

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

March 9, 2021  
12:00 p.m.

Members & Staff Present: Eugene Fahey, President, Robert Fields, Vice President, Rich Bishoff, Brian Nichols, Ron Waybright, Linda Lyter, Executive Director, John McDowell, Grady Bowyer & Anthony Eates, Attorney.

Members Absent: Fred Kitchen & John Valentine

Call meeting to order at 12:15 p.m. by president of the board - Quorum established.

Motion made by Ron Waybright to approve the meeting minutes for January 20, 2021. Seconded by Bob Fields. Motion approved.

Motion to go into Executive Session for complaints review is made by Rich Bishoff and seconded by Bryan Nichols. Motion approved.

Complaint # 2020-02 remains open. No written response from funeral home to date. A copy of the check for payment and a receipt has been submitted to the Board after multiple requests. Licensee- In-Charge has been requested to attend board meeting.

Complaint # 2021-07 remains open. No written response from funeral home to date. Licensee-In-Charge has been requested to attend board meeting.

Complaint # 2021-08 (new complaint).

Discussion of Funeral Home Renewal

Motion is made by Bob Fields to come out of Executive Session. Seconded by Rich Bishoff. Motion approved.

No Board votes on complaints.

Motion made by Rich Bishoff to waive the late fee and inspection fees due to error regarding Branch Funeral Home renewal. Seconded by Ron Waybright. Motion approved.

Executive Director's Report: CE Broker information provided to Board. Will invite to present at an upcoming board meeting. Legislative update on introduced bills that could potentially affect the board. CE seminar discussed and the Board will not be providing the courses this year due to the pandemic. Information to be included on website for licensees. Also, due to the pandemic online continuing education courses will be accepted to meet the continuing education

requirements for this year's renewal cycle. The Boards' FY 2022 budget is due on May 3, 2021 to the State Budget Office which is prior to the next board meeting. Will submit the same total annual budget amount for expenditures as FY 2021.

Lyter & Bowyer presented finance report to the board. Motion made by Rich Bishoff to approve the finance report. Seconded by Ron Waybright. Motion approved.

Lyter & Bowyer presented P-card report for January & February 2020. Motion made by Bob Fields to approve the P-card report, Seconded by Bryan Nichols. Motion approved.

Office Manager's Report: Bowyer provided an update on Legislative Rules; rules are on House Government Organization Committee agenda next week. P-Card Policy was presented to Board. A motion to approve the P-Card Policy is made by Ron Waybright and seconded by Bob Fields. Motion approved. Update on archiving files and answering service. Discussion on creation of an apprentice program policy and/or guidelines for consideration of request for year six (6) on a case by case basis. Provided information on a searchable licensee database. A motion is made by Rich Bishoff to pursue the searchable database through the State Treasurer's Office. Seconded by Ron Waybright. Motion approved. At a future date, would also like e-mails to be required on forms so they can be included in the database.

Exam Committee Update: McDowell provided an update on the exam. Contacted volunteer for exam writing and all of the materials have been sent to her. The goal is to have most of the exam written and available for review by late May. Lyter will contact the Conference to discuss the implementation plan and bring back to the Board at the next meeting. Hoping to have new exam available by the end of the year.

Licenses signed by board members. Will hand deliver and mail to members not at meeting.

Next regular scheduled meeting to be held on May 18, 2021 at 12:00 p.m.

Motion made by Rich Bishoff to adjourn meeting. Seconded by Ron Waybright. Motion approved.