

CEMETERY BOARD

**Wednesday, September 23, 2026 – 10:00 a.m.
2nd Floor – Board Room 3**

**Department of Professional and Occupational Regulation
9960 Mayland Drive
Richmond, Virginia 23233**

Mission: Our mission is to protect the health, safety and welfare of the public by licensing qualified individuals and businesses enforcing standards of professional conduct for professions and occupations as designated by statute.

I. CALL TO ORDER

- a. Emergency Egress (pg. 3)
- b. Determination of Quorum (pg. 4)

II. PROFESSIONAL DEVELOPMENT SESSION

III. APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES

- a. Cemetery Board Meeting, March 25, 2026 (pg. 5)

V. WELCOME, INTRODUCTIONS, AND RESOLUTIONS

VI. PUBLIC COMMENT PERIOD *FIVE MINUTE PUBLIC COMMENT, PER PERSON*

VII. CASE FILES

DISCIPLINARY CASE FILES

CONSENT ORDERS

- 1. File Number 2026-00423 Loewen (Virginia) LLC (pg. 8)
(Mini)

VIII. NEW BUSINESS

- a. Executive Director's Update
- b. Principal Transfer - Evergreen Memorial Trust
- c. Total Return Distribution Form Update
- d. Legislative Update – HB 1305 Amendment
- e. 2026 Board Member Training Conference Reminder

IX. OTHER BUSINESS

- a. Board Financials

X. COMPLETE CONFLICT OF INTEREST FORM AND TRAVEL VOUCHER

- a. Travel Voucher
- b. Conflict of Interest Form

XI. ADJOURNMENT

NEXT MEETING SCHEDULED FOR WEDNESDAY, MARCH 24, 2027

- ❖ Agenda materials made available to the public do not include disciplinary case files or application files pursuant to §54.1-108 of the Code of Virginia.
- ❖ Five-minute public comment, per person, with the exception of any open disciplinary or application file.
- ❖ Persons desiring to participate in the meeting and requiring special accommodations or interpretative services should contact the Department at (804) 367-2785 at least ten days prior to the meeting so that suitable arrangements can be made for an appropriate accommodation. The Department fully complies with the Americans with Disabilities Act.

PERIMETER CENTER CONFERENCE CENTER
EMERGENCY EVACUATION OF BOARD AND TRAINING ROOMS
(Script to be read at the beginning of each meeting.)

PLEASE LISTEN TO THE FOLLOWING INSTRUCTIONS ABOUT EXITING THE PREMISES IN THE EVENT OF AN EMERGENCY.

In the event of a fire or other emergency requiring the evacuation of the building, alarms will sound. When the alarms sound, leave the room immediately. Follow any instructions given by Security staff

Board Room 1

Exit the room using one of the doors at the back of the room. Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Board Room 2

Exit the room using one of the doors at the back of the room. (Point) Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

You may also exit the room using the side door, turn **Right** out the door and make an immediate **Left**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Board Rooms 3 and 4

Exit the room using one of the doors at the back of the room. Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Training Room 1

Exit the room using one of the doors at the back of the room. Upon exiting the room, turn **LEFT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Training Room 2

Exit the room using one of the doors at the back of the room. Upon exiting the doors, turn **LEFT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

DETERMINATION OF QUORUM:

- Under § 54.1-2313.C., a quorum for Cemetery Board meetings is established with four members.

DRAFT

CEMETERY BOARD
MINUTES OF MEETING

March 25, 2026

The Cemetery Board convened at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia. The members listed below were in attendance. All members present were qualified to vote unless otherwise noted for disqualification. The Board consists of seven (7) members, with four (4) members constituting a quorum in accordance with § 54.1-2313 of the Code of Virginia.

The following members were present:

Susan Mini, Chair
Caroline Smyth, Vice-Chair
Dr. Charletta Barringer-Brown
David Farris, II
Donald Wilson
James Young

Board members absent from the meeting:

Beverly Cocke

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

Laura McClintock, Agency Director
Anika Coleman, Executive Director
Christina Dumas, CIC/Cemetery Manager
Jennifer Plummer, Regulatory Operations Administrator
Shaifali Prajapati, Administrative Coordinator
Tom Payne, CID Director
Doug Webster, CIC Ombudsman
Mia Newman, Forms Design Analyst

James “Jim” Flaherty, with the Office of the Attorney General, was present.

Mini determined a quorum was present and called the meeting to order at 10:02 A.M.

CALL TO ORDER

Coleman provided the Board with an overview of the emergency evacuation procedures.

