

WV Board of Funeral Service Examiners  
Board Meeting Minutes  
179 Summers Street, Suite 319  
Charleston, WV 25301

April 9, 2025  
10:00 a.m.

Members, Staff & Attorney Present: Eugene Fahey, President, Robert Fields, Secretary, Bryan Nichols, Ron Waybright, Fred Kitchen, Rich Bishoff, Paul Mateer, Adriana Marshall, Attorney, Linda Lyter, Executive Director, Grady Bowyer, Office Manager and Mark Danehart, Inspector. Beth Carter, Administrative Assistant was present towards the end of the meeting.

Members Absent: N/A

Guests Present: Joshua Mounts, Stephen New and Christopher Newsome  
Matthew Wickert joined the meeting later.

Call meeting to order at 10:07 a.m. by president of the board - Quorum established.

A motion is made by Fred Kitchen to approve the February 19, 2025 meeting minutes. Seconded by Ron Waybright. Motion approved.

A motion is made by Fred Kitchen to go into an executive session. Seconded by Rich Bishoff. Motion approved. Mark Danhart leaves the conference room.

Introduction of board members, staff and guests. Discussion of matters relating to cemeteries and green burial. Guests leave the meeting.

Discussion of complaints:

# 2025-00 Remains open.

# 2025-01 Remains open.

# 2025-02 Remains open.

# 2025-03 and 2025-04 New complaints

Follow up inspection discussed.

A motion is made Bryan Nichols to come out of executive session. Seconded by Ron Waybright. Motion approved. Danehart returns to the conference room.

Complaint # 2025-00 Remains open. Follow-up with requests for additional documents.

2025-01 Remains open. Waiting on a response.

2025-02 Remains open. Waiting on a response.

2025-03 New complaint

2025-04 New complaint

Lyter presented finance report to the board for February and March 2025. Included the possibility of a budget amendment again this year, to increase spending authority for the end of FY 2025. Motion is made by Paul Mateer to approve the finance report. Seconded by Robert Fields. Motion approved.

Lyter & Bowyer presented P-card report for February and March 2025. Motion made by Bryan Nichols to approve the P-card report. Seconded by Robert Fields. Motion approved.

Lyter executive director report: Legislative rules update – will probably need to refile since it was changed during session. Lyter also updated the board on the legislative session with passage of Universal Licensing bill. Session ends this Saturday April 12<sup>th</sup>. Chapter 30 boards will be having an Association meeting next month to review and discuss this bill. Provided update on executive orders and response dates. Provided update on meeting with Tyler Technology to include costs involved for the online license renewals. Approximately \$2000.00 to \$3000.00 (\$ 94.00 per hour) for each category of licensure renewal, \$5.00 per transaction and a fee of \$8.15 per month. Lyter introduced new staff member, Beth Carter from We Staff Better temporary services.

Bowyer office manager report: Update on license renewal status to include information on projected revenue. Renewal forms to be mailed out next month. Bowyer provided an update on computers.

Motion made by Fred Kitchen and seconded by Ron Waybright to approve the crematory operator reinstatements of Terry Snider and Melissa Hall. Motion approved.

Items of Interest/ Board member concerns: Matthew Wickert joined the meeting late to discuss issues with ACH payments relating to the Treasurer's Office. Working with them to resolve the matter.

Lyter mentioned Natural Organic Reduction that was brought up by a legislator during this session. Kitchen mentioned messages and calls need to be responded to as soon as possible. Lyter stated things should be better now that we have an additional staff member.

Signature stamps received for board members relating to signing wall certificates, and other documents, etc. Bowyer to notify members when stamp is used.

Licenses signed by board members.

Next regular scheduled meeting to be held on June 16, 2025 at Canaan Valley

Motion made by Bryan Nichols to adjourn meeting. Seconded by Paul Mateer. Motion approved.