

**APPROVED**

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

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Tuesday, October 16, 2012

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

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- CALL TO ORDER:** A Special Conference Committee of the Board was called to order at 1:02 p.m.
- MEMBERS PRESENT:** Randy Minter, FSP, Chair  
Christopher Vincent, FSP
- DHP STAFF PRESENT:** Lynne Helmick, Deputy Executive Director  
Kathy Petersen, Discipline Operations Manager  
Tammie Jones, Adjudication Specialist, APD
- MATTER:** Stanley Stevens, F.S.P.  
License # 0502-770028  
Case # 141601
- DISCUSSION:** Mr. Stevens appeared before the Committee in accordance with the Notice of the Board dated September 7, 2012. Mr. Wilson was represented by Mark Hicks, Esq.
- The Committee fully discussed the allegations in the Notice with Mr. Stevens.
- CLOSED SESSION:** Upon a motion by Mr. Vincent, 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 Stanley Stevens, FSP. Additionally, he moved that Ms. Helmick, Ms. Petersen and Ms. Jones 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 1:39 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 2:01 p.m.

**DECISION:**

Upon a motion by Mr. Vincent, and duly seconded by Mr. Minter, the Committee issued Mr. Stevens a reprimand, a monetary penalty and additional continuing education hours.

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. Stevens, unless a written request to the Board for a formal hearing on the allegations made against him is received from Mr. Stevens 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 2:05 p.m.

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Randy Minter, FSP, Chair

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Lisa R. Hahn, Executive Director

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Date

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Date

