

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

October 13, 2020  
10:30 a.m.

Members Present: Eugene Fahey, President, Robert Fields, Vice President, Rich Bishoff, Fred Kitchen, Bryan Nichols, Ron Waybright.  
Absent: John Valentine

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

Call meeting to order at 10:32 a.m. by president of the board - Quorum established. Consensus of members to rearrange agenda items.

A motion is made by Rich Bishoff to go into executive session. Seconded by Ron Waybright. Motion approved.

Brainstorming discussion for levels of licensure and in relation to surrounding states.

Discussion of CEU random audits - maintain Ceu certificate and/or records for audit purposes, mail post card to notify licensees.

Crematory operator training - update Series 2 for change in wording.

Discussion of state law exam - move forward on development of new exam questions.

Annual continuing education session - plan for spring - April 2021 specific date to be determined. Possible webinar depending on status of pandemic.

Inspector duties and format-confirm LIC will be on premises @ time of inspection when scheduling date & time of inspection.

Discussion of suggestions & improvements to website. To include biographies and photos of board members and staff.

Staff duties - discussion of phone coverage for office. Consider answering service.

A motion is made by Rich Bishoff to move out of executive session. Seconded by Ron Waybright. Motion approved.

Phone Issues: Contact phone company to check lines prior to purchase of new phones. Will try to determine what the problem is first. A motion is made by Bob Fields to purchase new phones up

to an amount of \$1,000.00 if determined to be necessary at this time. Seconded by Fred Kitchen.  
Motion approved.

Licensee Database and Renewals Update    Expiring Renewals List - Inspections  
Rich off call @ 1:21 p.m.

Next regular scheduled meeting to be held on November 17, 2020 at 12:00 p.m.

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