

UNAPPROVED

BOARD OF FUNERAL DIRECTORS AND EMBALMERS
MINUTES OF SPECIAL CONFERENCE COMMITTEE MEETING

Thursday, August 10, 2006

Department of Health Professions
6603 West Broad Street, 5th Floor
Conference Room #1
Richmond, Virginia 23230-1712

CALL TO ORDER:

A meeting of the Special Conference Committee of the Virginia Board of Funeral Directors and Embalmers was called to order at 9:30 a.m. due to the late arrival of the respondent.

PRESIDING:

Robert Burger, Jr., F.S.L., Chair

MEMBERS PRESENT:

Randolph Minter, F.S.L.

STAFF PRESENT:

Elizabeth Young, Executive Director
Jeanette Meade, Administrative Assistant
Wayne Halblieb, Assistant Attorney General
Gayle E. Miller, Senior Adjudication Analyst

QUORUM:

With two members present, a quorum was established.

OTHERS PRESENT:

Stacy Lee, Administrative Assistant Intern
Loretta Hopson-Bush, Compliance Case Manager

**Kiplin Jordan, F.S.L.
#97075/#97079**

The hearing in the matter of Kiplin Jordan, Jr., F.S.L. was held to discuss allegations that he may have violated certain laws and regulations governing the practice of funeral service in the Commonwealth of Virginia.

In the middle of the informal conference, Mr. Jordan adamantly requested a formal hearing of the Virginia Board of Funeral Directors and Embalmers. Upon this request to the Committee, Mr. Burger, Chair stated that he must provide the request in writing within 14 days and forward it to Ms. Young, Executive Director of the Board of Funeral Directors and Embalmers.

On a properly seconded motion by Mr. Minter, the Committee voted to adjourn the informal conference.

Board of Funeral Directors and Embalmers
Special Conference Committee
August 10, 2006

ADJOURNMENT

With all business concluded, the Committee adjourned at 10:30 a.m.

Robert Burger, F.S.L., Chair

Elizabeth Young, Executive Director

Date

Date