

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

September 16, 2021
12:00 p.m.

Members & Staff Present: Eugene Fahey, President, Rich Bishoff, Fred Kitchen, Bryan Nichols, Linda Lyter, Executive Director, Grady Bowyer, Anthony Eates, Attorney and John McDowell

Members Absent: Bob Fields, Vice President, Ron Waybright and John Valentine

Guests Present: Rob Kimes, Melissa Cyfers and Anthony Paletti

Call meeting to order at 12:08 p.m. by president of board – quorum established.

Motion made by Bryan Nichols to approve the meeting minutes for July 13, 2021. Seconded by Fred Kitchen. Motion approved. Works Session minutes for August 17, 2021 will be approved at the next scheduled board meeting.

Motion made by Fred Kitchen to table the request for the reinstatement of Stockart-Paletti Funeral Home establishment license. Seconded by Bryan Nichols. Motion approved.

Motion made by Rich Bishoff to go into Executive Session and seconded by Fred Kitchen. Motion approved.

Complaint # 2021-09 remains open.

Motion is made by Rich Bishoff to come out of Executive Session and seconded by Fred Kitchen. Motion approved.

Motion is made by Fred Kitchen to table Complaint # 2021-09. Seconded by Rich Bishoff. Motion approved. Attorney will send letter to licensee requesting additional information.

A motion is made by Rich Bishoff to dismiss Complaint # 2021-10 due to no probable cause or violation of law. Seconded by Fred Kitchen. Motion approved.

Complaint # 2022-00 pending - issued complaint.

Motion is made by Bryan Nichols to initiate a Board Complaint # 2022-01 against a licensee. Seconded by Rich Bishoff. Motion approved. Attorney will draft the complaint letter.

Lyter & Bowyer present financial report for July and August. A motion to approve the financial report is made by Fred Kitchen. Seconded by Bryan Nichols. Motion approved.

Lyter & Bowyer present P-Card report. A motion to approve the P-Card report is made by Rich Bishoff and seconded by Fred Kitchen. Motion approved.

Executive Director's Report: Discussion of crematory operator licensee requesting minister transcript to be accepted as educational requirements for funeral services licensee, the inspection of Elk Funeral Home, rules & code updates, invoice received for prior years from Workforce WV, information provided for the upcoming annual licensing board training.

Office Manager's Report: Information provided of the annual CE audit for license renewals, review of Series 5 technical amendment that needed updated and the online database will be the primary licensee database.

Late Fees discussed for two funeral service licensees. Motion is made by Rich Bishoff to waive the late fee for these two individuals and seconded by Bryan Nichols. Motion approved. Examination is being reviewed today by the Exam Committee for final review and the recommendation to the full board to approve at the next regular scheduled meeting. Discussion regarding a study guide for the exam.

Discussion to move forward with CE Broker with consensus from the board.

Items of interest include discussion of Code changes for the requirement of a crematory operator to be a funeral services licensee. Also discussed, for the qualifications and requirements for a funeral director license only due to the increased need for funeral directors in the state.

Discussion of DNA swab by a licensed funeral services licensee. Not permitted under our WV Code.

Next meeting date is scheduled for November 22, 2021 at noon.

Licenses signed by board members. Will be mailed to those not in attendance.

Motion to adjourn the meeting is made by Rich Bishoff and seconded by Fred Kitchen. Motion approved.