

WV Board of Funeral Service Examiners

Board Meeting

179 Summers Street

Suite 319

Charleston, WV 25301

September 19, 2025

10:00 A.M.

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

Members Absent: Bryan Nichols, Paul Mateer, and Mark Garren, Attorney

Guest Present: Matthew Wickert, Executive Director for Vital Statistics, Melissa Cyfers, Executive Director for the WV Funeral Directors & Crematory Operators Association.

Call meeting to order at 9:59 a.m. by president of board – quorum established.

A motion is made by Ron Waybright to approve the August 6, 2025 meeting minutes. Seconded by Fred Kitchen. Motion approved.

Discussed rearrangement of agenda items for consideration of guest and green burial.

Wickert discussed green burial and matters related to issuing/signing of death certificates. Also, discussion of access to the DAVE system to sign off and finalize a death certificate. Access to DAVE system must be verified and approved. Funeral directors, physicians and medical examiner responsible for completion of death certificate; may need to consider permitting other individuals access to the DAVE system to complete the death record or possibly establish a paper process. This could lead to potential legislative changes down the road.

A motion made by Robert Fields to go into Executive Session and seconded by Rich Bishoff Motion approved.

Complaints reviewed and discussed.

2025-01, 2025-02, 2025-03, 2025-06, 2025-07, 2025-08, & 2025-09

Complaint # 2025-01 Remains open. No response received. Follow-up letter

Complaint # 2025-02 Remains open, awaiting additional information

Complaint # 2025-03 Remains open, awaiting additional information

Complaint # 2025-06 Recommendation to close.

Complaint # 2025-07 Remains open. No response received to date.

Complaint # 2025-08 Remains open, just received - will send letter

Complaint # 2025-09 Remains open, just received - will send letter.

Motion is made by Rich Bishoff to come out of Executive Session and seconded by Robert Fields. Motion approved.

Motion is made by Fred Kitchen to close complaint # 2025-06. Seconded by Ron Waybright. Motion approved.

Lyter presented finance report for August. A motion is made by Fred Kitchen to approve the finance report and seconded by Ron Waybright. Motion approved.

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

Executive Director's Report: Discussion of emeritus status time frame. Board members decision to remain as is. Due to continuing education being waived for emeritus status; board maintains two years is an appropriate timeframe. Recently passed as emergency rules to permit licensees to come out of inactive status and work for up to six months. Lyter also provided update on legislative rules. Auditors annual licensing board seminar is scheduled for November 6<sup>th</sup>. Members need to attend this year.

Office Manager's Report: Bowyer presented updated license renewal report and CE audit report and also provided cost for new conference table and chairs. Board wants to move forward with purchase.

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

Board Member Concerns/Items of Interest: Discussion of discount and refund for pre-need interest. Also discussed North Carolina insurance policy assignment.

The next meeting will be scheduled for November 5, 2025 at 10:00 a.m.

Licenses signed by members.

A motion is made by Fred Kitchen to adjourn the meeting. Seconded by Robert Fields. Motion approved.