

## CEMETERY BOARD MEETING

### MINUTES

February 7, 2018

The Cemetery Board met on February 7, 2018, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, Richmond, Virginia. The following members were present:

Randolph Minter, Chair  
Michael H. Doherty, Vice-Chair  
Armistead Dudley  
Enid Butler  
James A. Meadows, Jr.  
Judy S. Lyttle  
Marx Eisenman, Jr.

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

Jay DeBoer, Director  
Christine Martine, Executive Director  
James Chapman, Board Administrator  
Emily Trent, Administrative Assistant

Joshua Laws from the Office of the Attorney General was present.

Randolph Minter called the meeting to order at 10:04 A.M.

#### **Call to Order**

A motion was made by Mr. Doherty and seconded by Ms. Butler to approve the agenda. The motion passed unanimously. Members voting “Yes” were Butler, Doherty, Dudley, Eisenman, Lyttle, Meadows and Minter.

#### **Agenda**

A motion was made by Mr. Doherty and seconded by Ms. Lyttle to approve the August 23, 2017, Board Meeting minutes. The motion passed unanimously. Members voting “Yes” were Butler, Doherty, Dudley, Eisenman, Lyttle, Meadows and Minter.

#### **Minutes**

Chad Aylestock, President of the Virginia Cemetery Association (VCA), addressed the Board regarding two bills concerning cemeteries before the General Assembly. No action was taken by the Board.

#### **Public Comment**

In the matter of **File Number 2018-00889, Torshan Williams**, the Board reviewed the record which consisted of the application file, transcript and exhibits, and the Summary of the Informal Fact-Finding Conference of the presiding officer. Torshan Williams, applicant, was present and addressed the Board. A motion was made by Mr. Doherty and seconded by Mr. Eisenman 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 Ms. Williams' application for a cemetery sales personnel registration. The motion passed unanimously. Members voting "Yes" were Butler, Doherty, Dudley, Eisenman, Lyttle, Meadows and Minter.

**File Number 2018-00889,**  
**Torshan Williams**

In the matter of **File Number 2018-00893, Torshan Williams**, the Board reviewed the record which consisted of the application file, transcript and exhibits, and the Summary of the Informal Fact-Finding Conference of the presiding officer. Torshan Williams, applicant, was present and addressed the Board. A motion was made by Mr. Doherty and seconded by Mr. Eisenman 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 Ms. Williams' application for a cemetery sales personnel registration. The motion passed unanimously. Members voting "Yes" were Butler, Doherty, Dudley, Eisenman, Lyttle, Meadows and Minter.

**File Number 2018-00893,**  
**Torshan Williams**

In the matter of **File Number 2018-00891, Kristen Rhae Williamson**, the Board reviewed the record which consisted of the application file, transcript and exhibits, and the Summary of the Informal Fact-Finding Conference of the presiding officer. Kristen Rhae Williamson, applicant, was present and addressed the Board. A motion was made by Mr. Doherty and seconded by Ms. Lyttle 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 Ms. Williamson's application for a cemetery sales personnel registration. The motion passed unanimously. Members voting "Yes" were Butler, Doherty, Dudley, Eisenman, Lyttle, Meadows and Minter.

**File Number 2018-00891,**  
**Kristen Rhae Williamson**

In the matter of **File Number 2018-00892, Kristen Rhae Williamson**, the Board reviewed the record which consisted of the application file, transcript and exhibits, and the Summary of the Informal Fact-Finding Conference of the presiding officer. Kristen Rhae Williamson, applicant, was present and addressed the Board. A motion was made by Mr. Doherty

**File Number 2018-00892,**  
**Kristen Rhae Williamson**

and seconded by Ms. Lyttle 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 Ms. Williamson's application for a cemetery sales personnel registration. The motion passed unanimously. Members voting "Yes" were Butler, Doherty, Dudley, Eisenman, Lyttle, Meadows and Minter.

In the matter of **File Number 2018-00894, Kristen Rhae Williamson**, the Board reviewed the record which consisted of the application file, transcript and exhibits, and the Summary of the Informal Fact-Finding Conference of the presiding officer. Kristen Rhae Williamson, applicant, was present and addressed the Board. A motion was made by Mr. Doherty and seconded by Ms. Lyttle 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 Ms. Williamson's application for a cemetery sales personnel registration. The motion passed unanimously. Members voting "Yes" were Butler, Doherty, Dudley, Eisenman, Lyttle, Meadows and Minter.

**File Number 2018-00894,  
Kristen Rhae Williamson**

In the matter of **File Number 2018-02737, Deborah Loudermilk**, the Board reviewed the record which consisted of the application file, transcript and exhibits, and the Summary of the Informal Fact-Finding Conference of the presiding officer. Deborah Loudermilk, applicant, was present and addressed the Board. A motion was made by Mr. Doherty and seconded by Ms. Butler 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 Ms. Loudermilk's application for a cemetery sales personnel registration. The motion passed unanimously. Members voting "Yes" were Butler, Doherty, Dudley, Eisenman, Lyttle, Meadows and Minter.

