

**APPROVED**

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

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**Tuesday, April 24, 2012**

**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 1:35 p.m.
- MEMBERS PRESENT:** Randy Minter, FSP, Chair  
Blair Nelsen, FSP
- DHP STAFF PRESENT:** Lynne Helmick, Deputy Executive Director  
Cynthia Gaines, APD
- MATTER:** Robert Wickline, F.S.P.  
License # 0502-100847  
Case # 138341
- DISCUSSION:** Mr. Wickline did not appear before the Committee in accordance with the Amended Notice of the Board dated March 22, 2012. Mr. Wickline was not represented by counsel.
- The Committee fully discussed the allegations in the Notice.
- CLOSED SESSION:** Upon a motion by Mr. Nelsen, and duly seconded by Mr. Minter, 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 Robert Wickline, FSP. Additionally, he moved that Ms. Helmick and Ms. Gaines 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 1:40 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 1:50 p.m.
- DECISION:** Upon a motion by Mr. Nelsen, and duly seconded by Mr. Minter, the Committee Order that Mr. Wickline be placed on Probation for no less than 6 months, completion of the ten Continuing Education hours that were missed in the 2008-2010 audit period, and a \$1500.00 monetary penalty.

**VOTE:**

The vote was unanimous.

**ADJOURNMENT:**

The Committee adjourned at 1:55 p.m.

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Randy Minter, FSP, Chair

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Lisa R. Hahn, Executive Director

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Date

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Date

