

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

January 23, 2024

Department of Health Professions

Perimeter Center

9960 Mayland Drive, Suite 201

- CALL TO ORDER:** A Special Conference Committee of the Board was called to order at 10:05 a.m.
- MEMBERS PRESENT:** Lacyn Barton, FSL, Chair
R. Thomas Slusser, FSL
- DHP STAFF PRESENT:** Melanie Pagano, Deputy Executive Director
Florence Venable, Discipline Operations Manager
Christine Corey, Adjudication Specialist
- OTHERS PRESENT:** Irene Jones
Raymond Jones
- MATTER:** **Keith Jay Bullock, FSL**
License No.: 0502-900338
Case Nos.: 219161, 221367, 225280
- PRELIMINARY MATTER:** The chair noted that the time was 10:05 a.m. and Keith Bullock, FSL was noticed to appear before the Committee at 10:00 a.m. and was not present.
- Ms. Corey advised that the Notice had been sent to Mr. Bullock's address of record with the Board by certified and First-class mail.
- RULING:** Based on the information provided by Ms. Corey, the chair determined that proper notice had been provided to Mr. Bullock, therefore, the informal conference would proceed in his absence.
- DISCUSSION:** Mr. Bullock did not appear before the Committee in accordance with the Board's Notice of Informal Conference dated December 14, 2023, nor was he represented by legal counsel.

The Committee fully considered the evidence before it and received information from Ms. Corey regarding the allegations in the Notice.

CLOSED SESSION:

Upon a motion by Mr. Slusser and duly seconded by Ms. Barton, 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 Keith Jay Bullock, FSL. Additionally, Mr. Slusser moved that Ms. Pagano attend the closed meeting because her presence in the closed meeting was deemed necessary and would aid the Committee in its discussions.

RECONVENE:

Having certified that the matters discussed in the preceding closed session met the requirements of §2.2-3712 of the Code of Virginia, the Committee reconvened in open session and announced its decision

DECISION:

Upon a motion by Mr. Slusser and duly seconded by Ms. Barton, the Board voted to refer this matter to a formal administration hearing. The motion carried.

The vote was unanimous.

AJOURNMENT:

The Committee adjourned at 10:41 a.m.

MATTER:

Steele-Bullock Funeral Home
License No.: 0501-000638
Case Nos.: 213255, 219162, 221375

PRELIMINARY MATTER:

The chair noted that the time was 11:07 a.m. and Steele-Bullock Funeral Home was noticed to appear before the Committee at 11:00 a.m. and was not present.

Ms. Corey advised that the Notice had been sent to Steele-Bullock Funeral Home's address of record with the Board by certified and First-class mail.

RULING: Based on the information provided by Ms. Corey the chair determined that proper notice had been provided to Steele-Bullock Funeral Home, therefore, the informal conference would proceed in its absence.

DISCUSSION: A representative for Steele-Bullock Funeral Home did not appear before the Committee in accordance with the Board's Notice of Informal Conference dated December 14, 2023, nor was it represented by legal counsel.

The Committee fully considered the evidence before it and received information from Ms. Corey regarding the allegations in the Notice.

CLOSED SESSION: Upon a motion by Mr. Slusser and duly seconded by Ms. Barton, 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 Steele-Bullock Funeral Home. Additionally, Mr. Slusser moved that Ms. Pagano and Ms. Venable attend the closed meeting because their presence in the closed meeting was deemed necessary and would aid the Committee in its discussions.

RECONVENE: Having certified that the matters discussed in the preceding closed session met the requirements of §2.2-3712 of the Code of Virginia, the Committee reconvened in open session and announced its decision.

DECISION: Upon a motion by Mr. Slusser and duly seconded by Ms. Barton, the Board voted to refer this matter to a formal administration hearing. The motion carried.

The vote was unanimous.

AJOURNMENT: The Committee adjourned at 11:15 a.m.

Melanie Pagano

Melanie Pagano, Deputy Executive Director

January 30, 2024

Date