

the presiding officer. A motion was made by Mr. Doherty and seconded by Mr. Dudley to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference and, after consideration of the criteria contained in § 54.1-204.B of the *Code of Virginia*, approve Mr. Jenkins' application for a cemetery sales personnel registration. The motion passed unanimously. Members voting "Yes" were Doherty, Dudley and Minter.

In the matter of **File Number 2016-02584, Forest Hill Burial Park Incorporated**, the Board reviewed the Consent Order as seen and agreed to by Forest Hill Burial Park Incorporated. A motion was made by Mr. Doherty and seconded by Mr. Minter to accept the proposed Consent Order offer wherein Forest Hill Burial Park Incorporated, admits to a violation of 18 VAC 47-20-190.11 (Count 1) of the Board's 2000 Regulations, and agrees to a monetary penalty of \$1,000.00 for the violation contained in Count 1, and \$150.00 in Board costs, for a total of \$1,150.00. In addition, the Board shall waive imposition of the \$1,000.00 monetary penalty for Count 1, provided Forest Hill Burial Park completes the following work:

File Number 2016-02584,
Forest Hill Burial Park
Incorporated

- Cut back the woods edge behind Florence Hamlett's gravesite to allow sunlight to reach the ground around the gravesite and remove all plant debris;
- Remove all of the pine trees growing on top of the graves;
- Remove dead limbs from the large pine tree, that are a danger to visitors, at minimum, or remove the large pine tree completely;
- Repair the boundary fence between the cemetery and the construction site. If the fence is owned by the adjacent property owner, Forest Hill Burial Park must contact the owner and request that it be repaired. If they refuse to make the needed repairs, Forest Hill Burial Park must remove the fence that has fallen on top of the headstones and gravesites;
- Remove the weeds and bushes growing around the headstones and gravesites at the boundary fence and throughout the cemetery and;
- Provide the Board with Forest Hill Burial Park's plan for removing the excess dirt and construction debris from the view of cemetery visitors.

If Forest Hill Burial Park fails to complete the work listed above within sixty (60) days of the effective date of the Order, then the full monetary penalty will be automatically imposed.

The motion passed unanimously. Members voting "Yes" were Doherty and Minter.

As the Board member who reviewed the file, Mr. Dudley did not participate in the discussion or vote pertaining to this matter.

In the matter of **File Number 2017-00317, Monta Vista Memorial Gardens & Mausoleum**, the Board reviewed the record which consisted of the investigative file and exhibits from the Informal Fact-Finding Conference and the Summary of the Informal Fact-Finding Conference of the presiding officer. A motion was made by Mr. Doherty and seconded by Mr. Dudley to accept a violation of 18 VAC 47-20-190.12 (Count 1) of the Board's 2000 Regulations. The motion passed unanimously. Members voting "Yes" were Doherty, Dudley and Minter. A motion was made by Mr. Doherty and seconded by Mr. Dudley to accept the following sanctions: For the violation of Count 1, the Board imposes revocation of license. The motion passed unanimously. Members voting "Yes" were Doherty, Dudley and Minter.

**File Number 2017-00317,
Monta Vista Memorial
Gardens & Mausoleum**

In the matter of **File Number 2017-00727, Monta Vista Memorial Gardens & Mausoleum**, the Board reviewed the record which consisted of the investigative file and exhibits from the Informal Fact-Finding Conference and the Summary of the Informal Fact-Finding Conference of the presiding officer. A motion was made by Mr. Doherty and seconded by Mr. Dudley to accept a violation of 18 VAC 47-20-190.13 (Count 1) of the Board's 2000 Regulations. The motion passed unanimously. Members voting "Yes" were Doherty, Dudley and Minter. A motion was made by Mr. Doherty and seconded by Mr. Dudley to accept the following sanctions: For the violation of Count 1, the Board imposes revocation of license. The motion passed unanimously. Members voting "Yes" were Doherty, Dudley and Minter.

**File Number 2017-00727,
Monta Vista Memorial
Gardens & Mausoleum**

Mr. Doherty nominated Mr. Minter to be Chair of the Cemetery Board and Mr. Dudley seconded the motion. By affirmation, Mr. Minter was elected Chair.

Election of Officers

Mr. Dudley nominated Mr. Doherty to be Vice-Chair of the Cemetery Board and Mr. Minter seconded the motion. By affirmation, Mr. Doherty was elected Vice-Chair.

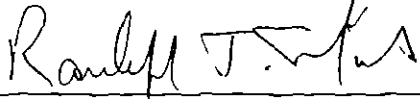
A motion was made by Mr. Doherty and seconded by Mr. Dudley to request the Office of the Attorney General file a petition with the court of record having equity jurisdiction over the licensee to appoint a receiver to operate Monta Vista Memorial Gardens & Mausoleum pursuant to §54.1-

Administrative Issues

2313.1 of the *Code of Virginia*.

The meeting adjourned at 10:37 A.M.

Adjourn



Randolph Minter, Chair



Jay DeBoer, Secretary

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name: Armistead W. Dudley
(Name of Board Member)
2. Title: Board Member
3. Agency: Cemetery Board
(Name of Board)
4. Meeting/IFF Date: August 23, 2017
(Date)

5. I have a personal interest in the following transaction:

_____ (Agenda Item)

Nature of Personal Interest Affected by Transaction: _____

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6. I do not have a personal interest in any transactions taken at this meeting.

