# VIRGINIA BOARD OF FUNERAL DIRECTORS & EMBALMERS
# SPECIAL CONFERENCE COMMITTEE
# MINUTES

**January 12, 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 1:05 p.m.

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

**DHP STAFF PRESENT:** Lynne Helmick, Deputy Executive Director
Mykl Egan, Adjudication Specialist

**MATTER:** Thomas E. Graves, FSL
License # 0502-840021
Case # 163761

**DISCUSSION:** Mr. Graves appeared before the Committee in accordance with the Notice of the Board dated December 11, 2015. Mr. Graves was present and was represented by Andrew Protogyrou, Esq.

The Committee fully discussed the allegations as referenced in the December 11, 2015, 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 Thomas Graves, FSL. Additionally, he moved that Ms. Helmick and Mr. Egan 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 1:35 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 1:50 p.m.

**DECISION:** Upon a motion by Ms. Steele and duly seconded by Mr. Nelsen, the Committee moved to Order Mr. Graves to pay a

monetary penalty of $500 and provide the Board with evidence that Graves Funeral home has the necessary equipment to refrigerate a body, or has contracted with a refrigerated storage facility.

**ADJOURNMENT:** The Committee adjourned at 1:52 p.m.

Blair Nelsen, FSL, Chair

4/19/16
Date

Lisa R. Hahn, Executive Director

4/19/16
Date