

West Virginia Board of Funeral Service Examiners
BOARD MEETING MINUTES
February 9, 2016

The meeting was called to order at 1:00 p.m. by Ira Handley, President. Members in attendance were Bill Davis, Robert Fields, Keith Kimble, and John Taylor. Present by telephone conference were Connie Grisell and Sarah Lobban. Non members present were Regina Foster, Executive Director, Amanda Legg, Administrative Assistant and Constance Sloan. Rob Kimes and several members of the Funeral Directors Association were also present for the open part of the meeting.

On motion of Sarah Lobban, seconded by Keith Kimble, the Board the Board voted unanimously to go into Executive Session pursuant to WV Code §6-9A-4(b)(A). On motion of Keith Kimble, seconded by Bill Davis, the Board unanimously voted to return to public session.

At this time some members of the WVFDA entered the meeting room and disrupted the proceedings. Some of the members began verbally expressing objections concerning matters not on the agenda. None had requested to address the Board prior to the commencement of the meeting. The President stated that the complaint committee decisions and budget matters would be continued to a later date.

The October 6, 2015 Minutes were unanimously approved on motion of Bill Davis, seconded by John Taylor.

The Financial reports for September 2015 through December 2015 were discussed. Mr. Fields raised a question about two expenditures which appeared under the heading "livestock/farm" and "improvements". The charges, in the amount of \$6.99 and %31.59, were incorrectly coded and Mr. Fields was advised by the Office Manager that they could not be corrected by would carry through until the year ending June 30. On motion of Bill Davis, seconded by Connie Grisell, the Board voted to approve the Financial Reports. Mr. Fields voted no.

On motion of Bob Fields, seconded by Keith Kimble, the Board voted to accept the Consent Decree and Order in Complaint 2015004, and to authorize the President to sign the same on behalf of the Board. In the Consent Decree and Order Jeff Bard agreed to be formally Reprimanded in his action which gave rise to this complaint. The matter is now closed.

On motion of Connie Grisell, seconded by Bob Fields, the Board amended the minutes of the June 2015 meeting in Complaint No. 2015-02 as follows:

COMPLAINT 2015-02

The complaint alleges that they purchased a cremation for their son from Lohr Barb Funeral Home and were charged for an 18 gauge casket and that they did not pick out the casket, the funeral home did. According to complainant, he contacted Pat Boyle at the crematory where the cremation was performed to see if he had been cremated in the metal casket and was advised that his son was not cremated in the casket. Complainant

believes that the casket was then reused by others. Complainant also contacted other funeral homes in the area comparing prices and getting advice on what should have occurred with his son's funeral. This complaint is another example of what happens when competitor funeral homes give advice when they have no idea of the actual situation.

On motion of Connie Grisell, seconded by Sarah Lobban, the Board voted unanimously to approve payment for the membership dues in the West Virginia Association of Licensing Boards.

On motion of Connie Grisell, seconded by Bill Davis, the Board voted unanimously to renew the current office lease for an additional three years.

On motion of Keith Kimble, seconded by Bill Davis, the Board voted unanimously to bring the inspector's per diem pay to the same as other state employees. Kanawha County meal allowance will continue to be \$15 per day. Meal allowance will be paid for one day out of county travel when the inspector does not use his personal vehicle.

On motion of Sarah Lobban, seconded by John Taylor, the Board voted unanimously to do away with morning and afternoon breaks of 15 minutes each and increase the lunch hour by 30 minutes, giving employees 1 hour lunch breaks.

The Office Manager advised the Board that as soon as the Legislature adjourned that she would begin securing meeting places and instructors for continuing education sessions to be held in September and October. The places under consideration are Alkanes, Fairmont or Clarksburg, Charleston, Beckley and possibly Parkersburg. Mr. Fields inquired about meetings in the eastern panhandle and was advised that we had tried to have them in Martinsburg previously but there was no attendance. Board members and licensees will be notified later of the locations and dates.

The Office Manager stated that we are still working on OASIS training, that Regina has done an excellent job in that area and bill paying and deposits are on time. She will move into the payroll aspect of OASIS this month.

As set out in the Agenda, the following are the scheduled holidays for the remainder of the year:

February 15	Presidents Day
May 10	Primary Election
May 30	Memorial Day
June 20	WV Day
July 4	Independence Day
September 5	Labor Day
October 10	Columbus Day
November 8	General Election Day
November 11	Veterans Day
November 23	Closed half day
November 24-25	Thanksgiving Holiday
December 23	Closed half day for Christmas Holiday
December 26	Closed for Christmas Holiday
December 30	New Years Eve - Closed half day

On motion of Bill Davis, seconded by Keith Kimble, the meeting was adjourned.

Executive Director

Board President