

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

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September 29, 2016

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 1:03 p.m.
- MEMBERS PRESENT:** Blair Nelsen, FSL, Chair  
Connie Steele, FSL
- DHP STAFF PRESENT:** Lynne Helmick, Deputy Executive Director  
Emily Tatum, Adjudication Specialist
- OTHERS PRESENT:** Melissa Phillips  
William Phillips  
Krysten Barnette  
Rick Shelar
- MATTER:** Southside Cremation Service  
License # 0510-000005  
Case # 163966, 171243, 171315
- DISCUSSION:** Jerry Hendrix, manager of record of Southside Cremation Service appeared before the Committee in accordance with the Notice of the Board dated August 26, 2016. Southside Cremation Service was represented by John C. Hale, esq.
- The Committee fully discussed the allegations as referenced in the August 26, 2016 Notice of Informal Conference.
- CLOSED SESSION:** Upon a motion by Ms. Steele, 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 Southside Cremation Service. Additionally, she moved that Ms. Helmick and Ms. Tatum 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 2:15 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 2:25 p.m.

**DECISION:**

Upon a motion by Ms. Steele and duly seconded by Mr. Nelsen, the Committee referred this case to a Formal Administrative Hearing. Motion carried.

**ADJOURNMENT:**

The Committee adjourned at 3:27 p.m.



Blair Nelsen, FSL, Chair

10/18/14  
Date



Corie Tillman Wolf, Executive Director

10/18/16  
Date

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