

**APPROVED**

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

**Tuesday, July 31, 2007**

**Department of Health Professions  
6603 West Broad Street, 5<sup>th</sup> Floor  
Conference Room #4  
Richmond, Virginia 23230-1712**

**CALL TO ORDER:**

A meeting of the Special Conference of the Virginia Board of Funeral Directors and Embalmers was called to order at 9:00 a.m.

**PRESIDING:**

W.D. Tharp, F.S.L. Chair  
Blair Nelsen, F.S.L. Board Member

**STAFF PRESENT:**

Elizabeth Young, Executive Director  
Jeanette Meade, Administrative Assistant  
Cynthia Gaines, Adjudication Analyst

**OTHERS PRESENT:**

Kimberly Murphy, Esquire

**Carlos A. Howard, F.S.L.  
#95339**

The hearing in the matter of Carlos Howard, F.S.L., was held to review the allegations that you may violated certain laws and regulations governing the practice of funeral service in the Commonwealth of Virginia.

**Closed Meeting:**

The Committee voted 2-0 in favor of the motion to enter a closed meeting at 9:50 a.m., pursuant to §2.2-3711(A)(28) of the Code of Virginia to deliberate in the matter of Mr. Howard.

**Reconvene:**

On a properly seconded motion by Mr. Nelsen, the Committee voted 2-0 in favor of the motion, to reconvene in open session at 10:15 a.m., pursuant to §2.2-3712(D) of the Code.

The Committee recommended that Mr. Howard, F.S.L. be reprimanded and assessed a monetary penalty of \$1,250.00 within 30 days from the date the order is entered.

As provided by law, this decision shall become a Final Order thirty days after the service of such order unless a written request to the Board for a formal hearing is received from Mr. Howard within such time. If service of the Order is made by mail, three additional days shall be added to that period. Upon such time request for a formal hearing, the decision of this conference shall be vacated.

**ADJOURNMENT**

With all business concluded for the day, the Special Conference was adjourned at 10:25 a.m.

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W.D. Tharp, F.S.L. Chair

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Elizabeth Young, Executive Director

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Date

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Date