

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

June 10, 2024
1:00 p.m.

Members & Staff Present: Eugene Fahey, President, Robert Fields, Secretary, Rich Bishoff, Bryan Nichols, Ron Waybright, Linda Lyter, Executive Director and Grady Bowyer, Office Manager

Members Absent: Fred Kitchen and Paul Mateer

Guests Present: Alicia Hardway

Call meeting to order at 1:14 p.m. by president of the board - Quorum established. Introduction of guest attending.

A motion is made by Ron Waybright to change the order of the agenda items. Seconded by Bryan Nichols. Motion approved.

Guest, Alicia Hardway introduced herself and addressed the Board to thank them for changing the law and offering the Funeral Director License. She became the first Funeral Director Licensee. She is very thankful and appreciative for the opportunity provided by the Board to pursue this profession. Upon conclusion, she left the meeting.

A motion is made by Bryan Nichols to approve the May 17, 2024 meeting minutes. Seconded by Ron Waybright. Motion approved.

Complaints review: Motion is made by Bob Fields to go into executive session. Seconded by Rich Bishoff. Motion approved.

Discussion of complaints:

2024-01 Recommend to close.

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

A motion is made by Bryan Nichols to close complaint # 2024-01 regarding signed consent agreement. Seconded by Rich Bishoff. Motion approved.

Lyter presented finance report to the board for May 2024. Motion is made by Ron Waybright to approve the finance report. Seconded by Bryan Nichols. Motion approved.

Lyter & Bowyer presented P-card report through May 2024. Motion made by Ron Waybright to approve the P-card report, Seconded by Bryan Nichols. Motion approved.

Lyter executive director report: Update on database relating to costs involved and the potential for other small boards to share the expenses for new licensing databases. Discussion of new LIC requirements that become effective on July 1, 2024. Follow-up with letters to be sent to those that are not in compliance with new requirements. Board members discussed and approved allowing licensees a 90-day extension to submit proof of new requirements. These requests should be submitted to the Board in writing.

Bowyer office manager report: License renewal report update along with the facility e-mail report. Bowyer also provided information on the Laws Rules and Regulations (LRR) State Exam Pass & Fail rate. Members discussed the process for LRR test review for candidates who fail. Also, to discuss with Melissa the possibility of study tools, prep courses and practice exam, etc.

Final review, revision and approval of rules for 2025 legislative session. Motion is made by Rich Bishoff to approve the rules. Seconded by Ron Waybright. Motion approved.

Computer upgrades will be necessary next year, October 2025 for the new upgrade to Windows 11. Will determine what computers may need to be replaced.

License Reinstatement: A motion is made by Bob Fields to approve the license reinstatement of George Pugh and Roseanna Cornett. Seconded by Ron Waybright. Motion approved.

Items of interest/Board member concerns: Discussed the purchase of a new office chair for Bowyer. Also, discussed the potential to update the conference room with new chairs, table, wall hangings, etc. Lyter will check into costs involved and what's available via statewide contract.

Licenses signed by board members.

Next regular scheduled meeting to be held on August 1, 2024 at 11:00 a.m.

Motion made by Rich Bishoff to adjourn meeting. Seconded by Bryan Nichols. Motion approved.

APPROVED AUGUST 1, 2024