

APPROVED
BOARD OF FUNERAL DIRECTORS AND EMBALMERS
MINUTES OF TASK FORCE ON THE INSPECTION PROCESS

Wednesday, October 16, 2002
6606 W. Broad Street, 5th Floor
Room 1
Richmond, Virginia

Department of Health Professions

-
- CALL TO ORDER:** A meeting of the Virginia Board of Funeral Directors, Task Force on the Inspection Process was called to order at 9:04 a.m.
- PRESIDING:** Paul Whitten, Chair
- MEMBERS PRESENT:** J. Michael Williams
Joseph Jenkins, Jr.
- MEMBERS ABSENT:** Alane C. Miles
Bobby Gardner, Jr.
Charles Bristow, Jr.
- STAFF PRESENT:** Elizabeth Young, Executive Director
Pam Horner, Administrative Assistant
- OTHER PRESENT:** Sammy Johnson, Deputy Director of Enforcement
Marta J. Ishmael, Senior Inspector, Enforcement Division
Jennifer Challis, Senior Inspector, Enforcement Division
Keith Dressler, Senior Inspector, Enforcement Division
Marta Ishmael, Senior Inspector, Enforcement Division
Adrian Christian, Case Intake Analyst
Loretta Hopson-Bush, Intake Investigator Analyst
- GUEST:** Meredyth Partridge, RSS, Inc.
David Partridge, RSS, Inc.
- QUORUM:** With 3 members present, a quorum was established.
- ORDERING AGENDA:** **OF** On a properly seconded motion by Joseph Jenkins, Jr, the Board moved to accept the agenda.
- PUBLIC COMMENT:** None.
- NEW BUSINESS:** **18 VAC 65-20-50 (A.) & (B.) Posting of License.**
The Committee approved the posting of deceased regulant licenses in a separate place posted on the wall. The

deceased regulants license shall not be co-mingled with the licenses of current regulants.

18 VAC 65-20-170. Requirements for an establishment license.

The Committee discussed their concerns regarding the full-time manager requirement and the 40 hours a week regulation. The Committee asked Ms. Young to seek an Attorney General opinion on full-time manager and the ability of some managers to work other full-time jobs. Also, the Committee asked Ms. Young to research the pharmacy and veterinary medicine laws regarding facility managers.

Lastly, the Committee referred the issue to the Regulatory/Legislative Committee for possible statute and regulatory amendments.

18 VAC 65-20-435. Registrations of crematories.

Sammy Johnson, Deputy Director of Enforcement for DHP explained the current procedures for inspections of crematories. The Committee recommended that the Regulatory/Legislative Committee propose crematory inspection regulations consisting of the following: records review, verification of authorization to cremate. The Committee recommends to refer the need for regulation to inspect crematories to the Regulatory/Legislative Committee. Also, the Committee recommended for the said committee seek input from the Cemetery Board.

18 VAC 65-20-510. Embalming Report.

The Committee confirmed that the embalming report to be maintained at the facility where the embalming occurred.

18 VAC 65-20-540. Preparation Room Requirements.

The Committee recommended that if a storage area has a curtain divider, the area is considered a section of the preparation room. The room is considered inappropriate and not allowed. If there is a door, which separates the storage area from the preparation room, the storage area is considered a separate room.

The Committee concurred with the OSHA requirement that

allows an eyewash station in a bathroom if the bathroom is outside of the preparation room. If the bathroom is accessible to the general public, the placement of the eye wash station in the bathroom is not acceptable.

18 VAC 65-20-700. Retention of Documents.

The Committee confirmed that the price lists: general, casket, outer burial container must be maintained at each branch. The preneed records may be centralized.

The Committee confirmed with the price ranges for direct cremation and immediate burial on the general price lists the highest price range equals the base plus the highest priced casket. The committee discussed with the inspectors the need to inspect the casket selection room. **The inspection of said room was tabled for the full board to discuss.**

Appendix III.

The Committee confirmed that the signature is always required.

The Committee discussed other matters:

- With a change of ownership inspection, an inspection is conducted immediately, and then a routine inspection is conducted one year after the first inspection.
- The Executive Director provided information about possible funeral broker services working in Virginia: providing funeral services and embalming services without association with a funeral service establishment. The Committee referred the matter to the Regulatory/Legislative Committee.

ADJOURNMENT

With all business concluded, the Committee adjourned at 12:10 p.m.

**Virginia Board of Funeral Directors and Embalmers
Task Force on the Inspection Process
October 16, 2002**

4

Paul Whitten, Chair

Elizabeth Young, Executive Director

Date

Date