EMERGENCY EGRESS

Mini determined that a quorum was present.

**DETERMINATION OF
QUORUM**

Coleman conducted a professional development session on motions and voting functions for the Board.

**PROFESSIONAL
DEVELOPMENT
SESSION**

Smyth moved to approve the agenda, **Barringer-Brown seconded** the motion, which was unanimously approved by members: Barringer-Brown, Farris, Mini, Smyth, Wilson, and Young.

**APPROVAL OF
AGENDA**

Barringer-Brown moved to approve the minutes of the September 23, 2025, Cemetery Board meeting. **Wilson seconded** the motion which was unanimously approved by members: Barringer-Brown, Farris, Mini, Smyth, Wilson, and Young.

**APPROVAL OF
MINUTES**

Mini welcomed guests of the audience and allowed Board members and Board staff to introduce themselves.

**WELCOME AND
INTRODUCTIONS**

There was no public comment.

PUBLIC COMMENT

CASE FILES

CONSENT ORDERS

Wilson was recused from **File Number 2025-02114 - Sunset Memorial Gardens LLC**.

Recusal of Wilson

In the matter of **File Number 2025-02114 - Sunset Memorial Gardens LLC**, the Board reviewed the Consent Order as seen and agreed to by Sunset Memorial Gardens LLC. Sunset Memorial Gardens LLC did not appear at the Board meeting in person, by counsel, or by any other qualified representative.

**File Number 2025-02114
Sunset Memorial
Gardens LLC**

Young moved to accept the proposed Consent Order offer wherein Sunset Memorial Gardens LLC admits to a violation. 18 VAC 47-20-190.13 of the Cemetery Board's regulations (Count 1) and agrees to a monetary penalty of \$950.00.

Barringer-Brown seconded the motion, which was unanimously approved by members: Barringer-Brown, Farris, Mini, Smyth, Wilson, and Young.

Mini was recused from **File Number 2025-02330 Alleghany Memorial Park LLC**.

Recusal of Mini

In the matter of **File Number 2025-02330 Alleghany Memorial Park LLC**, the Board reviewed the Consent Order as seen and agreed to by Alleghany Memorial Park LLC. Alleghany Memorial Park LLC did not appear at the Board meeting in person, by counsel, or by any other qualified representative.

**File Number 2025-02330
Alleghany Memorial
Park LLC**

Barringer-Brown moved to accept the proposed Consent Order offer wherein Sunset Memorial Gardens LLC admits to a violation. 18 VAC 47-20-190.11 of the Cemetery Board's regulations (Count 1) and agrees to a monetary penalty of \$1,850.00.

Young seconded the motion, which was unanimously approved by members: Barringer-Brown, Farris, Mini, Smyth, Wilson, and Young.

Wilson was recused from **File Number 2025-02447 Rose Lawn Cemeteries LLC**.

In the matter of File Number 2025-02447 Rose Lawn Cemeteries LLC, the Board reviewed the Consent Order as seen and agreed to by Rose Lawn Cemeteries LLC. Rose Lawn Cemeteries LLC did not appear at the Board meeting in person, by counsel, or by any other qualified representative.

Young moved to accept the proposed Consent Order offer wherein Rose Lawn Cemeteries LLC admits to a violation. 18 VAC 47-20-190.13 of the Cemetery Board's regulations (Count 1) and agrees to a monetary penalty of \$1,938.00.

Smyth seconded the motion, which was unanimously approved by members: Barringer-Brown, Farris, Mini, Smyth, Wilson, and Young.

Coleman presented the Executive Director's report.

Newman presented to the Board an overview of the progress made regarding the function and format of Total Return Distribution Form (TRD) form. Young spoke on the groundwork and reasoning for calculations he assisted with for the TRD form.

Mini reminded the Board to complete the Conflict-of-Interest Statements and Travel Reimbursement Forms.

There being no further business, the meeting adjourned at 11:04 A.M.

Susan Mini, Chair

Laura McClintock, Secretary

Recusal of Wilson

File Number 2025-02447 Rose Lawn Cemeteries LLC

NEW BUSINESS

Executive Director's Update

Total Return Distribution Form

OTHER BUSINESS

COMPLETION OF PAPERWORK

ADJOURN

Project 8804 - Exempt Final

Cemetery Board

HB 1305 Amendment (Cemetery Board Disciplinary Powers)

18VAC47-20-150. Grounds for disciplinary action.