**File Number 2018-02737,  
Deborah Loudermilk**

In the matter of **File Number 2018-02738, Deborah Loudermilk**, the Board reviewed the record which consisted of the application file, transcript and exhibits, and the Summary of the Informal Fact-Finding Conference of the presiding officer. Deborah Loudermilk, applicant, was present and addressed the Board. A motion was made by Mr. Doherty and seconded by Ms. Butler 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 Ms. Loudermilk's application for a cemetery sales personnel registration. The motion passed unanimously. Members voting "Yes" were Butler, Doherty, Dudley, Eisenman, Lyttle, Meadows and

**File Number 2018-02738,  
Deborah Loudermilk**

Minter.

In the matter of **File Number 2017-02261, Shenandoah Memorial Park, LLC**, the Board reviewed the Consent Order as seen and agreed to by Shenandoah Memorial Park, LLC. A motion was made by Ms. Butler and seconded by Mr. Doherty to accept the proposed Consent Order offer *wherein Shenandoah Memorial Park, LLC, admits to a violation of 18 VAC 47-20-190.11 (Count 1) of the Board's 2016 Regulations and agrees to a monetary penalty of \$600.00, as well as \$150.00 in Board costs, for a total of \$750.00. In addition, for violation of Count 1, Shenandoah Memorial Park, LLC, agrees to:* **File Number 2017-02261, Shenandoah Memorial Park, LLC**

- Remove any and all dead trees without signs of foliage from the cemetery grounds;
- Raise the Reninger grave marker or regrade the area to alleviate water from covering the grave marker;
- Repair the damaged drains and potholes back to previous acceptable standards, which allows water to drain, in accordance with the original design for the cemetery;
- Provide verification in the form of a billing invoice and installation work order that the memorial bench has been replaced in honor of Paul Ruscito's daughter Laura; and
- Provide to the Board, in the form of signed documentation and accompanying pictures, evidencing proof of completion of all items noted above unless otherwise specified, within ninety (90) days of the effective date of this Order.

If Shenandoah fails to comply with the terms outlined above, then license suspension will be automatically imposed until compliance is obtained. The motion passed unanimously. Members voting "Yes" were Butler, Doherty, Eisenman, Lyttle, Meadows and Minter.


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

A motion was made by Mr. Doherty and seconded by Mr. Eisenman to approve a temporary fee reduction regulation for the Cemetery Board. The motion passed unanimously. Members voting "Yes" were Butler, Doherty, Dudley, Eisenman, Lyttle, Meadows and Minter.

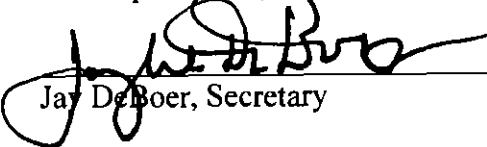
**Administrative Issues**

The meeting adjourned at 10:46 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: Enid W. Butler  
(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.

Enid Butler  
Signature

2/7/18  
Date

**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: 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.

Signature

AW Dudley

Date

2/7/18

**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: 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.

Michael H. Doherty  
Signature

2-7-18  
Date



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

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

1. Name: Judy S. Lyttle  
(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.

Judy S. Lyttle  
Signature

2-7-2018  
Date

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

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

1. Name: James A. Meadows, Jr.  
(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:

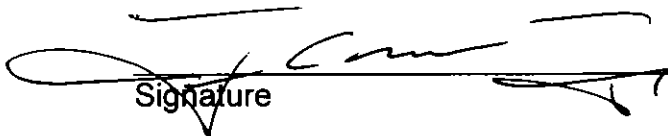
\_\_\_\_\_

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.

  
Signature

2/7/18  
Date

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

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

1. Name: Marx 'Mike' Eisenman, Jr.  
(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:

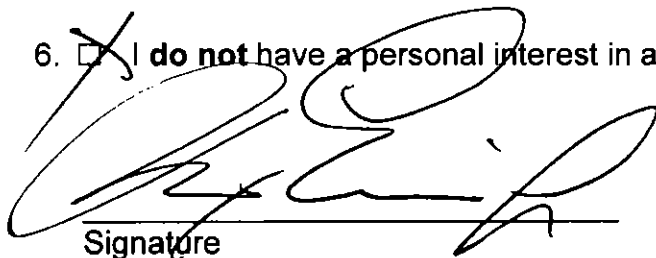
\_\_\_\_\_  
\_\_\_\_\_

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.

  
Signature

2/7/18  
Date