

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

October 28, 2019  
1:00 p.m.

Members, Staff & Attorney Present: Eugene Fahey, President, Robert Fields, Rich Bischoff, Fred Kitchen, Bryan Nichols, John Valentine, Ronald Waybright, Linda Lyter, Executive Director, Kendra Zamora, Administrative Assistant, Grady Bowyer, John McDowell, Greg Nowlin, Inspector and Anthony Eates, Attorney

Guests Present: None

Call meeting to order at 1:00 by president of the board - Quorum established.

A motion is made by Bob Fields to approve the meeting minutes for September 11 and September 13, 2019. Seconded by Bryan Nichols. Motion approved.

James Brogan appeared before the board regarding license requirements for reciprocity. He was instructed that he needs to pass the state rules and regulations exam prior to becoming licensed in WV.

Lyter presented finance report to the board. Motion made by Bryan Nichols to approve the finance report. Seconded by Rich Bischoff. Motion approved.

Lyter presented P-card report for September and October 2019. Motion made by Fred Kitchen to approve the P-card report, Seconded by Bryan Nichols. Motion approved. Lyter presented the board with a copy of the Purchasing audit report. The response to the audit is due in January 2020. A motion is made by Bob Fields to acknowledge receipt of the report. Seconded by Fred Kitchen. Motion approved.

Lyter to provide executive director report: Update on status of required rules that were passed during the special legislative sessions this year. License applications are current and printed. Lyter noted it's been a team effort among all staff and the board during this transition period. Thanks to everyone.

Motion is made by John Valentine to go into executive session and seconded by Rich Bischoff. Motion approved.

Discussion of personnel matters - need to schedule a conference call as soon as possible.

A motion is made by John Valentine to come out of executive session. Seconded by Fred Kitchen.

Motion approved.

A motion to approve continuing education providers for National Funeral Director's Association (NFDA) and Preferred Funeral Directors International/MJK Marketing. Seconded by Ron Waybright. Motion approved.

Work session: Lyter mentioned the availability of a grant to attend The International Conference of Funeral Service Examiners, Inc.'s. annual meeting in February 2020. Must submit grant application for approval by the national board. A motion is made by John Valentine for Lyter to apply for the grant to attend. Seconded by Rich Bischoff. Motion approved.

Discussion of online education programs, arrangements of funeral services, training & supervision and general pricing lists.

The board also discussed the need to update the website and to add Frequently Asked Questions (FAQ's) to the website. The board members are to submit questions and answers to be added to the website.

Discussion of cremations in relation to procedures and signing off on them.

Board would like to continue with work sessions at various times throughout the year.

Board would like a job description for each employee position.

Next meeting will be held on November 14, 2019 for a conference call meeting

Next regular scheduled meeting to be held on December 10, 2019 at 1:00 p.m.

Motion made by John Valentine to adjourn meeting. Seconded by Rich Bischoff. Motion approved.