~~The~~ In accordance with § 54.1-2314 of the Code of Virginia, the board may suspend a license or registration for a stated period or indefinitely, revoke any license or registration, censure or reprimand, or impose a monetary penalty against any person licensed or registered by the board or (i) suspend, (ii) place such person on probation for such time as it may designate (iii) fail to renew, or (iv) revoke any license or registration when any licensee or registrant has been found to have violated or cooperated with others in violating any provision of Chapter 23.1 (§ 54.1-2310 et seq.) of Title 54.1 of the Code of Virginia or any regulation of the board. The board may also take a case against a licensee or registrant under advisement as provided for in § 54.1-201 A 7 of the Code of Virginia.

Board For Cemetery

Monthly Cash Activity

Starting cash on hand

\$ 27,067.81

Starting date

Jul 2025

Cash minimum balance alert

\$ 5,413.56

	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026	Jun 2026	Total
Cash on hand (beginning of)	\$ 27,067.81	\$ 16,228.44	\$ (241.19)	\$ 525.47	\$ (25,841.11)	\$ (30,503.22)	\$ (29,076.99)	\$ (63,927.89)	\$ (76,508.81)	\$ (76,693.11)	\$ (80,952.66)	\$ (92,049.77)	

Cash receipts

Cash sales	\$ 1,925.00	\$ 3,120.00	\$ 820.00	\$ 1,655.00	\$ 2,330.00	\$ 1,635.00	\$ 1,130.00	\$ 1,210.00	\$ 4,345.00	\$ 3,065.00	\$ 2,055.00	\$ 3,580.00	\$ 26,870.00
Returns and allowances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total cash receipts	\$ 1,925.00	\$ 3,120.00	\$ 820.00	\$ 1,655.00	\$ 2,330.00	\$ 1,635.00	\$ 1,130.00	\$ 1,210.00	\$ 4,345.00	\$ 3,065.00	\$ 2,055.00	\$ 3,580.00	\$ 26,870.00
Total cash available	\$ 28,992.81	\$ 19,348.44	\$ 578.81	\$ 2,180.47	\$ (23,511.11)	\$ (28,868.22)	\$ (27,946.99)	\$ (62,717.89)	\$ (72,163.81)	\$ (73,628.11)	\$ (78,897.66)	\$ (88,469.77)	

Cash paid out

Overhead	\$ 1,772.93	\$ 3,848.98	\$ -	\$ 5,145.10	\$ 1,613.34	\$ -	\$ 6,259.46	\$ 3,205.43	\$ 3,671.53	\$ 1,527.27	\$ 2,499.83	\$ 3,807.94	\$ 33,351.81
Enforcement	\$ 9,557.28	\$ 13,883.93	\$ -	\$ 19,234.27	\$ 4,792.32	\$ -	\$ 24,814.55	\$ 9,026.81	\$ 8,880.37	\$ 4,332.96	\$ 8,949.57	\$ 10,114.87	\$ 113,586.93
Board Administration	\$ 1,265.14	\$ 2,038.57	\$ -	\$ 3,642.21	\$ 586.45	\$ 201.31	\$ 4,906.89	\$ 1,558.68	\$ 1,460.38	\$ 1,064.32	\$ 1,689.26	\$ 2,653.12	\$ 21,066.33
Exams	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Board	\$ 188.38	\$ (181.85)	\$ 53.34	\$ -	\$ -	\$ 7.46	\$ -	\$ -	\$ -	\$ 400.00	\$ 13.45	\$ 16.84	\$ 497.62
Cash Transfers	\$ (19.36)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (9,482.98)	\$ -	\$ -	\$ 303.54	\$ (9,198.80)
Total cash paid out	\$ 12,764.37	\$ 19,589.63	\$ 53.34	\$ 28,021.58	\$ 6,992.11	\$ 208.77	\$ 35,980.90	\$ 13,790.92	\$ 4,529.30	\$ 7,324.55	\$ 13,152.11	\$ 16,896.31	\$ 159,303.89
Cash on hand (end of month)	\$ 16,228.44	\$ (241.19)	\$ 525.47	\$ (25,841.11)	\$ (30,503.22)	\$ (29,076.99)	\$ (63,927.89)	\$ (76,508.81)	\$ (76,693.11)	\$ (80,952.66)	\$ (92,049.77)	\$ (105,366.08)	

Board For Cemetery

Monthly Cash Activity

\$ (105,366.08)

Jul 2026

Cash Below Zero

[illegible]

Cash receipts

[illegible]

Cash paid out

[illegible]