

The Virginia Board of Funeral Directors and Embalmers convened for a full board meeting on Tuesday, April 15, 2025, at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, 2nd Floor, Board Room #4, Henrico, Virginia.

BOARD MEMBERS PRESENT:

Lacyn Barton, FSL, President
K. Scott Hickey, MD, Secretary-Treasurer
Jason Graves, FSL
Blair Nelsen, FSL
John Piotrowski, FSL
R. Thomas Slusser, FSL
Eric Wray, II, FSL

BOARD MEMBERS NOT PRESENT:

Muhammad Hanif, Citizen Member
S. Jonathan Hines, FSL, Vice-President

DHP STAFF PRESENT FOR ALL OR PART OF THE MEETING:

Erin Barrett, Director of Legislative and Regulatory Affairs
Sarah Georgen, Licensing and Operations Supervisor
Annette Kelley, MS, CSAC, Deputy Executive Director
Matt Novak, Policy and Economic Analyst
Arne Owens, Agency Director
Brent Saunders, Senior Assistant Attorney General, Board Counsel
Corie E. Tillman Wolf, JD, Executive Director

OTHER GUESTS PRESENT:

Wendy Ashworth, DHP, Enforcement
Krystina Diman, Virginia Funeral Directors Association
Paul Harris, Regulatory Support Services
Melody Morton, DHP, Enforcement
Barry Robinson, Virginia Morticians Association
Ben Traynham, Hancock Daniel

**Participant indicates attendance to count toward continuing education requirements*

CALL TO ORDER

Ms. Barton called the meeting to order at 10:00 a.m. and asked the Board Members and staff to introduce themselves.

With seven Board Members present at the meeting, a quorum was established.

Ms. Barton read the mission of the Board, which is also the mission of the Department of Health Professions (DHP).

Ms. Barton reminded the Board Members and audience about microphones, computer agenda materials, breaks, sign-in sheets, and attendance for continuing education requirements.

Ms. Tillman Wolf then read the emergency egress instructions.

APPROVAL OF MINUTES

Ms. Barton opened the floor to any edits or corrections regarding the draft minutes for the Board Meeting on January 14, 2025, the Examination Committee Meeting on January 14, 2025, and the Legislative/Regulatory Committee Meeting on March 28, 2025. Hearing none, the minutes were approved as presented.

ORDERING OF THE AGENDA

Ms. Barton opened the floor to any additional items to add to the agenda.

Upon a *MOTION* by Mr. Slusser, properly seconded by Mr. Graves, the Board voted to accept the agenda as presented. The motion carried unanimously (7-0).

PUBLIC COMMENT

Barry Robinson, Virginia Morticians' Association, provided public comment. He thanked the Board for their participation in the VMA Annual Convention scheduled for June 18-June 21, 2025.

Mr. Robinson commented on the requirements for preparation rooms when embalming is not performed, specifically stating that an electric aspirator or hydroaspirator equipped with a vacuum breaker should remain on the preparation room equipment requirements list (18VAC65-20-580(B)).

AGENCY REPORT

Mr. Owens reported on the conclusion of the 2025 General Assembly. He announced the passing of Senate Bill 1363 (2025) regarding the elimination of the Board of Health Professions.

Mr. Owens provided a brief report related to the preparation of the next biennial budget for the upcoming 2026 General Assembly session. Mr. Owens discussed recent workgroup efforts at the agency to review and to make recommendations for efficiency measures.

With no questions, Mr. Owens concluded his report.

STAFF REPORTS

Executive Director's Report – Corie E. Tillman Wolf, JD, Executive Director

Board Updates

Ms. Tillman Wolf updated the Board on the scheduled Examination Committee meeting, responding to requests for training by professional associations, the conclusion of the 2025 licensure renewal cycle, the planning and implementation of new legislation effective July 1, 2025, and staffing updates at DHP.

International Conference Updates

Ms. Tillman Wolf provided an update regarding the annual meeting of the International Conference of Funeral Service Examining Boards (The Conference), held on February 26-27, 2025. She reported that Ms. Barton, Mr. Wray, Mr. Nelsen, and Ms. Kelley attended the meeting. Ms. Barton was installed as Vice President of The Conference's Board of Directors.

