

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

October 24, 2023

*Department of Health Professions
Perimeter Center
9960 Mayland Drive, Suite 201*

- CALL TO ORDER:** A Special Conference (“Committee”) of the Board was called to order at 10:23 a.m.
- MEMBERS PRESENT:** Mia Mimms, FSL, JD, Chair
Lacyn Barton, FSL
- STAFF PRESENT:** Melanie Pagano, JD, Deputy Executive Director
Florence Venable, Discipline and Operations Manager
Anne Joseph, Adjudication Consultant
Claire Foley, Adjudication Specialist
- MATTER:** **Veridiana Brunson** **License No.: FSI Applicant**
Case No.: 230849
- DISCUSSION:** Ms. Brunson appeared before the Committee in person in accordance with a Notice of the Board dated August 17, 2023. Ms. Brunson was not represented by counsel.
- DECISION:** After discussion with the Committee, the Committee offered Ms. Brunson a Consent Order with terms and conditions related to her Funeral Services Intern application. Ms. Brunson entered into a Consent Order with the Board. The Final Order will be sent to Ms. Brunson’s address of record.
- MATTER:** **Molly Kathleen Bryant** **License No.: FSI Applicant**
Case No.: 230855
- DISCUSSION:** Ms. Bryant appeared in person in accordance with a Notice of the Board dated September 12, 2023. Ms. Bryant was not represented by counsel.
- DECISION:** The Committee offered Ms. Bryant a Consent Order with terms and conditions related to her Funeral Services Intern application. Ms. Bryant entered into a Consent Order with the Board in lieu of proceeding to Informal Conference. The Final Order will be sent to Ms. Bryant’s address of record.
- MATTER:** **Nancy S. Province** **License No.: 0503-000353**
Case Nos.: 214082, 217167

- PRELIMINARY MATTER:** The Chair noted that the time was 2:09 p.m. and Nancy Province, FSL, was noticed to appear before the Committee at 2:00 p.m. and was not present.
- Ms. Foley advised that the Notice had been sent to Ms. Province's address of record with the Board by certified and first-class mail.
- RULING:** Based on the information provided by Ms. Foley, the Chair determined that proper notice had been provided to Ms. Province, therefore, the informal conference would proceed in her absence.
- DISCUSSION:** Ms. Province did not appear before the Committee in accordance with the Board's Notice of Informal Conference dated September 25, 2023, nor was she represented at the conference by legal counsel.
- The Committee fully considered the evidence before it and received information from Ms. Foley regarding the allegations in the Notice.
- CLOSED SESSION:** Upon a motion by Ms. Barton, and duly seconded by Ms. Mimms, 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 Nancy Province, FSL. Additionally, she moved that Ms. Pagano and Ms. Venable attend the closed meeting because their presence in the closed meeting was deemed necessary and would aid the Committee in its deliberations.
- 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 and announced its decision.
- DECISION:** Upon a motion by Ms. Barton, and duly seconded by Ms. Mimms, the Committee voted to **refer** the matter regarding Nancy Province, FSL, to a **Formal Hearing** before the Board of Funeral Directors and Embalmers.
- VOTE:** The vote was unanimous.
- ADJOURNMENT:** The Committee adjourned at 2:14 p.m.

Melanie Wolf
for Corie Tillman Wolf, JD
Executive Director
November 9, 2023
Date