

West Virginia Board of Funeral Service Examiners
BOARD MEETING
OCTOBER 8, 2014

The meeting was called to order at 1:00 p.m. by President Chad Harding. Members present: Chad Harding, Keith Kimble, Ira Handley, John Fahey and Sarah Lobban and Chad Hutson attended via telephone conference call. John Stump was absent. Non members present, Regina Foster, Executive Director, Amanda Leg., Administrative Assistant and Constance Sloan, Office Manager.

On motion of John Fahey, seconded by Chad Hutson, the Minutes of the June 9, 2014 and September 15, 2014 meetings were approved unanimously.

On motion of Chad Hutson, seconded by John Fahey, the Financial Reports for May and June, 2014 were unanimously approved. It was noted that because of the change to OASIS that monthly reports from June to date were unavailable from the Auditor's Office or the Department of Administration and would be presented to the Board at a later date.

On motion of John Fahey, seconded by Keith Kimble, the P-Card reports for June, July and August, 2014 were unanimously approved.

On motion of Keith Kimble, seconded by Chad Hutson, the payment of membership dues to the International Conference was unanimously approved.

The Board then discussed the payments from DHHR as it relates to "green burials" and the fact that funeral homes are not being paid for those burials but will pay for cremations. On motion of Ira Handley, seconded by Keith Kimble, the Board voted to direct a letter to DHHR asking for their regulations to be amended to allow payment of the \$1250 for green burials when traditional caskets and vaults were not utilized. The Board acknowledges that this is a growing trend and that funeral homes should not fear charges being brought against them for accommodating the wishes of the family based on outdated regulations.

The Board then discussed the lack of payments from the Medical Examiner for providing transport services and from DHHR for indigent burials. On motion of John Fahey, seconded by Sarah Lobban, the Board voted unanimously to contact the Governor's Office and DHHR to inquire as to when these payments can be expected to resume in a timely matter.

The Board next took up the matter of transport services being provided to the Medical Examiner's Office by funeral homes and that these funeral homes are showing up at crime scenes, accident scenes or at homes where an unattended death had occurred in vehicles displaying the name of their funeral home and wearing name tags from their funeral homes. In some cases, these persons are openly soliciting services in violation of the law. On motion of John Fahey, seconded by Sarah Lobban, the Board voted to have the Director contact the Medical Examiners' Office and advise them that these transports are their agents and in accordance with the law must not use marked vehicles. Keith Kimble did not vote.

The Board, on motion of Ira Handley, seconded by Sarah Lobban, voted unanimously to seek legislative change, either by modification of the statutes relating to funeral service, or by legislative regulations, to require ownership of funeral establishment to be noted in their advertisements. This would include sole proprietorships and corporate owned funeral homes.

On motion of Chad Harding, seconded by Keith Kimble, the Board voted unanimously that the duties of staff should be designated, but at the same time staff would at all times assist others in the performance of their duties.

Regina Foster is primarily to work on the OASIS program in order to be able to pay bills, make deposits, process travel and any other functions which are integral to the operation of the office. She is to gradually phase in Amanda to this system so that eventually the office will have two persons who can conduct the finances of the office.

Amanda Leg. will do data entry of all continuing education hours, apprentice reports and inspection reports. She will process new applications for establishments or individual licenses. She will help with filing and eventually the reorganization of the files with Connie.

Connie Sloan is to be the Office Manager and will oversee the workflow of the office, which means designation of tasks, she will coordinate vacation schedules and will keep time records, handle complaints, and assist with Budget preparation.

The Board then discussed inspection reports and the need to hire an additional inspector and to split the inspections as to regions as had been done in the past. The Board inquired if Ira Handley was still interested in doing inspections and he replied in the affirmative. On motion of Sarah Lobban, seconded by John Fahey, the Board voted unanimously to hire Ira Handley to fill the second inspector position and to split the state into two inspection areas, effective November 1, 2014.

The Board set the next meeting for February 10, 2014.

Licenses were signed for the following:

Crematories

Giffin Funeral Home, Inc.

Funeral Directors

Robert M. Fields
Nicholas Hall
David C. Madock
Chad McGinn
Stephen E. McIntire
Randall L. Parsons

Apprentices

Jacob Harmer
Marty A. Hatfield
Connie J. Jones
Anthony R. McIe

Catherine L. Pettry
Kenneth M. Pettry
Mary Ann Rose
Brandon M. Whetsell
David Stone (duplicate)

Crematory Operator

Brian K. Armstrong
Kelly R. Armstrong
Paula L. Clay
Ashlee N. Cooke
Brandon Miles Cornett
Keith R. Derrick
James A. Duke, Jr.
William Ryan Ford
Mitchell Gibson
Benjamin R. Giffin
Jerry B. Giffin
Lucas A. Giffin
Eric A. Keckley
Howard W. Vest

Courtesy Cards

Tracy V. Boorum
Joseph Brandon Davis
Kyle M. Lankford
Jeffrey L. Toothman

There being no further business to be discussed, the Board adjourned.

Executive Director

President