

**Unapproved**  
**VIRGINIA BOARD OF FUNERAL DIRECTORS & EMBALMERS**  
**FORMAL ADMINISTRATIVE HEARING - VIRTUAL**  
**MINUTES**

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**October 6, 2020**

**Department of Health Professions**  
**Perimeter Center**  
**9960 Mayland Drive**  
**Henrico, Virginia 23233**

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**CALL TO ORDER:** The formal hearing of the Board was called to order at 2:34 p.m.

**MEMBERS PRESENT:** Mia F. Mimms, FSL, President (In-Person)  
R. Thomas Slusser, Jr., FSL Member (Virtual)  
Joseph Frank Walton, FSL Member (Virtual)  
Jason Graves, FSL Member (Virtual)  
Joseph Michael Williams, FSL Member (Virtual)  
Kenneth Scott Hickey, M.D., Citizen Member (Virtual)  
Muhammad Hanif, Citizen Member (Virtual)

**BOARD COUNSEL:** Erin L. Barrett, Assistant Attorney General (In-Person)

**DHP STAFF PRESENT:** Corie Tillman Wolf, Executive Director (Virtual)  
Sarah Georgen, Licensing and Operations Manager (In-Person)

**COURT REPORTER:** Farnsworth & Taylor Reporting

**PARTIES ON BEHALF OF COMMONWEALTH:** Claire Foley, Adjudication Specialist (Virtual)

**COMMONWEALTH'S WITNESS:** Renee White, Senior Investigator, DHP (Virtual)

**OTHERS PRESENT:** Lauren Thomas (Virtual)  
Marcella Luna (Virtual)  
J. Gray (Virtual)  
Angela Pearson (In-person)

**MATTER:**

**Ralph Douglas Howell, Sr. FSL  
Funeral Service Licensee Applicant  
Case No.: 198401**

**ESTABLISHMENT OF A  
QUORUM:**

With seven (7) members present, a quorum was established.

**DISCUSSION:**

Ralph Douglas Howell, Sr., did not appear before the Board in accordance with a Notice of Formal Hearing dated June 5, 2020. Mr. Howell was not represented by legal counsel.

Based upon the representation of the Commonwealth, Ms. Mimms ruled that proper notice of the hearing was provided to Ralph Douglas Howell, Sr. and the Board proceeded in his absence. The Board received evidence and sworn testimony on behalf of the Commonwealth regarding the allegations in the Notice.

**CLOSED SESSION:**

Upon a motion by R. Thomas Slusser, and duly seconded by Joseph Michael Williams, the Board voted to convene a closed meeting, pursuant to §2.2-3711.A (27) of the Code of Virginia, for the purpose of deliberation to reach a decision in the matter of Ralph Douglas Howell, Sr. Additionally, he moved that Ms. Barrett, Ms. Tillman Wolf, and Ms. Georgen attend the closed meeting because their presence in the closed meeting was deemed necessary and would aid the Board in its deliberations.

**RECONVENE:**

Mr. Slusser certified that the matters discussed in the preceding closed session met the requirements of §2.2-3712 of the Code, the Board reconvened in open session.

**DECISION:**

Upon a motion by R. Thomas Slusser and duly seconded by Joseph Frank Walton, the Board moved to deny Mr. Howell's application for licensure as a funeral service licensee. The motion carried.

**VOTE:**

The vote was unanimous.

**ADJOURNMENT:**

The Board adjourned at 3:08 p.m.

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Mia F. Mimms, FSL, Chair

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Corie Tillman Wolf, JD, Executive Director

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Date

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Date

A video recording of this meeting can be accessed at:

[https://www.dhp.virginia.gov/funeral/fun\\_calendar.htm](https://www.dhp.virginia.gov/funeral/fun_calendar.htm)