

**UNAPPROVED**

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

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**Monday, July 15, 2013**

**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 10:02 a.m.
- MEMBERS PRESENT:** Mike Leonard, FSL, Chair  
Bob Oman, FSL
- DHP STAFF PRESENT:** Lynne Helmick, Deputy Executive Director  
Mykl Egan, Adjudication Specialist, APD
- MATTER:** Commonwealth Mortuary Services  
License # 0501-000764  
Case # 147197
- OTHERS PRESENT:** James Hendrick, Owner, Commonwealth Mortuary Services
- DISCUSSION:** Mr. Hendrick appeared before the Committee in accordance with the Notice of the Board dated May 1, 2013. Mr. Hendrick was present and was not represented by counsel.
- The Committee fully discussed the allegations as referenced in the May 1, 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 Commonwealth Mortuary Services. Additionally, he moved that Ms. Helmick and Mr. Egan 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 10:57 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 11:30 a.m.

**DECISION:**

Mr. Oman moved to offer a Consent Order for Indefinite Probation for not less than one year with certain terms and conditions. Commonwealth Mortuary Services will be subject to one unannounced inspection during the probationary period.

**VOTE:**

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

**ADJOURNMENT:**

The Committee adjourned at 11:40 a.m.

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Mike Leonard, FSL, Chair

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Lisa R. Hahn, Executive Director

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Date

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Date

