

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

July 14, 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 1:05 p.m.
- MEMBERS PRESENT:** Blair Nelsen, FSL, Chair
Connie Steele, FSL
- DHP STAFF PRESENT:** Kathy Petersen, Discipline Operations Manager
Emily Tatum, Adjudication Specialist
- MATTER:** Pretlow & Chapman Funeral Home
License # 0501-000329
Case # 162251
- DISCUSSION:** Mr. Chapman appeared before the Committee in accordance with the Notice of the Board dated June 15, 2015. Mr. Chapman was present and was not represented by counsel.
- The Committee fully discussed the allegations as referenced in the June 15, 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 Pretlow & Chapman Funeral Home. Additionally, she moved that Ms. Petersen 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 1:17 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 1:32 p.m.

DECISION:

Upon a motion by Ms. Steele and duly seconded by Mr. Nelsen, the Committee ordered Mr. Chapman to complete all changes to the funeral home's GPL within 45 days. The motion carried.

ADJOURNMENT:

The Committee adjourned at 1:37 p.m.

Blair Nelsen, FSL, Chair

Lisa R. Hahn, Executive Director

Date

Date
