

CEMETERY BOARD MEETING

MINUTES

June 5, 2013

The Cemetery Board met on June 5, 2013, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, Richmond, Virginia. The following members were present:

David Gilliam, Chair
Jane M. Garland, Vice-Chair
Isabel Berney
Randolph Minter

Board member absent was: Pamela Jo Lundy

DPOR staff present for all or part of the meeting included:

Gordon Dixon, Director
Mark Courtney, Senior Manager
Christine Martine, Executive Director
Jeff Waite, Budget Director
Jeff Williams, Board Administrator
Herb Nichols, Investigator
Kristin Clay, Legal Analyst
Emily Trent, Administrative Assistant

Steven Jack from the Office of the Attorney General was present.

David Gilliam called the meeting to order at 9:02 A.M.

Call to Order

A motion was made by Mr. Minter and seconded by Ms. Berney to approve the agenda. The motion passed unanimously. Members voting "Yes" were Berney, Garland, Gilliam and Minter.

Agenda

A motion was made by Ms. Berney and seconded by Mr. Minter to approve the December 10, 2012, Informal Fact-Finding Conference minutes, and January 9, 2013, Board Meeting minutes. The motion passed unanimously. Members voting "Yes" were Berney, Garland, Gilliam and Minter.

Minutes

Mike Doherty, Virginia Cemetery Association, Chair of Legislative Committee, discussed the letter he sent to the Board. No action was taken by the Board.

Public Comment

In the matter of **File Number 2013-00375, Edward William Holmes**, the Board reviewed the Consent Order as seen and agreed to by Edward William Holmes. A motion was made by Ms. Berney and seconded by Mr. Minter to accept the proposed Consent Order offer wherein Edward William Holmes admits to a violation of § 54.1-2327.A (Count 1) of the *Code of Virginia* and agrees to no monetary penalty for the violation contained in Count 1, as well as \$150.00 in Board costs for a total of \$150.00. The motion passed unanimously. Members voting “Yes” were Berney, Garland, Gilliam and Minter.

**File Number 2013-00375,
Edward William Holmes**

The Board discussed information regarding the proposed regulations to adjust the Board’s fees and the need to adopt final regulations with different fees. Jeff Waite, Budget Director, addressed the Board giving them three different fee proposals. The Board chose to accept Proposal A, which amends the fees to \$580 for cemetery company licenses and \$60 for cemetery sales personnel registrations. A motion was made by Ms. Garland and seconded by Mr. Minter to adopt final regulations with fees as presented in Proposal A. The motion passed unanimously. Members voting “Yes” were Berney, Garland, Gilliam and Minter.

Administrative Issues

The Board discussed HB1563, and agreed to discuss it further at the October 23, 2013, Cemetery Board meeting. No action was taken by the Board.

Christine Martine briefed the Board on SB1147. No action was taken by the Board.

The Board discussed mausoleum preconstruction sales. No action was taken by the Board.

Other Business

The meeting adjourned at 9:21 A.M.

Adjourn

David L. Gilliam, Chair

Gordon Dixon, Secretary