

**APPROVED**

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

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**Tuesday, April 24, 2012**

**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 3:41 p.m.
- MEMBERS PRESENT:** Mike Leonard, FSP, Chair  
Bob Oman, FSP
- DHP STAFF PRESENT:** Kathy Petersen, Discipline Operations Manager  
Peter Opper, APD
- MATTER:** **Matthew L. Cornish, FSP**  
**License No.: 0502-750023**  
**Case No.: 143720**
- DISCUSSION:** Mr. Cornish did not appear before the Committee in person in accordance with a Notice of the Board dated March 22, 2012. Mr. Cornish was not represented by counsel.
- CLOSED SESSION:** Upon a motion by Mr. Oman, and duly seconded by Mr. Leonard, 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 Matthew L. Cornish, FSP. Additionally, he moved that Ms. Petersen, Ms. Helmick and Mr. Opper attend the closed meeting because their presence in the closed meeting was deemed necessary and would aid the Committee in its discussions. The Committee entered into closed session at 3:45 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 3:50 p.m.
- DECISION:** Upon a motion by Mr. Oman, and duly seconded by Mr. Leonard, the Committee recommended for this case to be heard by the full Board at a Formal Administrative Hearing.

**VOTE:** The vote was unanimous.

**ADJOURNMENT:** The Committee adjourned at 3:53 p.m.

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Mike Leonard, FSP, Chair

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Lisa R. Hahn, Executive Director

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Date

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Date

