

WV Board of Funeral Service Examiners

Board Meeting

179 Summers Street

Suite 319

Charleston, WV 25301

November 5, 2025

10:00 A.M.

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

Guest Present: Melissa Cyfers, Executive Director of the WV Funeral Directors & Crematory Operators Association.

Call meeting to order at 10:00 a.m. by president of board – quorum established.

Sierra Rabel, new temporary employee, joined the meeting briefly for introduction to the board.

A motion is made by Rich Bishoff to approve the amended September 19, 2025, meeting minutes. Seconded by Bryan Nichols. Motion approved.

A motion is made by Rich Bishoff to go into Executive Session and seconded by Robert Fields. Motion approved. Cyfers, Bollinger, and Danehart exit the room.

Complaints reviewed and discussed.

2025-01, 2025-02, 2025-03, 2025-07, 2025-08, 2025-09, 2025-10

Complaint # 2025-01 recommend to close, ashes to be shipped to complainant.

Complaint # 2025-02 Remains open, waiting on letter.

Complaint # 2025-03 Remains open, waiting on letter.

Complaint # 2025-07 recommended to close.

Complaint # 2025-08 Remains open, no response yet.

Complaint # 2025-09 Remains open, no response yet.

Complaint # 2025-10 Remains open, no response yet.

Personnel matters discussed while in executive session to consider PEIA insurance and PERS retirement coverage for a potential new employee.

Motion is made by Robert Fields to come out of Executive Session and seconded by Ron Waybright. Motion approved. Cyfers, Bollinger and Danehart return to conference room.

Motion is made by Ron Waybright to close complaint # 2025-01 due to complaint resolution. Seconded by Bryan Nichols. Motion approved.

Motion is made by Bryan Nichols to close complaint # 2025-07 due to complaint resolution. Seconded by Ron Waybright. Motion approved.

All other complaints listed above remain open.

Lyter presented finance report for September and October. A motion is made by Robert Fields to approve the finance report and seconded by Rich Bishoff. Motion approved.

Lyter and Bowyer presented the P-card report for September and October. A motion is made by Rich Bishoff to approve the report. Seconded by Robert Fields. Motion approved.

Executive Director's Report: Discussion of personnel matters for a potential new permanent employee. Also included discussion of copiers end of life use. Board mentioned that it may be better to lease a new copier than to purchase it at a future date.

Motion is made by Paul Mateer to approve PEIA insurance and retirement coverage for a new employee. Seconded by Rich Bishoff. Motion approved.

Office Manager's Report: Bowyer presented updated license renewal report and CE audit report and provided update on furniture delivery. Provided an update relating to previous employee and the matter regarding missing files. Look into creating electronic files to prevent any further loss of

files. Discussion of moving to digital files in the future. Annual report information preparation for submission at the end of the year.

Motion is made by Paul Mateer to authorize an exception of a signed affidavit for verification of apprenticeship completion due to the issue of missing files. Seconded by Bryan Nichols. Motion approved.

Bowyer presented update on online database, data is still being transferred.

Board Member Concerns/Items of Interest: Discussion of preneed refunds and discounts relating to guaranteed and non-guaranteed items. (e.g.) preneed vs at-need costs. Also discussed state board highlights in WVFDCOA newsletter, group picture at next meeting, and the pass rate for our state law exam. Also mentioned OH apprentice can sit for state law exam at any time during apprenticeship. Review our code and rules on this.

The next meetings will be scheduled for January 9th at 10:00 a.m. and February 9th at 10:00 a.m.

Licenses signed by members.

A motion is made by Rich Bishoff to adjourn the meeting. Seconded by Ron Waybright. Motion approved.