

APPROVED MEETING MINUTES
VIRGINIA BOARD OF FUNERAL DIRECTORS AND EMBALMERS
AD HOC COMMITTEE ON FUNERAL INTERNSHIPS

The Virginia Board of Funeral Directors & Embalmers Ad Hoc Committee on Funeral Internships met on Friday September 22, 2017 at the Department of Health Professions, 9960 Mayland Drive, 2nd Floor, Hearing Room #5, Henrico, Virginia.

COMMITTEE MEMBERS PRESENT:

Blair H. Nelsen, FSL, Board Member, Committee Chair
R. Thomas Slusser, Jr., FSL, Board Member
Junius H. Williams, Jr., Board Member

DHP STAFF PRESENT:

Corie E. Tillman Wolf, Executive Director
Lynne Helmick, Deputy Executive Director
Elaine Yeatts, Senior Policy Analyst
Heather Wright, FDE Program Manager
Candace Carey, Discipline Assistant

CALL TO ORDER:

The Ad Hoc Committee on Funeral Internships meeting was called to order at 10:01 a.m.

PUBLIC COMMENT:

No public comments were made.

DISCUSSION:

Committee members reviewed and discussed the intern reporting forms used in other states. Mr. Nelsen distributed a form he devised based on suggestions from the previous meeting. The committee members discussed the draft form and suggested changes and additions, including training areas, case listings for embalmings and arrangements, a final supervisor report, and attestation language. Board staff will take the suggestions and devise a new form for the committee's review.

Mr. Nelsen called for a break at 11:25 a.m.

The meeting reconvened at 11:30 a.m.

Another meeting of the ad hoc Internship Committee will be scheduled at a later time. A progress report will be provided at the full Board meeting on October 10, 2017.

Mr. Nelsen reported that the first meeting of the International Conference of Funeral Board Examiners' Model Internship Committee is scheduled for September 26, 2017.

ADJOURNMENT:

The Committee meeting was adjourned at 11:39 a.m.



Blair Nelsen, FSL, Chair



Corie E. Tillman Wolf, Executive Director

1/16/18

Date

1/16/18

Date