

**APPROVED**  
**VIRGINIA BOARD OF FUNERAL DIRECTORS AND EMBALMERS**  
**SPECIAL CONFERENCE COMMITTEE**  
**MINUTES**

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July 31, 2018

Department of Health Professions  
Perimeter Center  
9960 Mayland Drive, Suite #300  
Henrico, Virginia 23233

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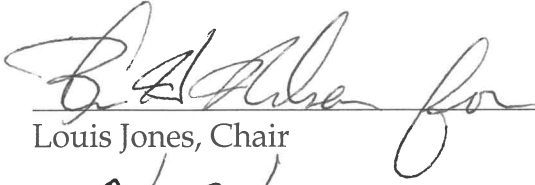
- CALL TO ORDER:** A Special Conference Committee of the Board was called to order at 12:58 p.m.
- MEMBERS PRESENT:** Louis Jones, FSL, Chair  
Blair Nelsen, FSL
- DHP STAFF PRESENT:** Lynne H. Helmick, Deputy Executive Director  
Candace Carey, Discipline Operations Assistant  
Emily Tatum, Adjudication Specialist
- MATTER:** **Willis N. Dunn, FSL**  
License # 0502-900270  
Case # 179962
- DISCUSSION:** Mr. Dunn appeared before the Committee in accordance with the Notice of Informal Conference, dated June 14, 2018. Mr. Dunn was present and was not represented by counsel.
- The Committee fully discussed the allegations as outlined in the Notice of Informal Conference.
- CLOSED SESSION:** Upon a motion by Mr. Nelsen and duly seconded by Mr. Jones, 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 Willis N. Dunn, FSL. Additionally, he moved that Ms. Helmick and Ms. Carey 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 1:22 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 1:43 p.m.
- DECISION:** Upon a motion by Mr. Nelsen and duly seconded by Mr. Jones, the Committee issued a Reprimand to Willis N. Dunn, FSL; and
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ordered a \$1000 monetary penalty and an indefinite probation of up to one year.

The motion carried.

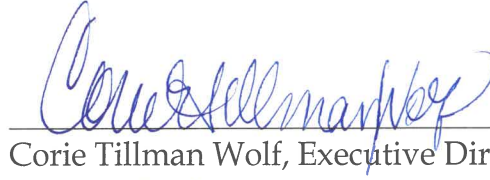
**ADJOURNMENT:**

The Committee adjourned at 2:02p.m.



Louis Jones, Chair

10/30/18  
Date



Corie Tillman Wolf, Executive Director

10/30/18  
Date

