VIRGINIA BOARD OF FUNERAL DIRECTORS & EMBALMERS
SPECIAL CONFERENCE COMMITTEE
MINUTES

October 15, 2015	**Department of Health Professions** **Perimeter Center** **9960 Mayland Drive, Suite #300** **Henrico, Virginia 23233**

CALL TO ORDER: A Special Conference Committee of the Board was called to order at 1:30 p.m.

MEMBERS PRESENT: Blair Nelsen, FSL, Chair
Connie Steele, FSL

DHP STAFF PRESENT: Lynne Helmick, Deputy Executive Director
Emily Tatum, Adjudication Specialist

MATTER: **Doris A. McClenny, FSL**
License # 0502-900693
Case # 158026

DISCUSSION: Ms. McClenny appeared before the Committee in accordance with the Notice of the Board dated September 16, 2015. Ms. McClenny was not represented by council.

The Committee fully discussed the allegations as referenced in the September 16, 2015, Notice of Informal Conference.

CLOSED SESSION: Upon a motion by Ms. Steele, and duly seconded by Mr. Nelsen, the Committee voted to convene a closed meeting pursuant to §2.2-3711.A(27) of the Code of Virginia, for the purpose of deliberation to reach a decision in the matter of Doris McClenny, FSL. Additionally, she moved that Ms. Helmick and Ms. Tatum attend the closed meeting because their presence in the closed meeting was deemed necessary and would aid the Committee in its discussions. The Committee entered into closed session at 2:05 p.m.

RECONVENE: Having certified that the matters discussed in the preceding closed session met the requirements of §2.2-3712 of the Code, the Committee re-convened in open session at 2:27 p.m. Upon a motion by Ms. Steele, and duly seconded by Mr. Nelsen, the Committee voted to continue the Informal Conference until 3:30 p.m.

CLOSED SESSION: Upon a motion by Ms. Steele, and duly seconded by Mr. Nelsen, the Committee voted to convene a closed meeting pursuant to §2.2-3711.A(27) of the Code of Virginia, for the purpose of deliberation to reach a decision in the matter of Doris McClenny, FSL. Additionally, she moved that Ms. Helmick and Ms. Tatum attend the closed meeting because their presence in the closed meeting was deemed necessary and would aid the Committee in its discussions. The Committee entered into closed session at 3:30 p.m.

RECONVENE: Having certified that the matters discussed in the preceding closed session met the requirements of §2.2-3712 of the Code, the Committee re-convened in open session at 3:33 p.m.

DECISION: Upon a motion by Ms. Steele and duly seconded by Mr. Nelsen, the Committee referred this case to a Formal Administrative Hearing. Motion carried.

ADJOURNMENT: The Committee adjourned at 3:35 p.m.

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Blair Nelsen, FSL, Chair	Lisa R. Hahn, Executive Director
_____	_____
Date	Date