

Board Of Funeral Service Examiners
Board Meeting
179 Summers Street, Suite 319
Charleston, WV 25301

January 20, 2021
12:00 p.m.

Members Present: Eugene Fahey, President, Robert Fields, Vice President, Ronald Waybright and Anthony Eates, Attorney Members Via Phone: John Valentine, Bryan Nichols, Fred Kitchen

Staff Present: Linda Lyter, Executive Director, Grady Bowyer and John McDowell

Guest Present: Rob Kimes, WVFDA

Call meeting to order at 12:05 p.m. by president of the board - Quorum established.

A motion is made by Bob Fields to approve the meeting minutes for the November 17, 2020 meeting. Seconded by Ron Waybright. Motion approved.

Complaint Review - A motion is made by Bob Fields to move into Executive Session. Seconded by Ron Waybright. Motion approved. Guest leaves the room.

Complaint # 2020-02 remains open. No response received to date.

Complaint # 2021-00 Discussion with a recommendation to close complaint.

Complaint # 2021-05 Discussion with recommendation to close the complaint.

Complaint # 2021-06 Discussion with recommendation to close the complaint.

Complaint # 2021-07 Hand delivered complaint letter on.

Investigative Update

A motion is made by Bob Fields to come out of Executive Session and seconded by Ron Waybright. Motion approved.

Complaint # 2020-02 Stays open. Follow-up letter was hand delivered to the funeral home on Licensee In Charge (LIC) summoned to appear at today's regular scheduled board meeting. Funeral Home staff stated LIC is ill and cannot attend meeting.

Complaint 2021-00 Consent decree signed. A motion is made by Bob Fields to close this case. Seconded by Ron Waybright. Motion approved.

Complaint # 2021-05 Law enforcement related. A motion is made by Ron Waybright to close this case. Seconded by Fred Kitchen. Motion approved.

Complaint # 2021-06 A motion is made by Bob Fields to close this case regarding no probable cause. Seconded by Ron Waybright. Motion approved.

Complaint # 2021-07 Stays open. Follow-up.

Executive Director's Report: Personnel Matter: Discussion of the need to increase office manager salary amount due to hours worked. A motion is made by Bob Fields to increase the salary amount from \$17,000 to \$20,000 annually. Seconded by Ron Waybright. Motion approved. To finalize answering service to begin in February re: Tuesday & Thursday's while office is closed to the public, for a minimal amount of \$25.00 per month. Discussion of communication from licensees directed to office staff for consistency. Discussion and clarification on apprenticeship preceptor letter, FTE & courses related to 60 credit hours.

Bowyer presented Finance Report: A motion is made by Ron Waybright to approve the Finance Report. Seconded by Bob Fields. Motion approved.

Lyter & Bowyer presented the P-Card Report for November and December 2020. A motion is made by Ron Waybright to approve the P-Card Report. Seconded by Bob Fields. Motion approved.

Office Manager Report: Crematory operator training discussed in regards to working with the WV Association of Funeral Service Examiners & Crematory Operators to provide the required crematory operator training. Update on COVID vaccinations for funeral directors who have been vaccinated. Rob Kimes contributed to the vaccine report. Discussion to move forward on the Record Retention & Disposal Policy. Updates on submitted rules, online database and annual report submission.

Exam Committee Report: McDowell presents update for exam committee. Will need to be send all of the information to the volunteer relating to the exam and a copy of the apprentice book, etc.

Information provided for a new postage machine. Move forward on obtaining new machine. Licenses signed by board members. Will mail to member not in attendance.

Discussion of the language for a Memorandum of Understanding between Mortuary Schools and the Board.

Board member concerns: will resume the board sponsored continuing education courses once pandemic is over. Rob Kimes stated the Association winter meeting will be held on March 10.

Next regular scheduled meeting to be held on March 9, 2021 at 12:00 p.m.

A motion is made by Ron Waybright to adjourn meeting. Seconded by John Valentine. Motion approved.