

**APPROVED**

WV Board of Funeral Service Examiners

Board Meeting

940 Resort Drive

Roanoke, WV 26447

Potomac Room

June 3, 2026

11:00 A.M.

Members & Staff Present: Eugene Fahey, President, Robert Fields, Secretary, Fred Kitchen, Bryan Nichols, Paul Mateer, Ronald Waybright Linda Lyter, Executive Director, Sierra Rabel, Administrative Assistant and Grady Bowyer, Officer Manager, Inspectors, Terry Bollinger and Mark Danehart

Mark Garren, Attorney present via zoom.

Guests present: Melissa Cyfers & Jordan Fenner

Call meeting to order at 11:04 a.m. by president of board – quorum established.

Agenda rearranged to go into executive session first.

A motion is made by Paul Mateer to go into Executive Session and seconded by Ronald Waybright.  
Motion approved.

Terry Bollinger and Mark Danehart exit the room.

Melissa Cyfers and Jordan Fenner present pertinent information to the board.

Discussion regarding unlicensed practice. Will send an inspector to investigate further. Will be discussed more at the August meeting.

Complaints reviewed and discussed.

2025-02, 2025-03, 2025-12, 2026-00, 2026-01, 2026-02, 2026-03

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Complaint # 2025-02 remains open.

Complaint # 2025-03 remains open.

Complaint # 2025-12 recommend to close.

Complaint # 2026-00 recommend to close.

Complaint # 2026-01 recommend to close.

Complaint # 2026-02 remains open.

Complaint # 2026-03 remain open.

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

Terry Bollinger and Mark Danehart returns to meeting room.

Complaint # 2025-02 remains open recommend four hours of ethics and a fine of \$2,000 plus an administrative fine of \$250 through a consent agreement.

Complaint # 2025-03 remains open recommend four hours of ethics and a fine of \$2,000 plus an administrative fine of \$250 through a consent agreement.

Complaint # 2025-12 recommend to close. Motion made by Ron Waybright seconded by Paul Mateer to close due to no probable cause or violation of law.

Complaint # 2026-00 recommend to close. Motion made by Bryan Nichols seconded by Fred Kitchen to close due to no probable cause or violation of law.

Complaint # 2026-01 recommend to close. Motion made by Paul Mateer seconded by Robert Fields to close due to no probable cause or violation of law.

Complaint # 2026-02 remain open pending further inquiry.

Complaint # 2026-03 remains open -- request additional information and request narrative of chronological events.

A motion is made by Bryan Nichols to approve the April 8, 2026, meeting minutes. Seconded by Fred Kitchen. Motion approved.

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Lyter presented Pcard report for April and May. A motion is made by Fred Kitchen to approve the Pcard report and seconded by Robert Fields. Motion approved.

Lyter presented the Finance report for April and May. A motion is made by Paul Mateer to approve the report. Seconded by Fred Kitchen. Motion approved.

Lyter presented information about the across-the-board raise and hourly rate increases. The board discussed this and agreed to the increase of hourly rate from \$17.00 to \$18.00 that the Massage Board approved for Kendra Zamora. The board also increased Grady Bowyer to \$22.00 an hour and implemented the across-the-board raise for Sierra Rabel. A motion is made by Paul Mateer and seconded by Ronald Waybright. Motion approved.

Executive Director's Report: Provided update regarding purchasing audit report and BRIM report. Brim report to include defensive driving, cyber security, PII and safety committee report. Also, discussed board appointments due to recent death of Rich Bischoff.

A motion is made by Robert Fields to accept the BRIM and safety committee report and seconded by Ronald Waybright. Motion approved

Office Manager's Report: Discussed revenue renewal report.

Board Member Concerns/Items of Interest: discussion updating the rules for those who leave the profession and return so they can be reinstated without having to take the LRR again and would just need continuing education. Additionally, there was a funeral home reported to be not in compliance. Will send an inspector and be discussed at the next board meeting.

The next meeting will be scheduled for August 10<sup>th</sup>, 2026, at 10:00 a.m.

Licenses signed by members.

A motion is made by Paul Mateer to adjourn the meeting. Seconded by Bryan Nichols. Motion approved.