Ms. Tillman Wolf stated that The Conference had implemented updates to the Model Practice Act and Bylaws.

Recent History – Licensing Fees

Ms. Tillman Wolf provided a summary of the recent history of the Board related to licensing fees, addressing public comment made during the January 14, 2025, meeting. She noted that fee increases occurred in 1998, 2007, and 2015. She stated that due to a projected budget deficit at the time, a fee increase action was initiated in 2010 and became effective on January 1, 2015. She clarified that the fee increase that became effective in 2015 reflects the same as the fees currently in place with the Board. A shortfall fee assessment was in place for renewals in 2015 and 2016 only. She stated that no additional fee increases or assessments have been implemented since 2015.

Expenditure and Revenue Summary as of June 30, 2024

Ms. Tillman Wolf presented the Expenditure and Revenue Summary as of June 30, 2024.

Cash Balance as of June 30, 2023	\$ 857,874
FY 2024 Revenue	\$ 750,730
FY 2024 Direct & In-Direct Expenditures	\$ 739,064
Cash Balance as of June 30, 2024	\$ 869,540

Ms. Tillman Wolf stated that the Board's cash balance at the end of a fiscal year is the funding source for Board expenses incurred between renewal periods when the Board receives larger infusions of revenue. She provided a graph of cash balance, revenue, and expense information from 2017-2019 to illustrate the Board's cash balance trends between renewals.

2025 Board Meetings

Ms. Tillman Wolf announced the remaining 2025 Board meeting schedule.

- July 8, 2025
- October 7, 2025

Notes and Reminders

With no questions, Ms. Tillman Wolf concluded her report.

Discipline Report – Annette Kelley, MS, CSAC, Deputy Executive Director

As of February 28, 2025, Ms. Kelley reported the following disciplinary statistics:

- 6 Patient Care Cases
 - 0 at Informal
 - 0 at Formal
 - 2 at Enforcement
 - 4 at Probable Cause
 - 0 at APD
- 84 Non-Patient Care Cases
 - 0 at Informal
 - 0 at Formal
 - 24 at Enforcement
 - 60 at Probable Cause
 - 0 at APD
- 8 at Compliance

Ms. Kelley reported the following Total Cases Received and Closed:

- | | |
|-------------------|-------------------|
| • Q2 2022 – 19/12 | • Q1 2024 – 24/22 |
| • Q3 2022 – 24/22 | • Q2 2024 – 23/32 |
| • Q4 2022 – 28/21 | • Q3 2024 – 19/28 |
| • Q1 2023 – 5/23 | • Q4 2024 – 21/37 |
| • Q2 2023 – 10/21 | • Q1 2025 – 17/17 |
| • Q3 2023 – 11/13 | • Q2 2025 – 22/4 |
| • Q4 2023 – 27/11 | |

With no questions, Ms. Kelley concluded her report.

Licensure Report – Sarah Georgen, Licensing and Operations Supervisor

Licensure Statistics – All Licenses

Ms. Georgen presented licensure statistics and trends in license count.

License	September 30, 2024 (Q1 2025)	December 31, 2024 (Q2 2025)	Difference (+/-)
Funeral Service Licensees	1,586	1,609	+23
Funeral Director	61	64	+3
Embalmer Only	4	4	0
Supervisors	295	304	+9
Funeral Service Interns	184	191	+7
Funeral Directing Interns	40	40	0
Embalmer Interns	4	5	+1
Funeral Establishments	421	425	+4
Branch Establishments	89	91	+2
Crematories	138	139	+1
CE Providers	10	11	+1
Courtesy Card Holders	144	145	+1
Surface Transport & Removal Svc.	53	53	0
Total (*not incl. supervisors)	2,734	2,777	+43

Ms. Georgen reviewed the trends of licensure counts since Q1 – 2021.

2025 Licensure Renewal Notifications

Ms. Georgen provided information regarding the completed 2025 licensure renewal notifications.

Licensure Renewals – All Licenses as of April 14, 2025

Ms. Georgen presented renewal statistics for 2025.

