

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
Sierra Rabel, Administrative Assistant

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STATE OF WEST VIRGINIA
Board of Funeral Service Examiners
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Board meeting
January 9, 2026 @ 10:00 A.M.

Members & Staff Present: Eugene Fahey, President, Ron Waybright, Fred Kitchen, Paul Mateer, Linda Lyter, Executive Director, Grady Bowyer, Office Manager, Sierra Rabel, Administrative Assistant and Mark Garren, Attorney

Absent: Robert Fields, Secretary, Bryan Nichols, and Rich Bishoff.

Guest Present: Rollan Roberts II via zoom.

Call meeting to order at 10:00 a.m. by president of board – quorum established. Agenda item regarding green burial to be moved up relating to discussions of ED report and guest present Rollan Roberts II.

A motion is made by Paul Mateer to approve the November 5, 2025, meeting minutes. Seconded by Fred Kitchen. Motion approved.

A motion is made by Fred Kitchen to go into Executive Session and seconded by Ron Waybright. Motion approved.

Complaints reviewed and discussed.

2025-02, 2025-03, 2025-08, 2025-09, 2025-10, 2025-11, 2025-12

Complaint # 2025-02 Remains open, follow up with prosecuting attorney

Complaint # 2025-03 Remains open, follow up with prosecuting attorney

Complaint # 2025-08 Recommend to close..

Complaint # 2025-09 Recommend to close.

Complaint # 2025-10 Remains open.

Complaint # 2025-11 Recommend to close.

Complaint # 2025-12 Remains open.

Motion is made by Ron Waybright to come out of Executive Session and seconded by Fred Kitchen. Motion approved.

Motion is made by Ron Waybright to close complaint # 2025-08 due to complaint resolution. Seconded by Paul Mateer. Motion approved.

Motion is made by Ron Waybright to close complaint # 2025-09 due to complaint resolution. Seconded by Paul Mateer. Motion approved.

Motion is made by Fred Kitchen to close complaint # 2025-11 due to complaint resolution. Seconded by Paul Mateer. Motion approved.

All other complaints listed above remain open.

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

Lyter and Bowyer presented the P-card report for November and December. A motion is made by Ron Waybright to approve the report. Seconded by Paul Mateer. Motion approved.

Executive Director's Report: Discussed Green Burial site visit. Recommendation to decrease funeral director apprenticeship to one year so both apprenticeships are the same time frame. Also discussed death certificates, cemetery plots, and pet cremation.

Office Manager's Report: Discussed update on CE provider renewals, submission of annual report and the pass rate for the WVLRR.

Board Member Concerns/Items of Interest: Inspection of funeral homes regarding renewals.

The next meeting will be scheduled for February 9th at 1:00pm.

Licenses signed by members.

A motion is made by Ron Waybright to adjourn the meeting. Seconded by Fred Kitchen. Motion approved.