



Virginia Department of  
**Health Professions**  
Board of Funeral Directors and Embalmers

**Final Minutes**  
**\*Virtual\* Exam**  
**Committee Meeting**

**November 20, 2020**

The Virginia Board of Funeral Directors and Embalmers convened virtually via WebEx for an Exam Committee meeting on Friday, November 20, 2020.

**COMMITTEE MEMBERS PRESENT:**

Mia F. Mimms, FSL, JD, Committee Chair (Virtual)  
Kenneth Scott Hickey, MD, Board Vice-President, Citizen Member (Virtual)  
Joseph Frank Walton, FSL (Virtual)

**DHP STAFF PRESENT FOR ALL OR PART OF THE MEETING:**

Sarah Georgen, Licensing and Operations Manager (Virtual)  
Kelley Palmatier, Deputy Executive Director (Virtual)  
Corie Tillman Wolf, Executive Director (Virtual)

**OTHER GUESTS PRESENT (VIRTUAL)**

Captain Anita Grant  
Barry Robinson, Virginia Mortician's Association  
Lacy Whittaker, Virginia Funeral Directors' Association

*\*participant indicates attendance to count toward continuing education requirements*

**CALL TO ORDER**

Ms. Mimms called the meeting to order at 9:32 a.m.

Due to the COVID-19 declared state of emergency and consistent with Amendment 28 to HB29 (Budget Bill for 2018-2020) and the applicable provisions of the Freedom of Information Act including Virginia Code § 2.2-3708.2, the Board convened a virtual meeting to consider such regulatory and business matters as was presented on the agenda necessary for the Board to discharge its lawful purposes, duties, and responsibilities.

Ms. Mimms provided the Committee members, staff, and the public with contact information should the electronic meeting be interrupted.

Ms. Mimms provided reminders to the Committee and public regarding WebEx functions. She completed a roll call of the Committee members and staff.

With three Committee members present at the meeting, a quorum was established.

Ms. Mimms read the mission of the Board, which is also the mission of the Department of Health Professions.

**DISCUSSION – OPEN SESSION**

Ms. Tillman Wolf explained the current examination process and the purpose of the Committee’s review of the examination questions and blueprint.

**DISCUSSION – CLOSED SESSION**

*Closed Meeting*

Upon a **MOTION** by Mr. Walton, properly seconded by Dr. Hickey, the Committee voted to convene in a closed meeting pursuant to Section 2.2-3711(A)(12) of the *Code of Virginia* for the purpose of discussing or considering tests, examinations, or other information used, administered, or prepared by a public body and subject to the exclusion in subdivision 4 of Section 2.2-3705.1. Additionally, he moved that Ms. Tillman Wolf, Ms. Palmatier, and Ms. Georgen attend the closed meeting because their presence in the closed meeting is deemed necessary and would aid the Committee in its consideration of the topic. The motion passed unanimously (3-0). The Committee entered into closed session at 9:40 a.m.

*Reconvene*


Upon a **MOTION** by Mr. Walton, properly seconded by Dr. Hickey, the Committee certified that the matters discussed in the preceding closed session met the requirements of Section 2.2-3712 of the *Code of Virginia* and the Committee reconvened in open session. The motion passed unanimously (3-0). The Committee reconvened in open session at 12:44 p.m.

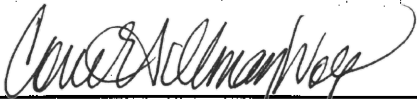
Upon a **MOTION** by Mr. Walton, properly seconded by Dr. Hickey, the Committee voted to approve the examination blueprint as presented and approve the examination questions as presented and amended by the Committee. The motion passed unanimously (3-0).

**ADJOURNMENT**

With all business concluded, the meeting adjourned at 12:47 p.m.

A video recording of this meeting can be accessed at:  
[https://www.dhp.virginia.gov/funeral/fun\\_calendar.htm](https://www.dhp.virginia.gov/funeral/fun_calendar.htm)

  
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Mia Mimms, JD, FSL, Committee Chair

  
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Corie Tillman Wolf, JD, Executive Director

1/27/2021  
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Date

01-27-2021  
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Date