

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

**BOARD MEMBERS PRESENT:**

R. Thomas Slusser, FSL, Committee Chair  
Lacyn Barton, FSL, Board President  
K. Scott Hickey, MD, Board Secretary-Treasurer

**DHP STAFF PRESENT FOR ALL OR PART OF THE MEETING:**

Sarah Georgen, Licensing and Operations Supervisor  
Annette Kelley, MS, CSAC, Deputy Executive Director  
Corie E. Tillman Wolf, JD, Executive Director

**CALL TO ORDER**

Mr. Slusser called the meeting to order at 1:03 p.m. and asked the Board Members and staff to introduce themselves.

With three Committee Members present at the meeting, a quorum was established.

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

Ms. Tillman Wolf then read the emergency egress instructions.

**DISCUSSION – OPEN SESSION**

Ms. Tillman Wolf provided an overview of the current examination process and the purpose of the Examination Committee's review.

**DISCUSSION – CLOSED SESSION**

Upon a *MOTION* by Dr. Hickey, properly seconded by Ms. Barton, the Committee voted to convene a closed meeting pursuant to §2.2-3711(A)(12) of the Code of Virginia for the purpose of discussing or considering tests, examinations, or other information used, administered, or prepared by a public body and the subject to the exclusion in subdivision 4 of §2.2-3705.1. Additionally, he moved that Ms. Tillman Wolf, Ms. Kelley, and Ms. Georgen attend the closed meeting because their presence in the closed meeting was deemed necessary and would aid the Committee in its discussion. The motion carried (3-0).

**RECONVENE**


Upon a **MOTION** by Ms. Barton, properly seconded by Dr. Hickey, the Committee voted to open the meeting. The motion carried (3-0).

Having unanimously certified (3-0) that the matters discussed in the preceding closed session met the requirements of §2.2-3712 of the Code, the Committee reconvened in open session.

Upon a **MOTION** by Ms. Barton, properly seconded by Dr. Hickey, the Committee voted approve the examination questions as discussed. The motion carried (3-0).

## **ADJOURNMENT**

Mr. Slusser called for any objections to adjourn the meeting. Hearing no objections and with all business concluded, the meeting adjourned at 2:01 p.m.

  
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Corie E. Tillman Wolf, JD, Executive Director

October 8, 2025

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Date