

# **UNAPPROVED**

## **BOARD OF FUNERAL DIRECTORS AND EMBALMERS MINUTES OF LEGISLATIVE/REGULATORY COMMITTEE**

**Thursday, June 6, 2006**  
**6603 West Broad Street, 5<sup>th</sup> Floor**  
**Richmond, Virginia 23230**  
**Conference Room 1**

**Department of Health Professions**

### **CALL TO ORDER**

A meeting of the Virginia Board of Funeral Directors and Embalmers was called to order at 8:02 a.m.

### **PRESIDING**

Willard D. Tharp, Chair

### **MEMBERS PRESENT:**

Joseph Jenkins, Jr.  
Randolph T. Minter  
Robert B. Burger, Jr.

### **OTHER BOARD MEMBERS PRESENT:**

Billie Watson-Hughes  
Barry Murphy  
Michael J. Leonard

### **COMMITTEE MEMBERS ABSENT:**

Walter Ball

### **COUNSEL:**

Jack E. Kavas, Assistant Attorney General

### **STAFF PRESENT:**

Elizabeth Young, Executive Director  
Sandra Ryals, Deputy Executive Director  
Annie B. Artis, Operations Manager  
Elaine Yeatts, Senior Policy Analyst  
Stacy E. Lee, Administrative Assistant

### **QUORUM:**

With seven members present, a quorum was established.

**GUESTS PRESENT:**

Susan Motley, Virginia Funeral Directors Association  
Meredyth Partridge, Regulatory Support Services, Inc.  
Sherri Douglass, Regulatory Support Services, Inc.  
Joe Fielden, Regulatory Support Services, Inc.

**ORDERING OF THE AGENDA:**

Ms. Yeatts asked that the recommended changes for an adoption to the regulations be added regarding the change of name from resident trainees to funeral service intern be added to the agenda for discussion. The agenda was accepted with the recommended changes.

**PUBLIC COMMENT:**

There was no public comment.

**REVIEW OF MINUTES**

The minutes of the Legislative/Regulatory Committee meeting of May 3, 2006 were reviewed.

The minutes of the Continuing Education Committee meeting of May 3, 2006 were reviewed.

**2007 LEGISLATIVE PROPOSALS**

Ms. Yeatts gave an overview of Proposal Identifier Number – FDE-4 which is draft legislation regarding a special or limited-use funeral service establishment license. Ms. Young stated that all applications would go forth to the Special Conference Committee for review. Mr. Kotvas stated that the Board has the authority to promulgate regulations; however, he would caution the Board to be consistent. Ms. Yeatts stated that the Board could put an emergency clause into place and use the special conference committee to review the applications. Ms. Young further stated that if there were any problems, the application would be denied and the applicant would have the opportunity to appear before the full board. Ms. Tharp inquired as to what was wrong with the current regulations as they stand and why would this action be required. Ms. Yeatts stated this would be a vehicle whereby the entity engaging in funeral service could come to the Board to operate legally and not meet all requirements of a full establishment. Mr. Kotvas stated that offering special or limited-use licensing could give the board another tool; however, the board doesn't have to do anything. Mr. Tharp stated that the proposition to issue a special or limited-use funeral service establishment license dies for the lack of a motion.

### REVIEW OF CURRENT CEU APPLICATION AND ASSESSMENT FORMS

Mr. Burger made a motion to have board members make recommended changes to the application and forward to Ms. Young. The motion was properly seconded by Mr. Leonard. The vote carried unanimously. Mr. Minter made a motion to add a signature line and a statement of attestation to be taken from the statute (§54.1-2816) and be placed on the Continuing Education Summary Form. The motion was properly seconded by Mr. Burger. The vote carried unanimously.

### ADOPTION OF CHANGES TO RESIDENT TRAINEE REGULATIONS

Ms. Yeatts presented the proposed changes to the regulations for the resident trainees. Mr. Tharp made a motion to accept the proposed changes as recommended. The motion was properly seconded by Ball. The vote carried unanimously. Please see Attachment I - Resident Trainee Funeral Service Internship Program For Funeral Service.

### ADJOURNMENT:

With no further business, the committee adjourned at 9:08 a.m.

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Willard D. Tharp, Chair

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Elizabeth Young, Executive Director

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