

**APPROVED**  
**VIRGINIA BOARD OF FUNERAL DIRECTORS AND EMBALMERS**  
**POSSIBLE SUMMARY SUSPENSION**  
**MINUTES**

The Virginia Board of Funeral Directors and Embalmers convened a conference for consideration of a possible summary suspension on Tuesday, January 17, 2012 at 11:30 a.m.

**MEMBERS PRESENT**

Bob Burger, FSP, Chair  
Blair Nelsen, FSP  
Junius William, Jr.  
Randy Minter, FSP  
Christopher Vincent, FSP

Mike Leonard, FSP  
Bob Oman, FSP  
Walter Ball  
Eric Wray, FSP

**DHP STAFF PRESENT**

Lisa R. Hahn, Executive Director  
Lynne Helmick, Deputy Executive Director  
Kathy Petersen, Discipline Operations Manager  
Missy Currier, Board Operations Manager  
Peter Opper, Adjudication Specialist, Administrative Proceedings Division

**MEMBERS FROM THE OFFICE OF THE ATTORNEY GENERAL PRESENT**

James Schliessmann, Assistant Attorney General, OAG  
Howard Casway, Senior Assistant Attorney General, OAG Board Counsel

**MATTER SCHEDULED**

**Carlos A. Howard, FSP**  
**License No: 0502-780010**  
**Case Number: 133555, 134613, 140424, 140985**

**Carlos A. Howard Funeral Home**  
**License No.: 0501-000601**  
**Case Number: 140992**

**INTRODUCTION**

Ms. Hahn opened the meeting by thanking everyone for their time and summarized the topic for consideration in today's conference.

**CALLED TO ORDER**

Mr. Burger called the meeting to order at 12:18 p.m.

**ROLL CALL**

A roll call was taken with nine (9) members of the Board participating, a quorum was established.

**MEETING**

Mr. Schliessmann presented evidence that the continued practice of funeral service by Carlos A. Howard, FSP and Carlos A. Howard Funeral Home, present a substantial danger to the health, welfare and safety of the public. Mr. Schliessmann asked the Board to consider summarily suspending the license of Mr. Howard and Carlos A. Howard Funeral Home.

**CLOSED SESSION**

Upon a motion by Mr. Blair Nelsen, and duly seconded by Mr. Eric Wray, Mr. Nelsen entered the Board into a closed meeting at 12:40 p.m. 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 Carlos A. Howard, FSP and Carlos A. Howard Funeral Home. Additionally, he moved that Ms. Hahn, Ms. Helmick, Ms. Petersen, Ms. Currier and Mr. Casway attend the closed meeting because their 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, the Committee re-convened in open session at 1:07 p.m.

**DECISION:**

Upon a motion by Mr. Nelsen, and duly seconded by Mr. Christopher Vincent, the Board moved to summarily suspend the licenses of Carlos A. Howard, FSP and Carlos A. Howard Funeral Home.

A roll call was taken and the motion passed unanimously with no negative votes.

The Board has set a tentative date for the Formal Hearing for March 8, 2012.

**ADJOURNMENT**

With no further business the meeting adjourned at 1:09 p.m.

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Robert Burger, Jr., FSP, Chair

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Lisa R. Hahn, Executive Director

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Date

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Date