

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

May 18, 2021
12:00 p.m.

Members & Staff Present: Eugene Fahey, President, Robert Fields, Vice President, Rich Bishoff, Fred Kitchen, Ron Waybright, Linda Lyter, Executive Director, John McDowell, Grady Bowyer & Anthony Eates, Attorney.

Members Absent: Bryan Nichols & John Valentine
Guests: Rob Kimes and Melissa Cyfers

Call meeting to order at 12:06 p.m. by president of the board - Quorum established.

Motion made by Ron Waybright to approve the meeting minutes for March 9, 2021. Seconded by Fred Kitchen. Motion approved.

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

Motion is made to come out of executive session by Rich Bishoff and seconded by Ron Waybright. Motion approved.

Complaint # 2020-02 and Complaint # 2021-07. A motion is made by Fred Kitchen for these complaints to held in abeyance until a future date. Seconded by Bob Fields. Motion approved.

Complaint # 2021-08 Motion is made by Rich Bishoff to close this complaint regarding no probable cause or violation of law. Seconded by Bob Fields. Motion approved.

Complaint 2021-09 remains open-have not received a response from licensee yet.

New Complaint – the board has no authority over this matter.

Executive Director's Report: RE: LIC at Roselawn Funeral Home, licensee requested to appear at the next scheduled board meeting. Reviewed Safety Committee Report. Motion is made by Ron Waybright to approve Safety Committee Report and seconded by Fred Kitchen. Motion approved. Reviewed the Defensive Driving Policy and confirmed all vehicle registration, insurance, etc. is current for all. Reviewed the importance of confidentiality, PII and cyber security. Regarding Series 4, Procedural Rules can be submitted at any time throughout the year for FY 2022.

Discussion of LRR Exam payment. A motion is made by Rich Bishoff to be billed half of the amount in FY 2021 and the other half in FY 2022. Seconded by Bob Fields. Motion approved.

Discussion of BHAD office relocation at end of lease. Requested RE Division to terminate lease early at end of FY 2021.

Lyter & Bowyer presented finance report to the board. Motion made by Ron Waybright to approve the finance report. Seconded by Rich Bishoff. Motion approved.

Lyter & Bowyer presented P-card report for March & April 2020. Motion made by Ron Waybright to approve the P-card report, Seconded by Rich Bishoff. Motion approved.

Apprentice discussion regarding the rules change. A motion is made by Fred Kitchen to leave rule as is and open code during the next legislative session. Seconded by Bob Fields. Motion approved. Members are fine with Apprenticeship with 1 preceptor and 2 facilities.

Apprentices approved for additional year to complete:

1. David Burgess II: Motion to approve made by Rich Bishoff and seconded by Ron Waybright. Motion approved.
2. Olivia Collins: Motion to approve made by Rich Bishoff and seconded by Ron Waybright. Motion approved.
3. Benjamin Mayle: Motion to approve made by Rich Bishoff and seconded by Fred Kitchen. Motion approved.

Office Manager's Report: Bowyer provided updates on Legislative Rules and on searchable licensee database on readiness for upcoming license renewal cycle. CE audit also discussed.

Crematory Operator Certification: Rob Kimes provided an update for the crematory operator certification program that will be offered by the Association. Currently have 7 hours ready and will be adding the additional hour for a total of 8 hours as required. Costs for the course is in line with CANA.

A motion is made by Bob Fields to go into executive session for LRR exam review. Seconded by Rich Bishoff. Motion approved. Exam Committee Update: McDowell & Cyfers provided an update on the exam. A motion is made by Bob Fields to come out of executive session and seconded by Rich Bishoff. Motion approved.

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

Next regular scheduled meeting to be held on July 13th at 12:00 p.m. and a special meeting for the discussion and approval of fee increases is scheduled for June 11, 2021 at 9:00 a.m.

Motion made by Rich Bishoff to adjourn meeting. Seconded by Ron Waybright. Motion approved.