

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

June 22, 2016

**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 11:00 a.m.
- MEMBERS PRESENT:** Blair Nelsen, FSL, Chair
Connie Steele, FSL
- DHP STAFF PRESENT:** Lynne Helmick, Deputy Executive Director
Emily Tatum, Adjudication Specialist
Courtney Grubbs-Donovan, Intern
- MATTER:** **Charles Wilburn, FSL**
License # 0502-890039
Case # 172926
- DISCUSSION:** Mr. Wilburn appeared before the Committee in accordance with the Notice of the Board dated May 19, 2016. Mr. Wilburn was not represented by council.
- The Committee fully discussed the allegations as referenced in the May 19, 2016 Notice of Informal Conference.
- CLOSED SESSION:** Upon a motion by Ms. Steele, and duly seconded by Mr. Nelsen, 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 Charles Wilburn, FSL. Additionally, she moved that Ms. Helmick, Ms. Tatum, and Ms. Grubbs-Donovan 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 11:05 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 11:09 a.m.

DECISION:

Upon a motion by Ms. Steele and duly seconded by Mr. Nelsen, the Committee moved to grant Mr. Wilburn's request for termination of probation and that he will be issued an unrestricted license.

ADJOURNMENT:

The Committee adjourned at 11:11 a.m.

Blair Nelsen, FSL, Chair

Lisa R. Hahn, Executive Director

Date

Date
