

APPROVED

**BOARD OF FUNERAL DIRECTORS AND EMBALMERS
MINUTES OF GENERAL BOARD MEETING**

**Wednesday, March 19, 2003
6603 West Broad Street
Richmond, Virginia 23230-1712
Conference Room 1**

Department of Health Professions

- CALL TO ORDER:** A meeting of the Virginia Board of Funeral Directors and Embalmers was called to order at 9:01 a.m.
- PRESIDING:** Paul C. Whitten
- MEMBERS PRESENT:** Bobby Gardner, Sr.
Jack Miller
J. Michael Williams
Joseph Jenkins, Jr.
Alane C. Miles
Pratt Stelly
Charles Bristow
- MEMBERS ABSENT:** Robert "Bob" Oman
- STAFF PRESENT:** Elizabeth Young, Executive Director
Pamela Horner, Administrative Assistant
Elaine Yeatts, Senior Policy Analyst
- COUNSEL PRESENT:** Roscoe Roberts, Assistant Attorney General
- GUESTS:** David Partridge, RSS, Inc.
Bruce Keeney, Association of Independent Funeral Homes of Virginia
- QUORUM:** With 8 members of the Board present, a quorum was established.
- ORDERING OF AGENDA:** On a properly seconded motion by Ms. Stelly, the Board approved the revised agenda.
- ACCEPTANCE OF MINUTES:** On a properly seconded motion by Mr. Gardner, the Board voted to approve the minutes of the Special Conference Committee meetings of August 27, 2002 and October 29, 2002.
- On a properly seconded motion by Mr. Jenkins, the Board voted to approve the minutes of the Board meeting of December 3, 2002,

On a properly seconded motion by Mr. Miller, the Board voted to approve the minutes of the Formal Hearing of December 3, 2002.

On a properly seconded motion by Mr. Miller, the Board voted to approve the minutes of the Public Hearing of January 21, 2003.

On a properly seconded motion by Ms. Stelly, the Board voted to approve the minutes of the Continuing Education Committee meeting of January 21, 2003.

On a properly seconded motion by Mr. Gardner, the Board voted to approve the minutes of the Public Hearing of February 4, 2003.

On a properly seconded motion by Mr. Jenkins, the Board voted to approve the minutes of the Legislative./Regulatory Committee meeting of February 4, 2003.

NEW BUSINESS:

New State Travel Regulations

Deborah Pearson from the Finance Division of DHP reviewed the new state travel procedures and the use of EDIs by state agencies.

2003 Virginia General Assembly

Elaine Yeatts, Senior Policy Analyst for DHP reviewed House Bill 1441 with the Board.

Rule Making Petition

In November of 2002, the Board received a petition for rule making from Vanessa Harris. She requested to amend 54.1-2810 to allow licensees to work full-time at non-funeral related jobs.

With a properly seconded motion by Mr. Williams, the Board voted to refer the issue to the Legislative/Regulatory Committee and advised the Executive Director to notify Ms. Harris of the Board's referral.

Cemetery Board

The Board reviewed the Informal Conference and Board

meetings of the Cemetery Board.

Irrevocable Trusts- Attorney General Opinion

The Board reviewed the letter from its counsel, Roscoe Roberts regarding irrevocable trusts and the AG opinion dated March 31, 2000. Mr. Roberts explained to the Board that the since 1998, the law allowed for the creation of irrevocable trusts.

Legislative/Regulatory Committee

OLD BUSINESS

On a properly seconded motion by Ms. Stelly, the Board voted to adopt final continuing education regulations with amendments to 65-20-152 (3-c, g, and h).

CLOSED SESSION

On a properly seconded motion by Ms. Stelly at 12:18 p.m., the Board voted 8-0 in favor of the motion to enter in a closed meeting pursuant to §2.2-3711 (A) (28) of the Code of Virginia to seek legal counsel concerning the matter.

RECONVENE

On a properly seconded motion by Ms. Stelly, the Board voted 8-0 in favor of the motion, that only Public business matters lawfully exempted from open meeting requirements under Virginia law were discussed in the closed meeting and only public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board.

The Committee reconvened in open session at 12:34 p.m. pursuant to §2.2-3712 (D) of the Code.

With a properly seconded motion by Mr. Bristow, the Board voted to defer the acceptance of the proposed general regulations until sufficient wording can be drafted by the next meeting date of June 4, 2003

Division of Vital Records

The Board reviewed its response to the proposed regulations of the Division of Vital Records.

With a properly seconded motion by Mr. Williams, the

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Board deferred the remainder of the agenda until the June 4, 2003.

ADJOURNMENT

With all business concluded, the Board adjourned at 12:35 p.m.

Paul C. Whitten, President

Elizabeth Young, Executive Director

Date

Date