



Department of Professional and Occupational Regulation

CEMETERY BOARD MEETING
TENTATIVE AGENDA
Monday, May 13, 2024 -10:00 a.m.
2nd Floor – Board Room # 4
9960 Mayland Drive
Richmond, Virginia 23233
804-367-8526

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.

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I. CALL TO ORDER	
A. Emergency Egress	(2)
B. Determination of Quorum	(3)
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III. APPROVAL OF MINUTES	(5)
A. Cemetery Board Meeting, March 05, 2024	(6)
B. Cemetery Board Total Return Distribution Committee, March 05, 2024	(7)
IV. PUBLIC COMMENT PERIOD: *FIVE MINUTE PUBLIC COMMENT, PER PERSON*	
V. NEW BUSINESS	(13)
A. Greenlawn Memorial Gardens-Trustee Approval Application	(14)
B. Discuss Temporary Fee Reduction	(30)
C. Discuss § 54.1-2313.1	(31)
VI. OTHER BOARD BUSINESS	(32)
A. Board Financial Statement	(33)
B. Board Member Training Conference October 10-11, 2024	(34)
C. Discuss Principal Withdrawals	
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A. Travel Voucher	
B. Conflict of Interest Form	
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NEXT MEETING SCHEDULED FOR THURSDAY, SEPTEMBER 18, 2024

** 5-minute public comment, per person, on those items not included on the agenda with the exception of any open disciplinary files. No other public comment will be accepted by the Board during the meeting.
Persons desiring to participate in the meeting and requiring special accommodations or interpretive services should contact the Department at (804) 367-8552 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:

- The Cemetery Board, consist of seven members, adheres to the requirement that a quorum, defined as the minimum number of members necessary to conduct official business, is constituted by four board members in accordance with [§ 54.1-2313. C.](#)

DRAFT AGENDA
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And are not to be construed as regulation or official board position
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APPROVAL OF DRAFT AGENDA

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APPROVAL OF MINUTES

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CEMETERY BOARD MEETING

MINUTES

March 5, 2024

The Cemetery Board met on March 5, 2024 at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, Richmond, Virginia.

The following members were present:

James 'Jim' A. Meadows, Jr., Chair
Dr. Charletta H. Barringer-Brown, Vice-Chair
Susan Mini
Caroline Smyth
Donald Wilson
James Young

Board members absent from the meeting:

Judy S. Lyttle

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

Kishore S. Thota, Director
Brian Wolford, Chief Deputy Director
Stephen Kirschner, LRPD Deputy Director
Anika Coleman, Executive Director
Lee Bryant, CIC and Cemetery Board
Administrator
Gezelle Glasgow, Administrative Coordinator

Elizabeth Peay, Senior Assistant Attorney General, with the Office of the Attorney General was present.

Mr. Meadows, determined a quorum was present and called the meeting **Call to Order** to order at 10:05 A.M.

Dr. Barringer-Brown arrived at 10:06 A.M.

Arrival of Board Member

Ms. Coleman informed the Board of the emergency evacuation procedures. **Emergency Evacuation Procedures**

Mr. Wilson moved to approve the agenda. Ms. Mini seconded the motion which was unanimously approved by members: Barringer-Brown, Meadows, Mini, Smyth, Wilson, and Young. **Approval of Agenda**

Ms. Smyth moved to approve the minutes from the September 6, 2023 Board meeting, the February 22, 2024, Regulatory Review Committee meeting and the February 22, 2024 Total Return Distribution Committee meeting as a block. Mr. Wilson seconded the motion which was **Approval of the Minutes**

unanimously approved by members: Barringer-Brown, Meadows, Mini, Smyth, Wilson, and Young.

Ms. Coleman welcomed and introduced, Kishore Thota, Agency Director, Brian Wolford, Chief Deputy Director, Lee Bryant, Board Administrator of the Cemetery Board, and Gezelle Glasgow, Administrative Coordinator of the Cemetery Board.

Welcome and Introductions

There was no public comment.

Public Comment

Mr. Meadows and Ms. Smyth recused themselves for the following case, **File Number 2023-01544 – Greenlawn Memory Gardens, Inc., t/a Roselawn Memory Gardens.** The position of Chair transferring to Dr. Barringer-Brown.

Recusal of Board Members and transfer of Chair

In the matter of **File Number 2023-01544, Greenlawn Memory Gardens, Inc. t/a Roselawn Memory Gardens** the Board members reviewed the record which consisted of the investigative file, transcripts, exhibits, and the Summary of the Informal Fact-Finding Conference. Mr. Wilson moved to remand Greenlawn Memory Gardens, Inc. case file back for further investigation on the matter. Mr. Young seconded the motion which was unanimously approved by members: Barringer-Brown, Mini, Wilson, and Young.

File Number 2023-01544, Greenlawn Memory Gardens, Inc. t/a Roselawn Memory Gardens

Mr. Meadows returned to the meeting. Mr. Meadows resumed position of Chair.

Return of Board Member and Transfer of Chair

Ms. Smyth recused herself for the following case, **File Number 2023-02502 – F V Cemetery Company Incorporated.**

Recusal of Board Member

In the matter of **File Number 2023-02502 – F V Cemetery Company Incorporated,** the Board members reviewed the Consent Order as seen and agreed to by F V Cemetery Incorporated.

File Number 2023-02502– F V Cemetery Company Incorporated

F V Cemetery Incorporated did not attend the Board meeting in person, by counsel nor by any other qualified representative.

