

APPROVED

**BOARD OF FUNERAL DIRECTORS AND EMBALMERS
MINUTES OF GENERAL BOARD MEETING**

**Tuesday, September 9, 2003
6603 West Broad Street
Richmond, Virginia 23230-1712
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 10:30 a.m.
- PRESIDING:** J. Michael Williams
- MEMBERS PRESENT:** Jack Miller
Joseph Jenkins, Jr.
Billie Watson Hughes
Barry Murphy
- MEMBERS ABSENT:** Bobby Gardner, Sr.
Pratt Stelly
Rev. Alane C. Miles
- STAFF PRESENT:** Elizabeth Young, Executive Director
Aesha Hopson, Administrative Assistant
Elaine Yeatts, Senior Policy Analyst
Gail Jaspen, Chief Deputy Director
Deb Pearson,
- COUNSEL PRESENT:** None
- GUESTS:** David Partridge, RSS, Inc.
Kemp Settle, Everly Wheatley
Ron Saunders, VFDA
Hilton Graham, Advantus Strategies
- QUORUM:** With 5 members of the Board present, a quorum was established.
- ORDERING OF AGENDA:** On a properly seconded motion by Mr. Jenkins, the Board approved the amended agenda.
- ACCEPTANCE OF MINUTES:** On a properly seconded motion by Mr. Miller, the Board voted to approve the minutes of the Special Conference Committee meetings of May 1, 2003.
- On a properly seconded motion by Mr. Miller, the Board voted to approve the minutes of the Board meeting of June

4, 2003.

NEW BUSINESS:

Introductions

New Board members, Billie Watson Hughes, of Greene Funeral Home and Barry Murphy, of Robert J. Murphy Funeral Home introduced themselves to the body.

DHP Mini Orientation

Deb Pearson of the Finance Section of DHP conducted a mini orientation on travel regulations for the new board members.

Gail Jaspen, Chief Deputy Director, provided a summary of the requirements of confidential consent agreements. With a properly seconded motion by Mr. Murphy, the board directed the Special Conference Committee to draft a guidance document on its requirements for confidential consent agreements and submits the document to the Board at its December meeting.

Elaine Yeatts, Sr. Policy Analyst provided a brief overview of the procedures for regulatory review. Additional information will be provided at the New Board Member training to be held October 30, 2003.

Petition for Rule Making

Elaine Yeatts discussed the petition for rule making submitted by Vanessa L. Harris regarding simultaneous employment as manager of record of a funeral home and employment in an unrelated funeral industry jobs. On a properly seconded motion by Mr. Jenkins, the board denied the petition of Ms. Harris.

Stewart Enterprises

Ms. Young asked the Board to review the information regarding Stewart Enterprises.

Cemetery Board

Ms. Young provided the minutes of the Cemetery Board meeting of May 21, 2003. On a properly seconded motion by Mr. Miller, the Board agreed to invite the Cemetery Board to its December 2003 Board meeting to discuss of

mutual concerns for both industries.

In an unrelated matter, Mr. Williams asked the Executive Director to discuss concerns regarding test taking procedures at Experior Inc.

Draft Newsletter

Ms. Young provided a revised draft of the Summer 2003 newsletter.

OLD BUSINESS

DHP Proposed Legislation for 2004 Virginia General Assembly

Ms. Yeatts provided general information regarding the Department's upcoming legislation proposals. The Board also reviewed the final draft of its 2004 legislative proposal and a letter of comments from the Association of Independent Funeral Homes of Virginia.

Request for Interpretation – Regulatory Support Services

With a properly seconded motion by Mr. Jenkins, the Board directed staff along with counsel to draft a response to Regulatory Support Services Inc.

Continuing Education Committee

The approved CEU providers were granted license numbers- VMA, NFDA, and University of Maryland-Catonsville Community College.

The Board has not received any applications for CEU sponsorship.

Report of Initial and Renewal Applications of Waiver of Full-Time Manager Requirements

Ms. Young reviewed with the Board the quarterly report of the initial and renewal applications of waiver of full-time manager requirements.

**EXECUTIVE DIRECTOR'S
REPORT**

Ms. Young presented licensee statistics, disciplinary statistics, budget information and the Calendar for next year. She also reminded board members that New board member orientation will be held October 30, 2003. She asked that all board members would provide her with e-mail addresses for easy access. The Board directed staff to enclose a CEU reminder insert in the 2004 renewals.

Also, the Board requested a comparison of surface transportation and removal service companies in other states.

ADJOURNMENT

With all business concluded, the Board adjourned at 12:45p.m.

Bobby Gardner, President

Elizabeth Young, Executive Director

Date

Date