

APPROVED
BOARD OF FUNERAL DIRECTORS AND EMBALMERS
MINUTES OF EXAMINATION COMMITTEE MEETING

Thursday, July 29, 2004
Board Room 3

Department of Health Professions
6603 West Broad Street, 5th Floor
Richmond, Virginia 23230-1717

CALL TO ORDER: A meeting of the Virginia Board of Funeral Directors and Embalmers' Examination Committee was called to order at 9:01 a.m.

PRESIDING: W.D. "Skip" Tharp

MEMBERS PRESENT: Billie Watson Hughes

MEMBERS ABSENT: None

STAFF PRESENT: Elizabeth Young, Executive Director
Annie Artis, Operations Manager

GUESTS: Judy McGilvery, Experior, Inc.

QUORUM: With two members present, a quorum was established.

PUBLIC COMMENT None.

NEW BUSINESS: Donna Shropshire asked to speak to the Committee regarding the current administration of the state examination.

Closed Meeting: On a properly seconded motion by Ms. Hughes, the Committee voted 2-0 in favor of the motion, to enter into a closed meeting pursuant to § 2.1-344 (A) (11) of the Code of Virginia for the purpose of discussion of Examinations at 8:40 a.m.

Reconvene: On a properly seconded motion by Ms. Hughes, the Committee voted 2-0 in favor of the motion, that only public business matters lawfully exempted from open meeting requirements under Virginia law were discussed in the executive session and only public business matters as were identified in the motion convening the executive session were heard, discussed or considered by the Committee.

The Committee reconvened in open session pursuant to § 2.1-344.1(D) of the code at 9:29 a.m.

The Committee began the revision of the item bank for the Jurisprudence examination.

Closed Meeting: On a properly seconded motion by Ms. Hughes, the

**Virginia Committee of Funeral Directors and Embalmers
Examination Committee
July 29, 2004**

Committee voted 2-0 in favor of the motion, to enter into a closed meeting pursuant to § 2.1-344 (A) (11) of the Code of Virginia for the purpose of discussion of Examinations at 9:30 a.m.

Reconvene:

On a properly seconded motion by Mr. Hughes, the Committee voted 2-0 in favor of the motion, that only public business matters lawfully exempted from open meeting requirements under Virginia law were discussed in the executive session and only public business matters as were identified in the motion convening the executive session were heard, discussed or considered by the Committee.

The Committee reconvened in open session pursuant to § 2.1-344.1(D) of the code at 3:13 p.m.

With a properly seconded motion by Ms. Tharp, the Committee recommends that the number of questions on the state Examination be decreased to 75 items instead of the 100 questions. The revised examination will not be administered until October 2004.

ADJOURNMENT

With all business concluded, the Committee adjourned at 3:20 p.m.

W.D. Skip Tharp, Chairperson

Elizabeth Young, Executive Director

Date

Date