

APPROVED
BOARD OF FUNERAL DIRECTORS AND EMBALMERS
MINUTES OF BOARD MEETING

Tuesday, July 12, 2005
6603 West Broad Street, 5th Floor
Richmond, Virginia 23230-1712
Conference Room 3

Department of Health Professions

CALLED TO ORDER

A meeting of the Virginia Board of Funeral Directors and Embalmers was called to order at 9:01 a.m.

PRESIDING

Billie Watson Hughes

MEMBERS PRESENT:

Michael J. Leonard
Walter S. Ball
W.D. "Skip" Tharp
Randy Minter
Barry Murphy
Robert Burger, Jr.

MEMBERS ABSENT:

Joseph Jenkins, Jr.
Rev. Alane C. Miles

STAFF PRESENT:

Elizabeth Young, Executive Director
Elaine Yeatts, Senior Policy Analyst, DHP
Annie B. Artis, Operations Manager

COUNSEL PRESENT

Jack Kotvas, Assistant Attorney General

QUESTS:

Caren Brown, Brown's Funeral Service
David Partridge, R.S.S., Inc.

QUORUM:

With 7 members of the Board present, a quorum was established.

ORDERING OF THE AGENDA

Mr. Tharp made a motion to accept the agenda as written. The motion was properly seconded by Mr. Minter. The vote carried unanimously.

PUBLIC COMMENT:

During public comment, Ms. Young stated she had received a letter from Dow McGrady, Jr., of The Bradley Funeral Home in Luray, Virginia regarding the on-line renewal

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process. Young stated she would respond to Mr. McGrady in writing on behalf of the board.

ADOPTION OF 2006 LEGISLATIVE PROPOSAL

Ms. Young provided a copy of the transcript from the public hearing held on June 21, 2005, which also covers the question and answer period. No public comment was received during the public hearing.

A motion was made and properly seconded by Mr. Burger to adopt the 2006 Legislative Proposal as presented. The vote carried unanimously.

DELEGATEION OF A SUBORDINATE FOR INFORMAL HEARINGS

Ms. Young stated the final regulations governing the delegation of a subordinate for an informal hearing became effective on June 15, 2005. The regulation grants the board the authority to delegate specific disciplinary cases to a subordinate who may be a past or current board member or staff member. Ms. Young suggested that the Board use a subordinate for minor inspection violations and requests for resident trainee period extensions.

Ms. Young stated that effective July 1, 2005, life-long resident trainee licenses will no longer be automatically nullified, if the traineeship has not been completed within the time requirements. She suggested that those cases could be heard by the subordinate. She further stated that if the licensee does not agree with the subordinate, the licensee may present their argument to the full board. Ms. Young stated she anticipates a large number of cases to be heard by the subordinate. Ms. Yeatts stated that many of the boards within this agency were using previous board members as subordinates. She further stated that the Executive Director could nominate others as subordinates and also current board members may hold that post.

Mr. Tharp made a motion to nominate J. Michael Williams, F.S.L., and former president of the Virginia Board of Funeral Directors and Embalmers as the subordinate relative delegate. The motion was properly seconded by Mr. Murphy. The vote carried unanimously.

The next board meeting is scheduled for Tuesday, September 13, 2005 at 9:00 am.

Ms. Young informed the new board members that they were welcome to attend all meetings, except for the special conference committee.

ADJOURNMENT:

With all business concluded, the Board adjourned at 9:23 a.m.

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Billie Watson Hughes, President

Elizabeth Young, Executive Director

Date

Date