

Eugene T. Fahey, President  
Robert C. Fields, Secretary



Eric B. Nichols  
Ronald D. Waybright  
Richard Bishoff  
Frederick H. Kitchen  
Paul R. Mateer

Linda Lyter, Executive Director  
Grady M. Bowyer, Office Manager  
Alice T. Long, Receptionist

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

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<https://wvfuneralboard.wv.gov>

Board Meeting  
179 Summers Street, Suite 319  
Charleston, WV 25301

May 17, 2024  
11:00 a.m.

Members, Staff & Attorney Present: Eugene Fahey, President, Bryan Nichols, Ron Waybright, Fred Kitchen and Linda Lyter, Executive Director. Grady Bowyer, Office Manager attended via Zoom.

Members Absent: Robert Fields, Rich Bishoff, Paul Mateer and Adriana Marshall, Attorney

Guests Present: Melissa Cyfers

Call meeting to order at 11:00 a.m. by president of the board - Quorum established.

A motion is made by Fred Kitchen to approve the March 26, 2024 meeting minutes. Seconded by Ron Waybright. Motion approved.

Discussion of database: Lyter updated the Board on discussions of a new database with licensing software vendor Big Picture. Additional vendors and bids will still need to be obtained. Will consider potential alternatives.

Complaints review: Motion is made by Fred Kitchen to go into executive session. Seconded by Ron Waybright. Motion approved. Guest leaves room.

Discussion of complaints:

# 2024-01 Remains open.

# 2024-07 Recommended to close.

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

Complaint # 2024-01 Remains open.

A motion is made by Fred Kitchen to close complaint # 2024-07 due to no probable cause; matter resolved. Seconded by Bryan Nichols. Motion approved.

Lyter presented finance report to the board through to April 2024. Included the possibility of a budget amendment again this year, to increase spending authority for the end of FY 2024. Motion is made by Bryan Nichols to approve the finance report. Seconded by Fred Kitchen. Motion approved.

Lyter & Bowyer presented P-card report for January through April 2024. Motion made by Fred Kitchen to approve the P-card report, Seconded by Ron Waybright. Motion approved.

Lyter executive director report: Legislative rules are now in conflict with the Board statute in regards to the amendment that was made during session. Discussion of submitting emergency rules to clarify statute. Discussion of Preston Funeral Home contents in relation to new ownership. Discussed statute of limitations on old complaints and storage of files upon funeral home closure. Lyter also updated the board on the importance of Personal Identifiable Information (PII), confidentiality, cyber security and defensive driving in regards to Board responsibilities and BRIM insurance coverage.

Bowyer office manager report: Update on license renewal status to include information on Crematory Operators (CO) and Licensee-In-Charge (LIC) and projected revenue. Renewal forms to be mailed out next week.

Discussion of requiring CO permits and Pre-Need information for LIC renewals specifically due to new requirements becoming effective on July 1. Recommended to cross-reference information with Attorney General's Office to verify Pre-Need as well as internal reports. Include on board website the reminder that effective date of July 1, 2024 for the new LIC requirements.

Discussion of LIC listing on websites for future board work session.

Items of interest/Board member concerns: Discussed need to address Continuing Education Unit (CEU) hourly requirements update for consideration to Two (2) OSHA and Five (5) General with One (1) of those hours in Ethics. Clarification of information on CEU certificate regarding courses complete. WV Funeral Directors will offer CEU's for Insurance related courses for licensees. Also discussed a quiz link, flash cards for WV Laws and Rules Examination study aides. License reinstatement request matter for approval. A motion is made by Bryan Nichols to approve Roanna Cornett for the process of applying for the reinstatement of her license. Seconded by Ron Waybright. Motion approved.

Licenses signed by board members.

Next regular scheduled meeting to be held on June 10 at 1:00 p.m.

Motion made by Bryan Nichols to adjourn meeting. Seconded by Ron Waybright. Motion approved.