

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

April 7, 2022
11:00 a.m.

Members & Staff Present: Eugene Fahey, President, Robert Fields, Vice President, Bryan Nichols, Fred Kitchen, Linda Lyter, Executive Director, Grady Bowyer and Mark Danehart, Inspector. Adriana Marshall, Attorney. John McDowell. Rich Bishoff attended via Zoom.

Guests Present: Rob Kimes, WVFDCOA Executive Director

Members Absent: John Valentine and Ron Waybright

Introductions: Adriana Marshall, Attorney and Mark Danehart, Inspector

Call meeting to order at 11:20 a.m. by president of the board - Quorum established.

Motion made by Bob Fields to approve the meeting minutes for February 3, 2022. Seconded by Fred Kitchen. Motion approved.

Motion to go into Executive Session for complaints review is made by Fred Kitchen and seconded by Bob Fields. Motion approved.

Complaint # 2022-00 remains open. No written response from licensee to date. May have relocated out of state and license is due to renew in June.

Complaint # 2022-01 remains open. No written response from licensee to date. May have relocated out of state and license is due to renew in June.

Complaint # 2022-03 remains open. No written response from licensee/funeral home. Follow-up with phone call.

Complaint # 2022-04 recommendation to close.

Complaint # 2022-05 recommendation to close.

Complaint # 2022-06 new complaint

A motion is made by Bob Fields to come out of Executive Session. Seconded by Fred Kitchen. Motion approved.

A motion is made by Bob Fields to close Complaint # 2022-04 due to no probable cause or violation of law. Seconded by Fred Kitchen. Motion approved.

A motion is made by Bob Fields to close Complaint # 2022-05 due to no probable cause or violation of law. Seconded by Fred Kitchen. Motion approved.

Lyter & Bowyer presented finance report for February and March 2022. Motion made by Bob Fields to approve the finance report. Seconded by Fred Kitchen. Motion approved.

Lyter & Bowyer presented P-card report for February and March 2022. Motion made by Fred Kitchen to approve the P-card report. Seconded by Bob Fields. Motion approved.

Executive Director's Report: legislative session update on Series 7 rules and to include rules that will need to be submitted regarding the passage of HB4647. Will need to schedule a meeting to work on rules. Discussion of salary increases for inspectors. A motion is made by Fred Kitchen to increase the annual salary to \$12,000.00 for both inspectors. Seconded by Bob Fields. Motion approved. This will become effective in July 2022.

Office Manager's Report: Bowyer provided an update on CE Broker and the upcoming renewal cycle. Discussion of approval for 6th year apprentice renewal. A motion is made by Fred Kitchen to approve the additional year for apprentice renewal for Olivia Collins and seconded by Bryan Nichols. Motion approved.

Discussion of apprenticeship reciprocity for new funeral director position by Gene Fahey. A work session meeting is scheduled for May 12, 2022 to work on the necessary rules.

Inspector report provided by Mark Danehart. Melissa Cyfers will be providing a presentation on funeral home inspections at the WV Funeral Directors & Crematory Operators Association (WVFDCOA) at the annual convention in June at Stonewall Resort for one hour of general continuing education credit.

A motion is made by Fred Kitchen to approve the licenses of Cunningham Parker & Johnson, Roselawn and Kingwood Funeral Homes. Seconded by Bryan Nichols. Motion approved.

Signing of death certificates discussed by Rich Bishoff. WVFDCOA is involved with this matter. Not in the purview of the board.

Fred Kitchen is assigned by the board president as the alternate complaint committee member.

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

Next regular scheduled meeting to be held on June 17, 2022 at 11:00 a.m. to coincide with the WVFDCOA annual convention at Stonewall Resort.

Motion made by Bryan Nichols to adjourn meeting. Seconded by Fred Kitchen. Motion approved.