



Linda Lyter, Executive Director
Grady M. Bowyer, Office Manager
Alice Long, Receptionist

(304) 558 0302 Tele
(304) 558 0660 Fax

STATE OF WEST VIRGINIA
Board of Funeral Service Examiners
179 Summers Street, Suite 319
Charleston, WV 25301

wvfuneralboard@wv.gov
www.wvfuneralboard.com

Board Meeting

November 9, 2023 @ 11:00 am

1. Board meeting convenes and establish quorum
2. Approve August 24, 2023 work session and September 26, 2023 board meeting minutes
3. Executive Session - Complaint Review - 2023-08, 2023-11, 2024-00, 2024-01, 2024-02, 2024-03 & 2024-04
4. Financial and P-card Reports for September and October, 2023
5. Executive Director's Report - Legislative update, Auditor's Seminar Update, Conference Grant
6. Office Manager's Report - Code changes, Emergency rule filing date, CE Renewal notices
7. Emergency Rule Changes - Apprentice language (General / Direct Supervision), Strike 6CSR 1.3.4 & 6CSR1.3.5 (Outdated language)
8. Preceptor supervision (Morgan Mayfield)
9. Inventory of cremated remains - Preston Funeral Home
10. Election of Officers
11. Items of Interest / Board Member Concerns
12. Next Meeting Date
13. Adjourn Meeting
14. Licenses to be signed (page 2)

Licenses to be signed

Funeral Service License

1. Rodney S. Turner (Reinstatement)
2. Jessica L. Whitacre
3. Mary Magdalene Mitevski

Apprentice - FS

1. Paul V. Muth, II
2. Stacy R. Deaton
3. Hunter D. Jones

Apprentice-FD

LIC / OIC Change

1. Care Funeral & Cremation*

Funeral Home / Crematory

1. CJS Cremation Services*

Crematory Operator

1. Jon C. Fredlock
2. Rebecca L. Fenner

Reciprocity FS License

Courtesy Card

1. Paul M. Hylton
2. D. Grant Bolt

* - MAILED 10/2/2023