

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

July 13, 2021  
12:00 p.m.

Members & Staff Present: Eugene Fahey, President, Robert Fields, Vice President, Fred Kitchen, Ron Waybright, Linda Lyter, Executive Director, Grady Bowyer and John McDowell

Members Absent: Rich Bishoff, Bryan Nichols, John Valentine & Anthony Eates, Attorney

Guests Present: Rob Kimes

Call meeting to order at 12:00 p.m. by president of the board - Quorum established.

Motion made by Bob Fields to approve the meeting minutes for May 18 & June 11, 2021.  
Seconded by Ron Waybright. Motion approved.

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

Complaint # 2021-09 remains open. Request additional documents and information from Licensee In Charge.

Complaint # 2021-10 remains open. Request additional documents and information from Licensee In Charge and EMT call sheet.

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

Scott Rogers - Licensee In Charge (LIC) and David Hernandez Jr, owner of Roselawn Funeral Home appeared before the Board regarding serving as LIC at 2 locations. Owner of 15 funeral homes in 3 states. Has confidence in LIC as serving at locations in Charleston and Princeton. LIC confirms he can manage this.

Lyter & Bowyer present financial report for May and June. Motion made by Bob Fields to approve the financial report. Seconded by Ron Waybright. Motion approved.

Lyter & Bowyer present P-card report for May and June. Motion made by Bob Fields to approve the P-card report. Seconded by Ron Waybright. Motion approved.

Executive Director's Report: Lease Information provided for the termination of the office lease agreement for the Board of Hearing Aid Dealers (BHAD) effective June 30, 2021. The new

Memorandum of Understanding (MOU) will be created for the sharing of office with the Board of Hearing Aid Dealers and the Board of Landscape Architects. A motion is made by Bob Fields for each board to reimburse the Funeral Board \$75.00 per month for the sharing of office space. Seconded by Ron Waybright. Motion approved. Lyter will draft new MOU once both boards have individually approved the amount of reimbursement to the Funeral Board.

Power Point of CE Broker services presented to the Board regarding the tracking of continuing education courses. Table until next meeting to provide time for consideration.

Office Manager's Report: Bowyer provided an update license renewals. The second and final notice for license renewals mailed to licensees who haven't renewed. Update presented on Legislative Rules for Series 7 Fee Increases and random CE audit.

Exam Committee Update: McDowell provided an update on the exam. Need to finalize review of the exam materials as soon as possible for approval. Upon final approval, will then be sent to the Conference for implementation.

Election of Officers: A motion is made by Bob Fields to elect Gene Fahey to continue to serve as president of the board. Seconded by Ron Waybright. Motion approved. A motion is made by Ron Waybright to elect Bob Fields to continue to serve as vice president of the board. Seconded by Fred Kitchen. Motion approved.

Other items of interest: Rob Kimes provided update on crematory operator training. Will have three methods of delivery which include; in person, virtual and online version. Will be ready to offer on February 2, 2022.

Board discussion also included the possibility of offering a funeral directors license only due to the need for additional funeral directors in the state. Gene & Fred recently attended the WV Funeral Directors conference to discuss with the membership. Schedule an upcoming board work session to determine education, license requirements, etc. for funeral director license, apprentice transcript review, as well as other agenda items determined by the board. Work session scheduled for August 17, 2021 at 9:00 a.m.

Licenses to be signed. Will hand deliver and mail to members not present at meeting.

Next regular board meeting scheduled for September 16, 2021 at 12:00.

Motion made by Ron Waybright to adjourn meeting. Seconded by Fred Kitchen. Motion approved.