

WV Board of Funeral Service Examiners

Board Meeting

179 Summers Street

Suite 319

Charleston, WV 25301

April 8, 2026

10:00 P.M.

Members & Staff Present: Eugene Fahey, President, Robert Fields, Secretary, Fred Kitchen, Bryan Nichols, Paul Mateer Linda Lyter, Executive Director, Sierra Rabel, Administrative Assistant and Mark Garren, Attorney.

Grady Bowyer, Office Manager, present via zoom.

Absent: Ronald Waybright and Richard Bishoff

Guests present: Melissa Cyfers

Call meeting to order at 9:56 a.m. by president of board – quorum established.

A motion is made by Fred Kitchen to approve the February 9, 2026, meeting minutes. Seconded by Robert Fields. Motion approved.

A motion is made by Bryan Nichols to go into Executive Session and seconded by Robert Fields. Motion approved.

Melissa Cyfers exits conference room.

Pre-need solicitation is being conducted by utilizing funeral home files from family cemetery plot information. Improper advertising is a concern. This was self-reported by a licensee, no action is being taken at this time, and the email is being placed in the licensee's file.

Complaints reviewed and discussed.

2025-02, 2025-03, 2025-12, 2026-00

Complaint # 2025-02 Remains open.

Complaint # 2025-03 Remains open. Discussed disciplinary action to possibly include a fine along with a mandatory 4 hours of ethics. Attorney to confirm that all investigations are closed by other agencies involved. Will be reviewed again at next meeting.

Complaint # 2025-12 Remains open. Waiting on response from the complainant, status update letter to be sent in May.

Complaint # 2026-00 Remains open. Request statement of goods & services and other documents.

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

Melissa Cyfers returns to conference room.

Lyter presented finance report for February and March. A motion is made by Fred Kitchen to approve the finance report and seconded by Bryan Nichols. Motion approved.

Lyter presented the P-card report for February and March. A motion is made by Bryan Nichols to approve the report. Seconded by Robert Fields. Motion approved.

Executive Director's Report: Provided legislative update and discussed board appointments.

Office Manager's Report: Discussed LRR exam and requesting a grant to update the exam. Also discussed putting the LRR study guide online on the website at a future date.

Board Member Concerns/Items of Interest: discussion of upcoming June board meeting at Stonewall Resort. Discussion relating to changing reciprocity policy. A motion is made by Bryan Nichols to change policy from to years to 5 years and seconded by Robert Fields. Concern of a funeral home with no LIC, have inspection completed.

The next meeting will be scheduled for June 3rd at 10:00 a.m.

Licenses signed by members.

A motion is made by Fred Kitchen to adjourn the meeting. Seconded by Paul Mateer. Motion approved.