

**APPROVED**

**BOARD OF FUNERAL DIRECTORS AND EMBALMERS  
MINUTES OF BOARD MEETING**

**Tuesday, October 16, 2007  
Department of Health Professions  
Perimeter Center  
9960 Mayland Drive, Suite 200  
Richmond, Virginia 23233**

**CALL TO ORDER**

A meeting of the Virginia Board of Funeral Directors and Embalmers was called to order at 1:00 p.m.

**PRESIDING**

Willard D. Tharp, President

**MEMBERS PRESENT:**

Billie Watson Hughes  
Randolph T. Minter  
Walter S. Ball  
Blair H. Nelsen  
Robert B. Burger, Jr.  
Michael Leonard  
Barry Murphy

**ABSENT:**

Rev. Yvonne Jones Bibbs

**COUNSEL:**

Jack E. Kotvas, Assistant Attorney General

**STAFF PRESENT:**

Elizabeth Young, Executive Director  
Pam Horner, Administrative Staff Assistant  
Jeanette Meade, Administrative Staff Assistant

**GUESTS PRESENT**

Barry D. Robinson, Virginia Mortuary Association

**Virginia Board of Funeral Directors and Embalmers  
Board Meeting  
October 16, 2007**

2

**QUORUM:**

With eight members present, a quorum was established.

**ORDERING OF THE AGENDA:**

Mr. Minter made a motion that the Board accept the agenda as amended. The motion was properly seconded by Mr. Murphy. The motion carried unanimously.

**PUBLIC COMMENT:**

None

**NEW BUSINESS**

**Discussion with John Russell, Receiver for K.L. Jordan Funeral Home and K.L. Jordan Casket and Urn Gallery**

I, Michael Leonard, move that the Board of funeral directors and Embalmers convene in a Closed Meeting pursuant to Section 2.2-3711(A) (7) of the Code of Virginia for the purpose of consultation with the provision of legal advice by the Assistant Attorney General about possible litigation. The motion was properly seconded by Mr. Minter. The motion carried unanimously.

Additionally, I move that staff, Elizabeth Young, Jeanette Meade, Leith Ellis, Pam Horner, John Russell and the Board Counsel, Jack Kotvas attend the closed meeting because their presence in the closed meeting is deemed necessary, and their presence will aid the Board in its consideration of this matter.

**Re-convene in Open Session:**

All those who certify, to the best of your knowledge that the members of the Board of Funeral Directors and Embalmers heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such, public business matters as were identified in the motion by which the closed meeting was convened, say "Aye". All those who do not so certify, say "NO".

**Virginia Board of Funeral Directors and Embalmers  
Board Meeting  
October 16, 2007  
OLD BUSINESS**

3

**Designation of Subordinate(s)**

Mr. Murphy made a motion that the Board refers all non-egregious disciplinary inspection cases to the subordinate. The motion was properly seconded by Mr. Burger. The motion carried unanimously.

**Legislative/Regulatory Committee**

The Adoption of proposed general regulations is deferred to the Committee Meeting on December 4, 2007.

**Continuing Education Committee**

The Continuing Education Committee was deferred until December 4, 2007.

**Executive Director's Report**

Ms. Young distributed the Board Calendar.

**ADJOURNMENT:**

With no further business, the committee adjourned at 2:30 p.m.

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Willard D. Tharp, FSL, Chair

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Elizabeth Young, Executive Director

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DATE

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DATE