

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

September 30, 2025

Department of Health Professions

Perimeter Center

9960 Mayland Drive, Suite 201

CALL TO ORDER: A Special Conference Committee of the Board was called to order at 10:03 a.m.

MEMBERS PRESENT: Jason Graves, Chair
Blair Nelsen, Board Member

DHP STAFF PRESENT: Annette Kelley, Deputy Executive Director
Florence Venable, Discipline Operations Manager
Christine Corey, Senior Adjudication Specialist

MATTER: **Travis Sinclair Carter, FD Intern Applicant**
Case No.: 242722

PRELIMINARY MATTER: The Chair noted that the time was 10:07 a.m. and Mr. Carter was noticed to appear before the Committee at 10:00 a.m. and was not present.

Ms. Corey advised that the Notice had been sent to Mr. Carter's address of record with the Board by Certified and First-class mail.

RULING: Based on the information provided by Ms. Corey, the Chair determined that proper notice had been provided to Mr. Carter therefore, the informal conference would proceed in his absence.

DISCUSSION: Mr. Carter did not appear before the Committee in person in accordance with a notice of the Board dated May 8, 2025, and a continuance letter dated June 26, 2025. Mr. Carter was not represented by counsel. Additionally, Mr. Carter contacted the Board at 7:42

a.m. by email stating that he would not be attending the conference due to a family matter.

The Committee fully considered the evidence before it and received information from Ms. Corey regarding the allegations in the Notice.

CLOSED SESSION:

Upon a motion by Mr. Nelsen and duly seconded by Mr. Graves, 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 Travis Sinclair Carter. Additionally, Mr. Nelsen moved that Ms. Kelley attend the closed meeting because her presence in the closed meeting was deemed necessary and would aid the Committee in its discussions.

RECONVENE:

Having certified that the matters discussed in the preceding closed session met the requirements of §2.2-3712 of the Code of Virginia, the Committee reconvened in open session and announced its decision.

DECISION:

Upon a motion by Mr. Nelsen and duly seconded by Mr. Graves, the Committee made certain findings of fact and conclusions of the law and voted to **Deny the Application** for Funeral Director Intern. The motion carried.

The vote was unanimous.

AJOURNMENT:

The Committee adjourned at 10:23 a.m.

MATTER:

Townes Funeral Home
License No.: 0501-000410
Case No.: 235245

DISCUSSION:

Townes Funeral Home appeared before the Committee in person in accordance with a notice of

the Board dated August 28, 2025. Townes Funeral Home was not represented by counsel.

The Committee fully discussed the allegations in the Notice with Townes Funeral Home.

CLOSED SESSION:

Upon a motion by Mr. Nelsen and duly seconded by Mr. Graves, 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 Townes Funeral Home. Additionally, Mr. Nelsen moved that Ms. Kelley attend the closed meeting because her presence in the closed meeting was deemed necessary and would aid the Committee in its discussions.

RECONVENE:

Having certified that the matters discussed in the preceding closed session met the requirements of §2.2-3712 of the Code of Virginia, the Committee reconvened in open session and announced its decision.

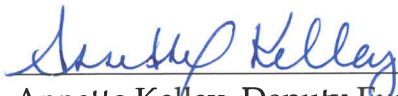
DECISION:

Upon a motion by Mr. Nelsen and duly seconded by Mr. Graves, the Board voted to issue a **Reprimand and Monetary Penalty**. The motion carried.

The vote was unanimous.

AJOURNMENT:

The Committee adjourned at 11:54 a.m.



Annette Kelley, Deputy Executive Director

October 16, 2025
Date

