

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

July 14, 2020
12:00 p.m.

Members Present: Eugene Fahey, President, Robert Fields, Vice President, Rich Bishoff, Fred Kitchen, Bryan Nichols, Ronald Waybright Member Via Phone: John Valentine

Staff Present: Linda Lyter, Executive Director, Grady Bowyer and John McDowell
Absent: Anthony Eates, Attorney

Call meeting to order at 12:06 p.m. by president of the board - Quorum established.

A motion is made by Rich Bishoff to approve the meeting minutes as amended for May 19, 2020. Seconded by Fred Kitchen. Motion approved.

Complaint # 2019-09 A motion is made by Rich Bishoff to close this case. No probable cause or violation of law. Seconded by Robert Fields. Motion approved.

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

Complaint # 2020-03 A motion is made by Fred Kitchen to close the case. No probable cause or violation of law. Seconded by Robert Fields. Motion approved.

Complaint # 2020-04 A motion is made by Fred Kitchen to close this case. Cremains delivered to family member. Seconded by Rich Bishoff. Motion approved.

Complaint # 2020-09 remains open. Need additional input from board attorney.

Executive Director's Report: Legislative Update & Rules Review, vendor contract renewals, BRIM PII Privacy Policy and Michael Talbott payroll reimbursement and Regina Anderson regarding an unemployment claim received.

A motion is made by Fred Kitchen to approve Series 1 Rules revisions. Seconded by Ron Waybright. Motion approved.

A motion is made by Rich Bishoff to approve Series 2 Rules revision Seconded by Robert Fields. Motion approved.

A motion is made by Robert Fields to approve the new Series 7 Rules for fees. Seconded by Rich Bishoff. Motion approved.

A motion is made by Robert Fields to approve the PII Privacy Policy. Seconded by Ron Waybright. Motion approved.

Lyter presented finance report to the board. A motion is made by Rich Bishoff to approve the finance report. Seconded by Bryan Nichols. Motion approved.

Lyter presented P-card report for May and June 2020. A motion is made by Ron Waybright to approve the P-card report. Seconded by Rich Bishoff. Motion approved.

A motion is made by Fred Kitchen to approve Matthews International continuing education provider. Seconded by Bryan Nichols. Motion approved. Any new courses offered by providers will be brought before the board for approval. Existing or previous courses can be approved by staff. Discussion of Board sponsored courses to offer in the spring.

Lyter again discussed the possibility of sharing office space with other smaller boards in the building as the leases are due to renew so as to report to legislative staff at upcoming meetings. They currently include Board of Hearing Aid Dealers and the Board of Landscape Architects. A motion is made by Rich Bishoff to explore options for the sharing of office space. Seconded by Ron Waybright. Motion approved.

Bowyer provided an update on license renewals and database.

Inspection report provided for FY 2020.

The Board discussed a work session meeting at 10:30 a.m. on October 13, 2020 for review of the state law exam and other board business.

Licenses signed by board members. Will mail to member not in attendance.

Next regular scheduled meeting to be held on September 22, 2020 at 12:00 p.m.

A motion is made by Bryan Nichols to adjourn meeting. Seconded by Ron Waybright. Motion approved.