

WV Board of Funeral Service Examiners

Board Meeting

179 Summers Street

Suite 319

Charleston, WV 25301

January 9, 2024

11:00 a.m.

Members & Staff Present: Eugene Fahey, President, Robert Fields, Secretary, Fred Kitchen, Rich Bishoff, Ron Waybright, Bryan Nichols and Paul Mateer. Linda Lyter, Executive Director, Grady Bowyer, Office Manager, Inspector, Mark Danehart, Inspector, Adriana Marshall, Attorney.

Guests Present: Randy Parsons, Melissa Cyfers and Terry Bollinger

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

Introductions and welcome of new board member, Paul Mateer and guests.

A motion is made by Rich Bishoff to approve the minutes for the November 9, 2023 board meeting. Seconded by Ron Waybright. Motion approved.

A motion is made by Rich Bishoff to go into Executive Session and seconded by Bryan Nichols. Motion approved. Staff & guest requested to leave the room.

Complaint # 2023-08 Fahey recuses himself and leaves the room and returns to meeting upon end of discussion of complaint. Recommendation is to follow-up again regarding consent agreement.

Complaints and potential complaints reviewed and discussed.

Complaint # 2024-01 stays open - consent agreement sent waiting on response.

Complaint # 2024-02 stays open - consent agreement.

Complaint # 2024-03 stays open - consent agreement.

Complaint # 2024-04 stays open - consent agreement; attorneys working on this.

Complaint # 2024-05 mail to licensee for response.

Complaint # 2024-06 mail to licensee for response.

A motion is made by Rich Bishoff to come out of Executive Session and seconded by Ron Waybright. Motion approved. Attendees: Mark & guests return to the meeting.

No action taken on any of the complaints at this time.

Lyter presented financial report. A motion is made by Bob Fields to approve the finance report and seconded by Rich Bishoff. Motion approved.

Lyter & Bowyer presented P-Card report. A motion to approve the P-Card report is made by Fred Kitchen and seconded by Bryan Nichols. Motion approved.

Executive Director's Report: Lyter provided update on credit card processing equipment whereas the costs and state security restrictions outweigh the benefits of purchasing the equipment. Request by the Board of Sanitarians on potential relocation to share space with funeral board. Currently resides at the Kanawha Charleston Health Dept. Discussed relocation and it was determined it wasn't feasible. Lyter also discussed the Purchasing Division audit; submission of documents requested have been submitted. Reminder that Lyter & Bowyer will be attending the annual conference meeting at the end of February in Myrtle Beach.

Office Manager's Report: Bowyer discussed CE Broker and CE providers renewal report and the FY 2022-2023 annual report has been submitted. Discussion of apprentice quarterly reports; to remain consistent with current submission dates for both funeral service licensee and funeral director apprenticeships.

A motion is made by Rich Bishoff to bring the rules off the table for further discussion, review & approval. Seconded by Fred Kitchen. Motion approved.

Review and discussion of all the rules changes as set forth in the meeting materials, to also include Series 1 Article 2, Section 2.2 under Definitions. A motion is made by Rich Bishoff and seconded by Ron Waybright to approve the code and rule changes as modified. Motion approved.

A motion is made by Paul Mateer regarding modifications to Series 1 Article 4 section 4.2 regarding striking the 40 hours per week as it pertains to full time employment and shall insert as defined by the U.S. Department of Labor. Seconded by Rich Bishoff. Motion approved.

Bob Fields makes a motion to modify and approve the new language for §30-6-18 under (e) whereas the preceptor, along with the Licensee-in-Charge (LIC) are responsible for the actions of the apprentice. Seconded by Fred Kitchen. Motion approved.

A motion is made by Fred Kitchen to approve the hiring of Terry Bollinger for the position of inspector to replace Melissa Cyfers. Seconded by Rich Bishoff. Motion approved.

An introduction of Melissa in her new position as Executive Director for the Association by the current president, Randy Parsons.

Items of Interest/Member Concerns: A postcard or letter to be mailed out regarding the code/rules changes at the appropriate time. Discussion of having a late lunch with Association members following our February board meeting.

The next meeting will be scheduled for February 6, 2024 at 11:00 a.m. Licenses signed by members. A motion is made by Fred Kitchen to adjourn the meeting. Seconded by Bryan Nichols. Motion approved.