AW Dudley
Signature

8/23/17
Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name: Michael H. Doherty
(Name of Board Member)
2. Title: Board Member
3. Agency: Cemetery Board
(Name of Board)
4. Meeting/IFF Date: August 23, 2017
(Date)

5. I have a personal interest in the following transaction:

(Agenda Item)

Nature of Personal Interest Affected by Transaction: _____

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6. I do not have a personal interest in any transactions taken at this meeting.

Michael H. Doherty
Signature

8-23-17
Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name: Randolph Minter
(Name of Board Member)
2. Title: Board Member
3. Agency: Cemetery Board
(Name of Board)
4. Meeting/IFF Date: August 23, 2017
(Date)

5. I have a personal interest in the following transaction:

(Agenda Item)

Nature of Personal Interest Affected by Transaction: _____

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6. I do not have a personal interest in any transactions taken at this meeting.

Randolph Minter
Signature

8/23/17
Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name: Randolph Minter
(Name of Board Member)
2. Title: Board Member
3. Agency: Cemetery Board
(Name of Board)
4. Meeting/IFF Date: February 7, 2018
(Date)

5. I have a personal interest in the following transaction:

(Agenda Item)

Nature of Personal Interest Affected by Transaction: _____

I declare that I am a member of the following business, profession,
occupation or group, the members of which are affected by the transaction:

I am able to participate in this transaction fairly, objectively, and in the
public interest.

or

I did not participate in the transaction.

6. I **do not** have a personal interest in any transactions taken at this meeting.

Randolph Minter
Signature

2/7/18
Date



Department of Professional and Occupational Regulation

EXPENSE REIMBURSEMENT VOUCHER

For Trips and Expenses ON or AFTER January 1, 2018

EMPLOYEE

BOARD MEMBER

LAST NAME	Minter	FIRST NAME	Randolph 'Randy'
ADDRESS	233 Broodview Avenue		
CITY	Warrenton		
STATE	VA		
ZIP	20186		
Department	954620 Cemetery Companies (CARS 462)		
Program	560046	Fund	09222

VEHICLE USE STATEMENT - STATE EMPLOYEES ONLY

- PERSONAL VEHICLE COST BENEFICIAL TO STATE - Mileage rate of 54.5 cents used
- STATE VEHICLE NOT AVAILABLE OR ACCESSIBLE - Mileage rate of 54.5 cents used
- PERSONAL VEHICLE USED FOR EMPLOYEE CONVENIENCE - Fleet rate of 24.6 cents used
- STATE VEHICLE USED - NO MILEAGE REQUESTED
- PURCHASE REIMBURSEMENT - MILEAGE NOT APPLICABLE

- Departed from home address Returned to home address
- Departed from Perimeter Center Returned to Perimeter Center

Purpose of Trip BOARD MEETING

1. DATE	2. FOR TRAVEL: LOCATION AT WHICH EXPENSE WAS INCURRED, POINTS BETWEEN WHICH TRAVEL WAS NECESSARY & METHOD OF TRANSPORTATION USED <small>SHOW EACH DAY'S EXPENSES SEPARATELY.</small> FOR PURCHASES: DESCRIBE IN DETAIL THE ITEM PURCHASED	3. TOTAL MILES TRAVELED	4. MILEAGE EXPENSE RATE: 0.545	5. MEALS	6. LODGING	7. PLANE & TRAIN TICKETS & BAGGAGE FEES	8. OTHER TRAVEL RELATED EXPENSES (ITEMIZED)	9. OTHER PURCHASES (ITEMIZED IN SECOND COLUMN)	TOTAL AMOUNT
02/07/2018	Round trip Warrenton to Henrico	194	\$105.73						\$105.73
TOTALS		194	\$105.73						\$105.73
EXPENSE ACCOUNT NUMBER (Training & Conferences 5012270)			5012820	5012880	5012850	5012270			\$105.73

Other Comments/ Information

GRAND TOTAL	\$105.73
AMOUNT ADVANCED	
PAYMENT/AMT DUE TO AGENCY	\$105.73

I CERTIFY THAT THE EXPENSES LISTED WERE INCURRED BY ME ON OFFICIAL BUSINESS OF THE COMMONWEALTH OF VIRGINIA AND INCLUDE ONLY SUCH EXPENSES AS WERE NECESSARY IN THE CONDUCT OF THIS BUSINESS.

Signature of Traveler

Randolph Minter

Title Board Member

Date 02/07/2018

I CERTIFY THAT THE TRAVEL UNDERTAKEN AND/OR THE BUSINESS EXPENSES IN THIS REIMBURSEMENT VOUCHER HAVE BEEN REVIEWED AND APPROVED AS NECESSARY FOR THE CONDUCT OF BUSINESS FOR THE COMMONWEALTH OF VIRGINIA.

Signature of Traveler's Supervisor

Title Executive Director

Date 02/07/2018

Report/Voucher ID

Finance Office Notes

Finance Review Complete