

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

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January 16, 2018

Department of Health Professions  
Perimeter Center  
9960 Mayland Drive, Suite #300  
Henrico, Virginia 23233

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- CALL TO ORDER:** A Special Conference Committee of the Board was called to order at 2:26 p.m.
- MEMBERS PRESENT:** Blair Nelsen, FSL, Chair  
Tommy Slusser, FSL
- DHP STAFF PRESENT:** Lynne Helmick, Deputy Executive Director  
Emily Tatum, Adjudication Specialist
- MATTER:** **J. Leroy Charity Funeral Home**  
License # 0501-000059  
Case # 182812
- DISCUSSION:** No one appeared before the Committee to represent J. Leroy Charity Funeral Home. By letter dated December 13, 2017, the Board sent a Notice of Informal Conference (“Notice”) to J. Leroy Charity Funeral Home notifying it that an informal conference would be held on January 16, 2018. The Notice was sent by certified and first class mail to the legal address of record on file with the Board. According to the tracking information available on the website for the United States Postal Service, the Notice sent by certified mail was delivered on December 15, 2017. The Notice sent by first class mail was not returned to the Board.
- The Committee fully discussed the allegations as referenced in the December 13, 2017, Notice of Informal Conference.
- CLOSED SESSION:** Upon a motion by Ms. Slusser, and duly seconded by Mr. Nelsen, 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 J. Leroy Charity Funeral Home. Additionally, he moved that Ms. Helmick attend the closed meeting because her presence in the closed meeting was deemed necessary and would aid the Committee in its discussions. The Committee entered into closed session at 2:30 p.m.

**RECONVENE:**

Having certified that the matters discussed in the preceding closed session met the requirements of §2.2-3712 of the Code, the Committee re-convened in open session at 2:37 p.m.

**DECISION:**

Upon a motion by Mr. Slusser and duly seconded by Mr. Nelsen, the Committee referred the case for a formal hearing. Motion carried.

**ADJOURNMENT:**

The Committee adjourned at 2:39 p.m.

10/16/18  
Blair Nelsen, FSL, Chair

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Date

Corie Tillman Wolf  
Corie Tillman Wolf, JD, Executive Director

10/18/18  
Date

