

UNAPPROVED

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

Wednesday, April 24, 2013

**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 3:05 p.m.
- MEMBERS PRESENT:** Mike Leonard, FSP, Chair
Bob Oman, FSP
- DHP STAFF PRESENT:** Lynne Helmick, Deputy Executive Director
Kathy Petersen, Discipline Operations Manager
Tammie Jones, Adjudication Specialist, APD
- OTHERS PRESENT:** Mindy Litten
- MATTER:** David Litten, FSP
License # 0502-890033
Case # 143316
- DISCUSSION:** Mr. Litten appeared before the Committee in accordance with the Amended Notice of the Board dated April 15, 2013. Mr. Litten was present and was represented by J. Burns Earle, III.
- The Committee fully discussed the allegations as referenced in the April 15, 2013, Notice.
- CLOSED SESSION:** Upon a motion by Mr. Oman, and duly seconded by Mr. Leonard, 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 David Litten, FSP. Additionally, he moved that Ms. Helmick, Ms. Petersen and Ms. Jones 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 3:44 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 4:33 p.m.

DECISION:

Mr. Oman moved to issue an Order for probation of no less than two years with other terms and conditions.

VOTE:

The motion was seconded by Mr. Leonard, and carried.

ADJOURNMENT:

The Committee adjourned at 4:35 p.m.

Mike Leonard, FSP, Chair

Lisa R. Hahn, Executive Director

Date

Date

