

# **UNAPPROVED**

## **BOARD OF FUNERAL DIRECTORS AND EMBALMERS**

### **MINUTES OF EXAMINATION COMMITTEE**

Thursday, December 1, 2005  
Professions  
6603 West Broad Street, 6<sup>th</sup> Floor  
Richmond, Virginia 23230-1712  
Conference Room #1

Department of Health

#### **CALLED TO ORDER**

Ms. Billie Watson-Hughes, Chair, called the quarterly meeting of the Examination Committee to order at 9:06 a.m., on Thursday, December 1, 2005 in the 6<sup>th</sup> Floor Conference Room, at 6603 West Broad Street, 6<sup>th</sup> Floor, Richmond, Virginia.

#### **PRESIDING**

Billie Watson-Hughes

#### **MEMBERS PRESENT**

Willard D. Tharp

#### **MEMBERS ABSENT**

None

#### **STAFF PRESENT**

Elizabeth Young, Executive Director  
Donna Shropshire, Agency Contracts and Records Manager  
Annie B. Artis, Operations Manager

#### **GUESTS**

None.

#### **QUORUM**

With two members of the Committee present, a quorum was established.

## **PUBLIC COMMENT**

There was no public comment.

## **ORDERING OF THE AGENDA**

The agenda was accepted as written.

## **EXAMINATION**

### **REVIEW OF JURISPRUDENCE EXAMINATION PROPOSALS**

Ms. Shropshire stated that she was prepared to discuss the Request for Proposals No. FDE-2005-14 for the procurement of services regarding the Board's jurisprudence examination.

### **Closed Meeting**

On a properly seconded motion by Ms. Watson-Hughes the Board voted 2-0 in favor of the motion to enter into a closed meeting pursuant to §2.2-3711(A)(11) to deliberate to discuss consideration of a procurement issue in regard to the jurisprudence examination at 9:09 a.m.

### **Reconvene**

On a properly seconded motion Mr. Tharp, the Board 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 closed meeting and only public business matters as were identified in the motion convening the closed session were heard, discussed or considered by the Board.

The Board reconvened in open session pursuant to § 2.2-3712 (D) at 10:38 a.m.

## **RECOMMENDATIONS TO THE BOARD.**

The Committee has reviewed the three proposals and has authorized Ms. Shropshire to conduct negotiations and award the contract.

**GRATITUDE FROM THE EXECUTIVE DIRECTOR**

Ms. Young stated that on behalf of the Board and herself she would like to thank Ms. Shropshire and commend her for a job well done in the dissemination of pertinent information and compilation of documentation in order to expedite the procurement process.

**ADJOURNMENT**

With no further business, the meeting was adjourned at 10:40 a.m.

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Billie Watson-Hughes, Chair

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Elizabeth Young, Executive Director

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Date

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Date