

APPROVED

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

March 19, 2014

**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 10:23 a.m.

MEMBERS PRESENT: Bob Oman, FSL, Chair
Chris Vincent, FSL

DHP STAFF PRESENT: Lynne Helmick, Deputy Executive Director
Kathy Petersen, Discipline Operations Manager
Janice Willis, Adjudication Specialist, APD

MATTER: Commonwealth Mortuary Services
License # 0501-000764
Case # 151645

DISCUSSION: Mr. Hendrick, owner did not appear before the Committee in accordance with the Notice of the Board dated February 20, 2014. Mr. Hendrick was not present and was not represented by counsel.

The Committee fully discussed the allegations as referenced in the February 20, 2014, Notice of Informal Conference.

CLOSED SESSION: Upon a motion by Mr. Vincent, and duly seconded by Mr. Oman, 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, Ms. Petersen, and Ms. Willis 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 10:27 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 11:00 a.m.

DECISION:

Upon a motion by Mr. Vincent and duly seconded by Mr. Oman, the Committee moved to refer this matter to a Formal Hearing with the Board of Funeral Directors and Embalmers. The motion carried.

ADJOURNMENT:

The Committee adjourned at 11:02 a.m.

Bob Oman, FSL, Chair

Lisa R. Hahn, Executive Director

Date

Date

