

APPROVED

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

Wednesday, September 19, 2012

**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 12:10 p.m.
- MEMBERS PRESENT:** Mike Leonard, FSP, Chair
Christopher Vincent, FSP
- DHP STAFF PRESENT:** Lynne Helmick, Deputy Executive Director
Kathy Petersen, Discipline Operations Manager
Peter Opper, APD
- MATTER:** George Penn, F.S.P.
License # 0502-840027
Case # 143695
- DISCUSSION:** Mr. Penn did not appear before the Committee in accordance with the Notice of the Board dated August 6, 2012. Mr. Penn was not represented by counsel.
- The Committee fully discussed the allegations in the Notice.
- CLOSED SESSION:** Upon a motion by Mr. Vincent, 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 George Penn, FSP. Additionally, he moved that Ms. Helmick Ms. Petersen and Mr. Opper 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 12:15 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 1:06 p.m.
- DECISION:** Upon a motion by Mr. Vincent, and duly seconded by Mr. Leonard, the Committee will offer Mr. Penn a Consent Order.

VOTE:

The vote was unanimous.

ADJOURNMENT:

The Committee adjourned at 1:09 p.m.

Mike Leonard, FSP, Chair

Lisa R. Hahn, Executive Director

Date

Date

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