

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

March 26, 2024
11:00 a.m.

Members, Staff & Attorney Present: Eugene Fahey, President, Robert Fields, Secretary, Rich Bishoff, Bryan Nichols, Ron Waybright, Fred Kitchen, Paul Mateer, Linda Lyter, Executive Director, Grady Bowyer via Zoom and Adriana Marshall, Attorney

Members Absent: N/A

Guests Present: Melissa Cyfers

Call meeting to order at 11:00 a.m. by president of the board - Quorum established.

A motion is made by Robert Fields to approve the February 6, 2024 amended meeting minutes to correct a misspelled last name. Seconded by Fred Kitchen. Motion approved.

Website & database discussion on acquiring a new licensing database. Will need to continue working on getting bids. Attorney to discuss with WVSTO to determine any other options.

Complaints review: Motion is made by Rich Bishoff to go into executive session. Seconded by Robert Fields. Motion approved.

Guest leaves the room.

Discussion of complaints:

2024-01 Remains open.

2024-07 Remains open.

A motion is made by Bryan Nichols to come out of executive session. Seconded by Bob Fields. Motion approved. Guest returns to conference room.

Complaint # 2024-01 Remains open. A motion is made by Bryan Nichols to deny the request to negotiate terms of consent agreement due to maintaining consistency of board actions. Seconded by Ron Waybright. Motion approved. Noted: Licensee may submit a request in writing for additional timeframe to pay terms of consent agreement.

Complaint # 2024-07 Remains open. A motion is made by Fred Kitchen to send a follow-up letter to complainant and a copy to licensee to confirm receipt of ashes and include a copy of complaint response. Seconded by Bryan Nichols. Motion approved.

Lyter presented finance report to the board through March 2024. Motion is made by Bob Fields to approve the finance report. Seconded by Rich Bishoff. Motion approved.

P-card report for February and March 2024 will be approved at the next board meeting.

Lyter executive director report: Legislative update on current session to include HB 4110 Rules bundle. Legislature included rule changes for the Funeral Board while moving through the legislative committee meetings.

Bowyer office manager report: Update on work status due to unexpected health matters. Update on license renewals to strive to meet our normal mail-out date of mid-May. A motion is made by Bryan Nichols to go into executive session to discuss matter. Seconded by Ron Waybright. Motion approved.

Recommended, no action to be taken.

A motion is made by Bryan Nichols to come out of executive session. Seconded by Ron Waybright. Motion approved.

No action taken.

Discussion and approval of emergency rules were voted on at the February meeting.

Items of interest/Board member concerns: Discussed the clarification of Engrossed vs. Enrolled Legislative bills. Engrossed version is the bill after it has been read a second time (amendment stage) in its house of origin. Enrolled version is the final version of the bill that is presented to the Governor. Request from Melissa Cyfers for list of licensees and funeral homes. Possibility of hiring a temp to assist with office duties.

Information for the upcoming Funeral Directors Association mid-summer meeting to be held at Oglebay Resort in Wheeling June 10-12. Will schedule the June meeting during same timeframe and location.

Licenses signed by board members.

Next regular scheduled meeting to be held on May 17, 2024 at 11:00 a.m.

Motion made by Rich Bishoff to adjourn meeting. Seconded by Fred Kitchen. Motion approved.