

APPROVED

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

Tuesday, July 17, 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 12:03 p.m.
- MEMBERS PRESENT:** Mike Leonard, FSP, Chair
Bob Oman, FSP
- DHP STAFF PRESENT:** Lynne Helmick, Deputy Executive Director
Jim Banning, APD
- MATTER:** Jack A. Wilson, F.S.P.
License # 0502-90111
Case # 141894
- DISCUSSION:** Mr. Wilson appeared before the Committee in accordance with the Amended Notice of the Board dated July 2, 2012. Mr. Wilson was not represented by counsel.
- The Committee fully discussed the allegations in the Notice.
- CLOSED SESSION:** Upon a motion by Mr. Oman, and duly seconded by Mr. Leonard, 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 Jack Wilson, FSP. Additionally, he moved that Ms. Helmick and Mr. Banning 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 12:15 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 12:30 p.m.
- DECISION:** Upon a motion by Mr. Oman, and duly seconded by Mr. Leonard, the Committee issued Mr. Wilson a reprimand.

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

VOTE: The vote was unanimous.

ADJOURNMENT: The Committee adjourned at 12:34 p.m.

Mike Leonard, FSP, Chair

Lisa R. Hahn, Executive Director

Date

Date

