

**Approved**  
**VIRGINIA BOARD OF FUNERAL DIRECTORS AND EMBALMERS**

**Examination Committee Meeting Minutes**

The Committee of the Virginia Board of Funeral Directors and Embalmers convened for a meeting on Wednesday, December 10, 2014 at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, 2<sup>nd</sup> Floor, Hearing Room 5, Henrico, Virginia.

**COMMITTEE MEMBERS PRESENT**

Eric Wray, FSL, Committee Chair  
Junius Williams, Citizen Member  
Tommy Slusser, FSL

**DHP STAFF PRESENT**

Lisa R. Hahn, Executive Director  
Lynne Helmick, Deputy Executive Director

**GUESTS PRESENT**

Patsy Steele, Professional Credential Services, Inc.

**CALL TO ORDER**

Mr. Wray called the Committee meeting of the Virginia Board of Funeral Directors and Embalmers to order at 10:25 a.m.

**CLOSED SESSION:**

Upon a motion by Mr. Williams, and duly seconded by Mr. Slusser, the Committee voted to convene a closed meeting pursuant to §2.2-3711.A (27) of the Code of Virginia, for the purpose of reviewing the state examination questions. Additionally, he moved that Ms. Hahn, Ms. Helmick, and Ms. Steele 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 10:28 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 3:02 p.m.

**ADJOURNMENT:**

With no further business before the Board, the meeting adjourned at 3:03 p.m.



Eric Wray, Chair

JANUARY 13, 2015

Date



Lisa R. Hahn, Executive Director

1/14/15

Date