

WV Board of Funeral Service Examiners

Board Meeting

179 Summers Street

Suite 319

Charleston, WV 25301

February 7, 2023

11:00 a.m.

Members & Staff Present: Eugene Fahey, President, Bob Fields, Vice President/Secretary, Ron Waybright, Bryan Nichols, and John Valentine. Linda Lyter, Executive Director, Grady Bowyer, Office Manager, Mark Danehart, Inspector and Adriana Marshall, Attorney

Present via Zoom: N/A

Members Absent: Rich Bishoff and Fred Kitchen

Guests Present: N/A

Call meeting to order at 11:22 a.m. by president of board – quorum established.

A motion is made by Bob Fields to approve the minutes for December 14, 2022 board meeting. Seconded by Ron Waybright. Motion approved.

A motion is made by John Valentine to approve the crematory operator license reinstatement for Dennis Nunley. Seconded by Bob Fields. Motion approved.

A motion is made by Bryan Nichols to go into Executive Session and seconded by Bob Fields. Motion approved. Staff requested to leave the room.

Complaints and potential complaints reviewed and discussed. Bryan Nichols recused himself and left the room for discussion of a potential complaint.

A motion is made by Ron Waybright to come out of Executive Session and seconded by Bob Fields. Motion approved. Attendees: Mark & Bryan return to the meeting.

Complaints # 2023-01 and 2023-02 remains open. Will continue to monitor these re: Board action & consent decree.

Complaint # 2023-04 remains open.

Complaint # 2023-06 remains open.

A motion is made by Ron Waybright to direct a response for Complaint # 2023-06 due to no written response received to date. Seconded by Bob Fields. Motion approved.

A motion is made by Ron Waybright to direct a response for new Complaint # 2023-07. Seconded by Bryan Nichols. Motion approved.

A directive is provided to send inspector on an unannounced inspection as soon as possible in relation to a new complaint with assigned number Complaint # 2023-08.

A motion is made by Ron Waybright to open a board initiated complaint in relation to unlicensed practice with assigned number Complaint # 2023-09. Seconded by Bob Fields. Motion approved.

A motion is made by Ron Waybright to open a board initiated complaint in relation to unlicensed practice with assigned number Complaint # 2023-10. Seconded by Bryan Nichols. Motion approved.

Bryan Nichols recused himself and left the room. A motion is made by Ron Waybright to open a board initiated complaint in relation to unlicensed practice with assigned number Complaint # 2023-11. Seconded by Bob Fields. Motion approved. Bryan returns to the meeting.

Lyter presented financial report. A motion is made by Bob Fields to approve the finance report and seconded by John Valentine. Motion approved.

Lyter & Bowyer presented P-Card report. A motion to approve the P-Card report is made by Bob Fields and seconded by John Valentine. Motion approved.

Executive Director's Report: Lyter provided legislative update on rules moving through the legislative session. Annual report was submitted in early January. Reminder that Lyter & Bowyer will be attending the annual conference meeting on March 1st & 2<sup>nd</sup> in AZ.

Office Manager's Report: Bowyer presented CE providers renewal report, anticipated revenue projection for 2023 renewal cycle and discuss webpage update.

Courtesy Card requirements for surrounding states: Bob requests information for the license fees in relation to the surrounding states.

Items of Interest/Member Concerns: A postcard or letter to be mailed out regarding the rules changes along with the renewal forms this spring. Discussion of creating a board newsletter to be mailed out at least once a year.

The next meeting will be scheduled for March 30, 2023 at 11:00 a.m.

Licenses signed by members.

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