License	Renewed	Not Renewed	Renewed %
Funeral Service Licensees	1394	92	94%

Funeral Director	49	7	88%
Embalmer Only	3	1	75%
Funeral Service Internship	108	43	71%
Funeral Director Internship	28	8	78%
Embalmer Internship	3	1	75%
Funeral Establishments	397	7	98%
Branch Establishments	85	2	98%
Crematories	138	1	99%
Courtesy Card Holders	120	17	88%
Surface Transportation and Removal Services	42	10	81%

2025 CE Provider Renewals

Ms. Georgen provided information regarding the upcoming 2025 licensure renewal notifications for CE Providers.

With no questions, Ms. Georgen concluded her report.

BOARD COUNSEL REPORT – M. Brent Saunders, Senior Assistant Attorney General

Mr. Saunders had no matters to report to the Board.

COMMITTEE AND BOARD MEMBER REPORTS

Report from the Annual Meeting of the International Conference of Funeral Service Examining Boards – Lacyn Barton, FSL, Eric Wray, FSL, Blair Nelsen, FSL, Annette Kelley, MS, CSAC, Deputy Executive Director

Ms. Barton, Ms. Kelley, Mr. Nelsen, and Mr. Wray provided a report regarding the Annual Meeting of the International Conference of Funeral Service Examining Boards (The Conference).

With no questions, they concluded their reports.

Legislative/Regulatory Committee Report – Lacyn Barton, FSL

Ms. Barton provided a report on the Legislative/Regulatory Committee meeting held on March 28, 2025.

Examination Committee Report – R. Thomas Slusser, FSL

Mr. Slusser provided a report regarding the Examination Committee meeting held on January 14, 2025, and stated that another meeting was scheduled for April 15, 2025.

LEGISLATIVE AND REGULATORY REPORT

Legislative Report – 2025 General Assembly Session – Erin Barrett, Director of Legislative and Regulatory Affairs

Ms. Barrett provided an overview of legislation passed during and an explanation of the process following the 2025 General Assembly.

Ms. Barrett answered questions from the Board regarding the legislative actions taken by the General Assembly.

Report on Status of Regulatory Actions - Matt Novak, Policy and Economic Analyst

Mr. Novak provided an overview and answered questions from the Board related to pending regulatory actions.

BOARD ACTION

Withdrawal of Guidance Document – Guidance for Embalming and Refrigeration Pending Resolution of Dispute Involving the Identity of the Next of Kin

Mr. Novak provided the Board with information related to the withdrawal of the Guidance Document for Embalming and Refrigeration Pending the Resolution of Dispute Involving the Identity of the Next of Kin. He stated that legislation passed in the 2025 General Assembly Session addresses part of the concerns addressed by the Guidance Document, stating that the Guidance Document will need to be revised following the law changes on July 1, 2025.

Upon a **MOTION** by Mr. Wray, properly seconded by Mr. Piotrowski, the Board voted to withdraw the Guidance Document for Embalming and Refrigeration Pending Resolution of Dispute Involving the Identity of Next of Kin as presented. The motion carried unanimously (7-0).

Initiation of Notice of Intended Regulatory Action (NOIRA) or Fast-Track Action Requirements for Preparation Rooms When Embalming Not Performed - Board Regulations Governing the Practice of Funeral Services (18VAC65-20-10 et seq.)

Mr. Novak provided the Board with information related to the initiation of a Notice of Intended Regulatory Action (NOIRA) or fast-track amendments to the preparation room requirements. Mr. Novak discussed the recommendations of the Legislative/Regulatory Committee.

Upon a **MOTION** by Mr. Wray, properly seconded by Mr. Nelsen, the Board voted to amend the preparation room requirements by fast-track action, as amended. The motion carried unanimously (7-0).

Adoption of Revisions to Board Guidance Document 65-11 – Guidance for Inspectors and Licensees

Mr. Novak and Ms. Tillman Wolf provided the Board with information related to the adoption of revisions to Board Guidance Document 65-11, Guidance for Inspectors and Licensees and the recommendations of the Legislative/Regulatory Committee.

Upon a **MOTION** by Mr. Graves, properly seconded by Mr. Nelsen, the Board voted to approve Guidance Document 65-11 as presented and amended. The motion carried unanimously (7-0).

Guidance to Board Staff on Equipment Required in Preparation Rooms for Licensure of Establishments Where Embalming Not Performed

Ms. Tillman Wolf provided the Board with information related to guidance to Board staff on approval of applications for licensure of establishments where embalming is not performed and the equipment required for such approval.

