

**VIRGINIA BOARD OF FUNERAL DIRECTORS & EMBALMERS
SPECIAL CONFERENCE COMMITTEE
MINUTES**

September 29, 2016

**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 1:03 p.m.
- MEMBERS PRESENT:** Blair Nelsen, FSL, Chair
Connie Steele, FSL
- DHP STAFF PRESENT:** Lynne Helmick, Deputy Executive Director
Emily Tatum, Adjudication Specialist
- OTHERS PRESENT:** Melissa Phillips
William Phillips
Krysten Barnette
Rick Shelar
- MATTER:** **Southside Cremation Service**
License # 0510-000005
Case # 163966, 171243, 171315
- DISCUSSION:** Jerry Hendrix, manager of record of Southside Cremation Service appeared before the Committee in accordance with the Notice of the Board dated August 26, 2016. Southside Cremation Service was represented by John C. Hale, esq.
- The Committee fully discussed the allegations as referenced in the August 26, 2016 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 Southside Cremation Service. 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 2:15 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 2:25 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 3:27 p.m.

Blair Nelsen, FSL, Chair

Corie Tillman Wolf, Executive Director

Date

Date
