

*APPROVED*

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

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**Tuesday, July 17, 2012**

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

**CALL TO ORDER:** A Special Conference Committee of the Board was called to order at 10:05 p.m.

**MEMBERS PRESENT:** Mike Leonard, FSP, Chair  
Bob Oman, FSP

**DHP STAFF PRESENT:** Lynne Helmick, Deputy Executive Director  
Jim Banning, APD

**MATTER:** David Litten, F.S.P.  
License # 0502-890033  
Case # 143316

**DISCUSSION:** Mr. Litten appeared before the Committee in accordance with the Amended Notice of the Board dated July 2, 2012. Mr. Litten was represented by J. Burns Earle, III, Esq.

The Committee fully discussed the allegations in the Notice with Mr. Litten.

**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 David Litten, FSP. Additionally, he moved that Ms. Helmick and Mr. Banning 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 11:00 a.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 11:28 a.m.

**DECISION:** Upon a motion by Mr. Oman, and duly seconded by Mr. Leonard, the Committee deferred disposition pending the receipt of additional information.

**VOTE:**

The vote was unanimous.

**ADJOURNMENT:**

The Committee adjourned at 11:45 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

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