Upon a **MOTION** by Mr. Wray, properly seconded by Mr. Piotrowski, the Board voted to authorize Board staff to approve applications for licensure for new establishments where embalming is not performed, where the establishment has a preparation room that otherwise meets the Board's requirements but does not contain embalming supplies or equipment as discussed. The motion carried 6-1 (opposed – Graves).

Adoption of Revisions to Policy Documents - Board Bylaws

Ms. Tillman Wolf provided the Board with information related to revisions to the Board's Bylaws policy document, as recommended by the Legislative/Regulatory Committee.

Upon a **MOTION** by Mr. Graves, properly seconded by Mr. Slusser, the Board voted to adopt the proposed revisions to the Bylaws policy document as presented. The motion carried unanimously (7-0).

Adoption of Revisions to Policy Documents - Guidelines for Processing Applications for Licensure

Ms. Tillman Wolf provided the Board with information related to revisions to the Board's Guidelines for Processing Applications for Licensure, as recommended by the Legislative/Regulatory Committee.

Upon a **MOTION** by Mr. Slusser, properly seconded by Mr. Graves, the Board voted to adopt the proposed revisions to the Guidelines for Processing Applications for Licensure policy document as presented. The motion carried unanimously (7-0).

Consider Guidance for Licensees Related to the Use of Online, Self-Guided Funeral or Preneed Planning Tools

Mr. Novak and Ms. Tillman Wolf provided the Board with information regarding a draft of guidance for licensees related to the use of online, self-guided funeral or preneed planning tools, which guidance was discussed and recommended by the Legislative/Regulatory Committee.

Upon a **MOTION** by Mr. Graves, properly seconded by Mr. Slusser, the Board voted to adopt the proposed policy document that provides guidance to licensees related to the use of online, self-guided funeral or preneed planning tools, as amended. The motion carried unanimously (7-0).

Review of Recommendations to Streamline Inspection Process for Establishments and Crematories

Ms. Tillman Wolf provided the Board with information related to recommendations proposed by staff and discussed and recommended by the Legislative/Regulatory Committee to streamline the inspection process for establishments and crematories.

Upon a **MOTION** by Mr. Nelsen, properly seconded by Dr. Hickey, the Board voted to accept the recommendations to streamline the inspection process for establishments and crematories as presented/amended. The motion carried unanimously (7-0).

Advancement of 2026 Legislative Proposal - Funeral Service Interns – Criminal History, Internship Timeline – Virginia Code § 54.1-2817

Mr. Novak provided the Board with information related to the possible advancement of a 2026 legislative proposal as discussed and recommended by the Legislative/Regulatory Committee. Mr. Novak noted that Va. Code § 54.1-2817 currently references the only specific criminal provisions/conviction types that serve as bars to licensure within DHP and those bars apply only to funeral service interns. Ms. Tillman Wolf provided additional background information on the conviction and timeline concerns that prompted similar legislative proposals advanced by the Board in the past.

Upon a **MOTION** by Mr. Graves, properly seconded by Mr. Nelsen, the Board voted to advance the draft legislation for Virginia Code § 54.1-2817 related to the funeral internship program as presented. The motion carried unanimously (7-0).

BOARD MEMBER RECOGNITION

Ms. Barton announced the passing of a former Board Member, Herbert S. Small, FSL, on March 6, 2025. She stated that Mr. Small was appointed to the Board from 1977 to 1984 and served as Board President during that time. She noted the Board's condolences for Mr. Small's family and thanks for his service to the Board and the community.

Ms. Barton recognized current Board member, Muhammad Hanif, for his service and dedication to the Board of Funeral Directors and Embalmers from 2018 to 2025 as a Citizen Board Member. She announced that his second term would expire on June 30, 2025, and provided brief remarks on his incumbency.

NEXT MEETING

The next meeting date is July 8, 2025.

ADJOURNMENT

Ms. Barton called for any objections to adjourn the meeting. Hearing no objections and with all business concluded, the meeting adjourned at 11:48 a.m.



Corie E. Tillman Wolf, JD, Executive Director

October 8, 2025

Date