

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

May 19, 2020
1:00 p.m.

Members & Staff Present: Eugene Fahey, President, Robert Fields, Vice President, Linda Lyter, Executive Director, John McDowell, and Grady Bowyer. Members Via Phone: Rich Bishoff, Fred Kitchen, Brian Nichols, Ronald Waybright, John Valentine and Anthony Eates, Attorney.

Call meeting to order at 1:07 p.m. by president of the board - Quorum established.

A motion is made by Rich Bishoff to approve the meeting minutes for February 12, 2020. Seconded by Fred Kitchen. Motion approved.

Complaint # 2019-09 remains open pending any criminal case. Send inspector to funeral home

Complaint # 2020-02 remains open. No written response from funeral home. Need response relating to the assignment of benefits and statement of goods.

Complaint # 2020-03 remains open. Attorney to send letter to the licensee's attorney for additional response.

Complaint # 2020-04 remains open. Inspector to schedule appointment with contact person for funeral home to pick-up cremains.

A motion is made by Rich Bishoff to close complaint # 2020-05. No probable cause or violation of law. Seconded by Bob Fields. Motion approved.

A motion is made by Rich Bishoff to close complaint # 2020-06. No probable cause or violation of law. Seconded by Bob Fields. Motion approved.

A motion is made by Fred Kitchen to close complaint # 2020-07. No probable cause or violation of law. Seconded by Bob Fields. Motion approved.

A motion is made by Fred Kitchen to initiate a board complaint against a licensee, DB for permitting a person to practicing without a license under his supervision. Seconded by Rich Bishoff. Motion approved.

A motion is made by Fred Kitchen to close complaint # 2020-08. No probable cause or violation of law. Seconded by Bob Fields. Motion approved.

A motion is made by Bob Fields to move the Funeral Home Closure Issue to the end of the agenda.

Seconded by Fred Kitchen. Motion approved.

A motion is made by John Valentine to postpone any potential fee increases at this time. Will be reviewed at a later date, if necessary. Seconded by Bryan Nichols. Motion approved.

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

Lyter presented P-card report for February, March and April 2020. Motion made by Bob Fields to approve the P-card report, Seconded by Fred Kitchen. Motion approved.

Lyter executive director report: Legislative update on status of required rules, board rules review and study resolutions related to the Chapter 30 Boards. Lyter & McDowell provided summary of the conference (International Conference of Funeral Service Examiners) attended in February. BRIM - Policies presented to the board for approval. Motion is made by Bob Fields to adopt the Safety Committee and Defensive Driving policies. Seconded by Fred Kitchen. Motion approved. Discussed the importance of cyber security, PII protection and confidentiality.

Lyter discussed the possibility of sharing office space with other smaller boards in the building. They are Board of Hearing Aid Dealers and the Board of Landscape Architects.

Bowyer provided an update on online renewals and the mailing of 2020 renewal forms. Working closely with Treasurer's Office to get everything ready to roll-out and mailing of forms.

The five (5) year apprentice renewals - discussion of the grand fathering clause that relates to the apprenticeships that are greater than the 5 year time frame. A motion is made by Bob Fields to approve Daniel Brown and Micheal Quesenberry due to being grand fathered in as apprentices. Seconded by Fred Kitchen. Motion approved.

A motion is made to deny renewal of the apprenticeships of Ryan Rosenau, and Brandon Lee Waters that are greater than the 5 year time period that may include an additional year with board approval. They did not qualify for renewal and/or meet the requirements of the grand father clause. They would need to re-apply for the apprenticeship as opposed to renew.

The Board discussed the funeral home closure issue and concluded that there was no action that could be taken by the board regarding this matter.

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

Next regular scheduled meeting to be held on July 14, 2020 at 12:00 p.m.

Motion made by Bob Fields to adjourn meeting. Seconded by Ron Waybright. Motion approved.