

**APPROVED**

**BOARD OF FUNERAL DIRECTORS AND EMBALMERS  
FORMAL HEARING MINUTES**

Tuesday, October 9, 2007

Department of Health Professions  
Perimeter Center  
9960 Mayland Drive, Suite 300  
Richmond, Virginia

**CALL TO ORDER:** A meeting of the Virginia Board of Funeral Directors and Embalmers was called to order at 9:00 a.m. to conduct a formal hearing.

**PRESIDING:** Willard D. Tharp, F.S. L., Chair

**MEMBERS PRESENT:** Randolph Minter, F.S.L.  
Robert Burger, F.S.L.  
Yvonne Jones-Bibbs, Citizen Member  
Michael Leonard, F.S.L.

**STAFF PRESENT:** Elizabeth Young, Executive Director  
Jeanette Meade, Administrative Assistant  
Leith Ellis, Senior Investigator

**COUNSEL PRESENT:** Wayne Halblieb, Asst. Attorney General  
Jack Kotvas, Asst. Attorney General  
Cynthia Gaines, Adjudication Analyst, APD

**OTHERS PRESENT:** Linda Caudle, Witness  
Ronald Lewis, Witness

**COURT REPORTER:** Keith Crane

**QUORUM:** With 5 members present, a quorum was established.

**FORMAL HEARING:**

**Kip L. Jordan, F.S.L.**  
**#109239, #111126,**  
**#113029, #108861**

A formal hearing was held in the matter of Kiplin L. Jordan, Funeral Service Licensee to discuss the allegations that he may have violated portions of the laws and regulations governing the practice funeral directing and embalming in the Commonwealth of Virginia

Mr. Halblieb, Assistant Attorney General, representing the Commonwealth, presented to the Board evidence of a signed consent order from Kiplin L. Jordan, F.S.L. that was received from Arnold Henderson, Esquire at the Department of Health Professions the morning of the hearing. Mr. Henderson, Esquire nor the client was present at the hearing.

Closed Meeting

On a motion made by Mr. Leonard and properly seconded by Mr. Burger at 10:10 a.m., the Board voted 5-0 in favor of the motion to enter into a closed meeting pursuant to §2.2-3711 (A)(28) of the Code of Virginia to deliberate in reaching a decision in the matter of the signed consent order for revocation of Kiplin L. Jordan, Funeral Service Licensee.

Reconvened:

On a motion made by Mr. Leonard and properly seconded by Mr. Burger at 10:18 a.m., pursuant to §2.2-3712 (D) the Board voted 5-0 in favor of the motion, that only public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board.

On a motion made by Mr. Burger and properly seconded by Mr. Minter, the Board voted 5-0 to accept the of the signed consent order for revocation of Kiplin L. Jordan, F.S.L. license. This decision shall be effective upon the entry by the Board of a written Order stating the findings, conclusions, and decision of this formal hearing panel.

**K.L Jordan Funeral & Cremation Services, Inc. & K.L. Jordan Casket and Urn Gallery #116353, #116381, #116382**

A formal hearing was held in the matter of Kiplin L. Jordan, Funeral Service Licensee to discuss the allegations that he may have violated portions of the laws and regulations governing the practice funeral directors and embalmers in the Commonwealth of Virginia. Mr. Halblieb, Assistant Attorney General, representing the Commonwealth of Virginia, presented the evidence in this matter and the proposed findings of fact and conclusions of law

along with witnesses testimonies and the Senior Inspectors testimony.

Recessed

On a motion made by Mr. Tharp and properly seconded by Mr. Burger at 11:00 a.m., the Board voted 5-0 in favor of the motion to take a 10 minute recess at 11:00 a.m.

Reconvened:

On a motion made by Mr. Minter and properly seconded by Mr. Leonard at 11:10 a.m. the Panel of the Board reconvened to continue the formal hearing.

Closed Meeting

On a motion made by Mr. Minter and properly seconded by Mr. Burger at 11:30 a.m., the Board voted 5-0 in favor of the motion to enter into a closed meeting pursuant to §2.2-3711 (A)(28) of the Code of Virginia to deliberate in reaching a decision in the matter of K.L Jordan Funeral & Cremation Services, Inc. & K.L. Jordan Casket and Urn Gallery Establishment licenses.

Reconvened:

On a motion made by Mr. Minter and properly seconded by Mr. Leonard at 12:05 p.m., pursuant to §2.2-3712 (D) the Board voted 5-0 in favor of the motion, that only public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board.

On a motion made by Mr. Minter and properly seconded by Mr. Burger, the Board voted 5-0 to revoke both K.L Jordan Funeral & Cremation Services, Inc. & K.L. Jordan Casket and Urn Gallery establishment licenses and order a five thousand dollar (\$5,000) fine for the four violations on K.L Jordan Funeral & Cremation Services for a total of twenty thousand dollars (\$20,000). This decision shall be effective upon the entry by the Board of a written Order stating the findings, conclusions, and decision of this formal hearing panel.

ADJOURNMENT

With all business concluded, the Board adjourned at  
12:10 p.m.

\_\_\_\_\_  
Willard D. Tharp, President, Chair

\_\_\_\_\_  
Elizabeth Young, Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date