

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

February 3, 2022
11:00 a.m.

Members & Staff Present: Eugene Fahey, President, Robert Fields, Vice President, Rich Bishoff, Ron Waybright, Fred Kitchen, John Valentine, Linda Lyter, Executive Director, and Grady Bowyer. Anthony Eates, Attorney attended via Zoom for a short time.

Guests Present: Melissa Cyfers

Members Absent: Bryan Nichols

Call meeting to order at 11:10 a.m. by president of the board - Quorum established.

Motion made by Fred Kitchen to approve the meeting minutes for December 2, 2021. Seconded by Ron Waybright. Motion approved.

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

Complaint # 2022-00 remains open. No written response from licensee/funeral home to date.

Complaint # 2022-01 remains open. No written response from licensee/funeral home to date.

Complaint # 2022-02 recommendation to close.

Complaint # 2022-03 remains open. No written response from licensee/funeral home. Follow-up with phone call.

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

A motion is made Rich Bishoff to close Complaint # 2022-02 due to no probable cause or violation of law. Seconded by Bob Fields. Motion approved.

Lyter & Bowyer presented finance report through December 2021 and January 2022. Motion made by Fred Kitchen to approve the finance report. Seconded by Rich Bishoff. Motion approved.

Lyter & Bowyer presented P-card report for December 2021 and January 2022. Motion made by Fred Kitchen to approve the P-card report. Seconded by Rich Bishoff. Motion approved.

Executive Director's Report: update on rules and code revisions for introduction of a bill for the board this upcoming legislative session. Draft bill will be submitted to legislative attorney for review.

Office Manager's Report: Bowyer provided an update on CE Broker and continuing education provider renewals.

Inspector positions - review resume's. Upon review and discussion, a motion is made by Fred Kitchen to hire Melissa Cyfers for the southern area of the state for an annual salary of \$6,000.00 effective March 1, 2022. Mileage and expenses to be reimbursed by the Board. Seconded by Rich Bishoff. Motion approved.

A motion is made by Rich Bishoff to hire Mark Danchart for the northern area of the state for an annual salary of \$5,500.00 effective March 1, 2022. Mileage and expenses to be reimbursed by the Board. Seconded by Fred Kitchen. Motion approved. Gene Fahey recused himself from discussion.

Discussion also included a potential salary increase in July depending on the passage of the Boards' fee increases, budget, expenses etc.

Inspection Breakdown discussed - will be divided along the same lines as congressional districts. Reports created of individual funeral homes located in northern & southern districts.

A motion is made by Ron Waybright to approve the new continuing education provider, Oak Live Bank. Seconded by Bob Fields. Motion approved.

Discussion of Pharmacy Technician credits for apprenticeship - will be potential applicant's responsibility to seek approval via WVU-RBA Regents Bachelor of Arts program.

Items of Interest: WVLRR exam score reports review.

A consensus of the Board discussion regarding all of the code revisions to be included in the draft bill.

Licenses signed by board members. Will hand deliver and mail to members not at meeting.

Next regular scheduled meeting to be held on April 7, 2022 at 11:00 a.m.

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