VIRGINIA BOARD OF FUNERAL DIRECTORS & EMBALMERS
SPECIAL CONFERENCE COMMITTEE
MINUTES

April 19, 2016	**Department of Health Professions** **Perimeter Center** **9960 Mayland Drive, Suite #300** **Henrico, Virginia 23233**

CALL TO ORDER: A Special Conference Committee of the Board was called to order at 12:30 p.m.

MEMBERS PRESENT: Blair Nelsen, FSL, Chair
Connie Steele, FSL

DHP STAFF PRESENT: Lynne Helmick, Deputy Executive Director
Amy Weiss, Adjudication Specialist

MATTER: **Transpros, LLC**
License # 0509-000190
Case # 168841

DISCUSSION: Richard Roberts, owner and manager of Tranpros, LLC, appeared before the Committee in accordance with the Amended Notice of the Board dated April 18, 2016. Transpros, LLC was not represented by council.

The Committee fully discussed the allegations as referenced in the April 18, 2016 Amended Notice of Informal Conference.

CLOSED SESSION: Upon a motion by Ms. Steele, and duly seconded by Mr. Nelsen, 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 Roddrick Jenkins, FSL. Additionally, he moved that Ms. Helmick and Ms. Weiss 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 12:50 p.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 12:55 p.m.

DECISION: Upon a motion by Ms. Steele and duly seconded by Mr. Nelsen, the Committee dismissed the case. Motion carried.

ADJOURNMENT: The Committee adjourned at 1:00 p.m.

Blair Nelsen, FSL, Chair	Lisa R. Hahn, Executive Director
Date	Date