

**APPROVED**

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

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**Wednesday, November 16, 2011**

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

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- CALL TO ORDER:** A Special Conference Committee of the Board was called to order at 10:50 a.m.
- MEMBERS PRESENT:** Randy Minter, FSP, Chair  
Blair Nelsen, FSP
- DHP STAFF PRESENT:** Lynne Helmick, Deputy Executive Director  
Kathy Truesdale, Discipline Operations Manager  
Peter Oppen, APD
- MATTER:** **Community Funeral Home – Virginia Beach**  
**License No.: 0502-820018**  
**Case No.: 137122**
- OTHERS PRESENT:** Steven Felton, Previous Manager of Record  
Eric Wray, Current Manager of Record
- DISCUSSION:** Mr. Felton appeared before the Committee in person representing Community Funeral Home in accordance with a Notice of the Board dated October 19, 2011. Community Funeral Home was not represented by counsel.
- Due to fellow Board member involvement, Mr. Minter and Mr. Nelsen both stated they would be able to be fair and impartial in hearing this case.
- The Committee fully discussed the allegations in the Notice with Mr. Felton.
- CLOSED SESSION:** Upon a motion by Mr. Nelsen, and duly seconded by Mr. Minter, 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 Community Funeral Home. Additionally, he moved that Ms. Helmick, Ms. Truesdale and Mr. Oppen 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 11:44 a.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 12:33 p.m.

**DECISION:**

Upon a motion by Mr. Nelsen, and duly seconded by Mr. Minter, the Committee made certain Findings of Fact and voted to place Community Funeral Home on probation for no less than two years, a \$4,000 monetary penalty, and unannounced inspections during the probationary period.

**VOTE:**

The vote was unanimous.

**ADJOURNMENT:**

The Committee adjourned at 12:39 p.m.

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Randy Minter, FSP, Chair

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Lisa R. Hahn, Executive Director

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Date

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Date

