

**APPROVED**

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

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**Wednesday, September 28, 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 10:14 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
- OTHERS PRESENT:** Members of Client A's family
- MATTER:** **Oliver P. Chiles, Jr., FSP**  
**License No.: 0502-860019**  
**Case No.: 136070**
- DISCUSSION:** Mr. Chiles appeared before the Committee in person in accordance with a Notice of the Board dated August 30, 2011. Mr. Chiles was not represented by counsel.
- The Committee fully discussed the allegations in the Notice with Mr. Chiles.
- PUBLIC COMMENT:** The Committee heard from Client A's mother, sister, and brother, as well as a close family friend.
- 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 Oliver P. Chiles, FSP. 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 11:35 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 12:58 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 offer Mr. Chiles a Consent Order for indefinite suspension. Mr. Chiles would need to successfully pass the state exam and submit an additional five hours of CE hours, in order to request reinstatement.

**VOTE:**

The vote was unanimous.

**ADJOURNMENT:**

The Committee adjourned at 1:03 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

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