

APPROVED

**VIRGINIA BOARD OF FUNERAL DIRECTORS & EMBALMERS
SPECIAL CONFERENCE COMMITTEE
MINUTES**

Tuesday, April 24, 2012

**Department of Health Professions
Perimeter Center
9960 Mayland Drive, Suite #300
Henrico, Virginia 23233**

- CALL TO ORDER:** A Special Conference Committee of the Board was called to order at 2:05 p.m.
- MEMBERS PRESENT:** Randy Minter, FSP, Chair
Blair Nelsen, FSP
- DHP STAFF PRESENT:** Lynne Helmick, Deputy Executive Director
Cynthia Gaines, APD
- MATTER:** Valerie Jeffress, F.S.P.
License # 0502-900646
Case # 138337
- DISCUSSION:** Ms. Jeffress appeared before the Committee in accordance with the Amended Notice of the Board dated April 12, 2012. Ms. Jeffress was not represented by counsel.
- The Committee fully discussed the allegations in the Notice with Ms. Jeffress.
- CLOSED SESSION:** Upon a motion by Mr. Nelsen, and duly seconded by Mr. Minter, the Committee 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 Valerie Jeffress, FSP. Additionally, he moved that Ms. Helmick and Ms. Gaines attend the closed meeting because their presence in the closed meeting was deemed necessary and would aid the Committee in its discussions. The Committee entered into closed session at 2:15 p.m.
- RECONVENE:** Having certified that the matters discussed in the preceding closed session met the requirements of §2.2-3712 of the Code, the Committee re-convened in open session at 2:20 p.m.
- DECISION:** Upon a motion by Mr. Nelsen, and duly seconded by Mr. Minter, the Committee found insufficient evidence to support a violation of any laws or regulations governing Funeral Service.

VOTE:

The vote was unanimous.

ADJOURNMENT:

The Committee adjourned at 2:25 p.m.

Randy Minter, FSP, Chair

Lisa R. Hahn, Executive Director

Date

Date

