

WV Board of Funeral Service Examiners

Board Meeting

179 Summers Street

Suite 319

Charleston, WV 25301

October 13, 2022

11:00 a.m.

Members & Staff Present: Eugene Fahey, President, Ron Waybright, Bryan Nichols and Rich Bishoff. Linda Lyter, Executive Director, Grady Bowyer, Office Manager, Melissa Cyfers, Inspector, Mark Danehart, Inspector and Adriana Marshall, Attorney

Present via Zoom: Robert Fields, Vice President

Members Absent: Fred Kitchen and John Valentine

Guests Present: Brad McElhinny, Reporter WV Media via Zoom

Call meeting to order at 11:05 a.m. by president of board – quorum established.

A motion made by Ron Waybright to amend the June 17, 2022 minutes to include Melissa Cyfers and Mark Danehart, Board Inspectors as attendees. Seconded by Rich Bishoff. Motion approved. A motion made by Rich Bishoff to approve the meeting minutes for August 15, 2022 (emergency meeting) and August 22, 2022. Seconded by Bryan Nichols. Motion approved.

A motion is made by Ron Waybright to go into Executive Session and seconded by Rich Bishoff. Motion approved. Staff & guests are requested to leave the room. Brad McElhinny is placed in the waiting room.

Complaints reviewed and discussed.

A motion is made by Rich Bishoff to come out of Executive Session and seconded by Ron Waybright. Motion approved. Attendees come back into the meeting.

A motion is made by Rich Bishoff to send inspector on a random inspection re: Complaint # 2021-07 which has been placed in abeyance. Seconded by Bryan Nichols. Motion approved.

Complaint # 2022-03 Remains open.

Complaint # 2022-07 Remains open. Re: Consent agreement.

Complaint # 2022-08 Remains open. Re: Consent agreement.

Complaint # 2022-11 A motion is made by Rich Bishoff to close the complaint due to no probable cause or violation of law. Seconded by Bryan Nichols. Motion approved.

Complaint 2023-00 A motion is made by Rich Bishoff to summon both parties of the complaint to appear at the next board meeting. Seconded by Bryan Nichols. Motion approved.

Complaint 2023-01 and Complaint 2023-02 A motion is made by Rich Bishoff to request a response to complaints within five (5) days. If no response submitted, attorney to draft a consent agreement for license revocation. Seconded by Bryan Nichols. Motion approved.

Complaint 2023-03 A motion is made by Rich Bishoff to close the complaint due to no probable cause or violation of law. Seconded by Bryan Nichols. Motion approved.

Complaint 2023-04 Remains open. A motion is made by Rich Bishoff to send a follow-up letter to funeral homes to explain the current operations agreement between them, Seconded by Bryan Nichols. Motion approved.

Complaint 2023-05 Remains open. A motion is made by Rich Bishoff to summon the Licensee-In Charge to the next board meeting. Seconded by Ron Waybright. Motion approved.

Complaint 2023-06 Remains open. Response has not been received.

Lyter presented financial report. A motion is made by Ron Waybright and seconded by Bryan Nichols. Motion approved.

Lyter & Bowyer presented P-Card report. A motion to approve the P-Card report is made by Ron Waybright and seconded by Bryan Nichols. Motion approved.

Executive Director's Report: Lyter provided legislative update on rules. Reminder of the WVSAO annual board training on November 1 and request for any questions to submit for the panel discussion.

Office Manager's Report: Bowyer presented FD apprentice report and annual CE audit discussion for license renewals.

Discussion of funeral director only apprentice reciprocity requirements. Would recognize same requirements for apprentice license reciprocity for funeral director only if completed in another state.

Bowyer presented new CEU provider. A motion is made by Bryan Nichols to approve Chandler as a new continuing education provider for remainder of 2022 and 2023. Seconded by Rich Bishoff. Motion approved.

International Conference of Funeral Services Examination Board annual meeting to be held in March 2023.

Cyfers and Danehart discussed inspections. Inspections and follow-ups are going well.

Items of Interest/Member Concerns: A master list inspections report is needed for funeral home inspections. Bowyer to run report from data base.

The next meeting will be scheduled for December 6, 2022 at 11:00 a.m.

Licenses signed by members.

A motion is made by Rich Bishoff to adjourn the meeting. Seconded by Ron Waybright. Motion approved.