

APPROVED

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

Thursday, June 28, 2007

**Department of Health Professions
6603 West Broad Street, 5th Floor
Conference Room #4
Richmond, Virginia 23230-1712**

CALL TO ORDER:

A meeting of the Special Conference of the Virginia Board of Funeral Directors and Embalmers was called to order at 9:00 a.m.

PRESIDING:

Robert Burger, Jr., F.S.L. Chair
Walter Ball, Citizen Board Member

STAFF PRESENT:

Elizabeth Young, Executive Director
Jeanette Meade, Administrative Assistant
William C. Garrett, Assistant Attorney General
Cynthia Gaines, Adjudication Analyst

OTHERS PRESENT:

Kimberly Murphy, Esquire

**Thomas Graves, F.S.L.
#95339**

The hearing in the matter of Thomas Graves, F.S.L., was held to discuss and consider the allegations that you may violated certain laws and regulations governing the practice of funeral service in the Commonwealth of Virginia.

Closed Meeting:

The Committee voted 2-0 in favor of the motion to enter a closed meeting at 10:45 a.m., pursuant to §2.2-3711(A)(28) of the Code of Virginia to deliberate in the matter of Mr. Graves.

Reconvene:

On a properly seconded motion by Mr. Ball, the Committee voted 2-0 in favor of the motion, to reconvene in open session at 11:15 a.m., pursuant to §2.2-3712(D) of the Code.

The Committee recommended that Mr. Graves, F.S.L. that within six months they will have an unannounced inspection, pay a \$200 inspection fee, within 12 months of this order he must get approval for the continuing education course indicated below; then enroll and complete a two (2)

hours continuing education course in the Laws and Regulations of Funeral Directors and Embalmers this course is in addition to the yearly required five (5) hour continuing education course.

As provided by law, this decision shall become a Final Order thirty days after the service of such order unless a written request to the Board for a formal hearing is received from Mr. Graves within such time. If service of the Order is made by mail, three additional days shall be added to that period. Upon such time request for a formal hearing, the decision of this conference shall be vacated.

ADJOURNMENT

With all business concluded for the day, the Special Conference was adjourned at 11:25 a.m.

Robert Burger, Jr., F.S.L. Chair

Elizabeth Young, Executive Director

Date

Date