

**APPROVED**

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

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**Wednesday, November 16, 2011**

**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 10:50 a.m.
- MEMBERS PRESENT:** Randy Minter, FSP, Chair  
Blair Nelsen, FSP
- DHP STAFF PRESENT:** Lynne Helmick, Deputy Executive Director  
Kathy Truesdale, Discipline Operations Manager  
Peter Oppen, APD
- MATTER:** **Steven Felton, FSP**  
**License No.: 0502-820018**  
**Case No.: 137124**
- OTHERS PRESENT:** Eric Wray
- DISCUSSION:** Mr. Felton appeared before the Committee in person in accordance with a Notice of the Board dated October 19, 2011. Mr. Felton was not represented by counsel.
- The Committee fully discussed the allegations in the Notice with Mr. Felton.
- 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 Steven Felton, FSP. Additionally, he moved that Ms. Helmick, Ms. Truesdale and Mr. Oppen 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 11:44 a.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 12:33 p.m.

**DECISION:**

Upon a motion by Mr. Nelsen, and duly seconded by Mr. Minter, the Committee made certain Findings of Fact and voted to place Mr. Felton on probation for no less than two years, a \$1000 monetary penalty, additional hours of continuing education in laws and regulations, and two unannounced inspections of any facility Mr. Felton is Manager of Record of during his probationary period.

**VOTE:**

The vote was unanimous.

**ADJOURNMENT:**

The Committee adjourned at 12:39 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

