waybright seconded. Motion approved.

Lyter presented the finance report to date. Fred Kitchen motioned to approve the finance report and Ron Waybright seconded. Motion approved.

Lyter presented the Executive Director's Report; Update on Treasurer's Office matter & will look into online renewals with Tyler Technology for credit card payments. Lyter to contact temporary agency with statewide contract for the employment of an office assistant. Legislative rules & session update to include bills introduced regarding universal licensure, etc. Overview of Executive Orders.

Office manager report. Bowyer presented updates on the following: new computer, surrounding state license information and update on Licensee-In-Charge (LIC) without Crematory Operator training certificate. Annual report has been submitted.

Election of Officers; Nomination for existing positions for Gene Fahey, President & Robert Fields, Secretary. Fred Kitchen made a motion to reelect Gene Fahey as president and Robert Fields as secretary. Ron Waybright seconded the motion. Motion approved.

The Board reviewed and revised Crematory Authorization Forms for a non-public facility. Ms. Apolonio of WRW Legal presented and discussed information with the Board regarding the new forms that were emailed on February 3, 2025. Paul Mateer motioned to approve the new form and seconded by Ron Waybright. Motion approved.

The Board reviewed and revised the crematory inspection form. Ron Waybright motioned to approve the revised form and seconded by Robert Fields. Motion approved.

License Reinstatement for Joy Carpenter. Paul Mateer motioned to approved the reinstatement. Robert Fields seconded. Motion approved.

Items of interest/Board member concerns; new owner of funeral home in Huntington-Jay Funeral Home. Legacy Cremation Service provides online service via recruiting someone within the state. No building or physical location.

Re: Nixon matter. Review & discussion with him regarding fulfilling the requirements of the signed consent agreement. Gene recused himself and vacated the room. Gene returned at end of discussion.

Next meeting date is on April 9 2025 @ 10:00 a.m.

Fred Kitchen motioned to adjourn. Seconded by Robert Fields. Motion approved.