Ms. Mini moved to accept the Consent Order which cites the following violation of the Board's regulations: 18 VAC 47-20-190.13 (Count 1). For this violation, F V Cemetery Company Incorporated agrees to pay the following monetary penalties: \$750.00 for the violation contained in Count 1; and \$150.00 in Board costs, for a total monetary penalty of \$900.00.

In addition, F V Cemetery Company Incorporated shall provide to the

Board in a form acceptable to the Board, a written procedure regarding the opening and closing of graves within ninety (90) days of the effective date of this order.

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

Ms. Smyth returned to the meeting.

Return of Board Member

Ms. Coleman presented the proposed Cemetery regulation changes to the Board.

New Business

Mr. Wilson moved to accept the proposed regulatory changes. Ms. Smyth seconded the motion which was unanimously approved by members: Barringer-Brown, Meadows, Mini, Smyth, Wilson, and Young.

Regulatory review update

Ms. Coleman informed the Board that Calvary Memorial Park d/b/a Fairfax Memorial Park has requested to withdraw \$104,045 from Principal in the Perpetual Care account.

**Perpetual Care Trust
Fund Withdrawal-
Calvary Memorial Park
d/b/a Fairfax Memorial
Park**

Mr. Young moved to approve the withdrawal request from Calvary Memorial Park d/b/a Fairfax Memorial Park. Mr. Wilson seconded the motion. Members voting "Yes": Barringer-Brown, Smyth, and Young. Members voting "Nay": Wilson and Mini.

Mr. Meadows abstained from the vote.

Other Board Business

Ms. Coleman informed the Board that recommendations for revocation need to have a process established for receivership of the cemetery.

**Discuss Board
disciplinary action**

Ms. Peay informed the Board that other Boards have a trust fund to support receivership.

Ms. Coleman recommended a different penalty or additional training for compliance agent.

Ms. Coleman informed the Board that Board staff will reach out the Virginia Cemetery Association (VCA) and develop a process for receivership.

Ms. Coleman suggested to the Board that a committee be formed once Board staff provides information from VCA.

**Board Financial
Statement**

The Board reviewed the financial statement. No action was taken by the Board.

Election of Officers

Ms. Coleman opened the floor for nominations for the position of Chair of the Cemetery Board. Mr. Wilson nominated Susan Mini for the position of Chair. The motion was seconded by Ms. Smyth. Ms. Mini accepted the nomination. The nominations were closed. The motion was unanimously approved. Members voting "Yes" Barringer-Brown, Meadows, Mini, Smyth, Wilson, and Young. By acclamation, Ms. Mini was named Board Chair.

Ms. Coleman opened the floor for nominations for the position of Vice-Chair of the Cemetery Board. Ms. Mini nominated Carolyn Smyth for the position of Vice-Chair; the motion was seconded by Mr. Wilson. Ms. Smyth accepted the nomination. The nominations were closed. The motion was unanimously approved. Members voting "Yes" Barringer-Brown, Meadows, Mini, Smyth, Wilson, and Young. By acclamation, Ms. Smyth was named Board Vice Chair.

Ms. Coleman informed the Board that the Board Member Training Conference will be October 10-11, 2024.

Board Member Training Conference

Chief Deputy Director Wolford addressed the Board informing them the training would benefit current and new Board members.

There being no further business, the meeting adjourned at 11:21 A.M.

Adjourn

Susan Mini, Chair

Kishore S. Thota, Secretary

**CEMETERY BOARD
TOTAL RETURN DISTRIBUTION COMMITTEE
MINUTES OF MEETING**

The Cemetery Board Total Return Distribution Committee met on Tuesday, March 5, 2024, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, 2nd Floor, Board Room 4, Richmond, Virginia.

The following members were present:

Donald Wilson
Caroline Smyth
James Young

All committee members were present.

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

Anika Coleman, Executive Director
Cheryl Wright, Cemetery Analyst
Gezelle Glasgow, Administrative Coordinator

A representative from the Office of the Attorney General was not present for the meeting.

Ms. Coleman called the Cemetery Board, Total Return Distribution Committee meeting to order 12:00 P.M.

Call to Order

Mr. Wilson moved to approve the agenda. Ms. Smyth seconded the motion which was unanimously approved by members: Wilson, Smyth, and Young.

Approval of Agenda

The Committee reviewed the Total Return Distribution (TRD) process and referred to **§ 54.1-2322. Use of income from perpetual care trust fund; distributions** to determine if that the TRD process would protect the health, welfare, and safety of the public. The Committee also referred to the TRD processes implemented in other states such as, California and Washington. The Committee asked Board staff to provide drafts of the following forms: **Schedule A: Receipts and Expenses (Perpetual Care)** and **Schedule C: Operating Expenses (Perpetual Care)**.

**Discussion and
Review of
Regulations**

There was no other business.

Other Business

There were no public comments.

Public Comment

The next scheduled Total Return Distribution Committee meeting will be held at 10:00 A.M. on May 13, 2024.

**Schedule Next
Meeting Total
Return Distribution
Committee Meeting**

There being no further business, the meeting adjourned at 1:58 P.M.

Adjourn

Susan Mini, Chair

Kishore Thota, Board Secretary

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Public Comment Period

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NEW BUSINESS

- Greenlawn Memorial Gardens-Trustee Approval Application
- Temporary Fee Reduction
- Discuss § 54.1-2313.1

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Final Text

[highlight](#)

Action: 2022 Temporary Fee Reduction

Stage: Final

3/22/22 12:41 PM [latest] ▼

18VAC47-20-140 Renewal and reinstatement fees

A. All fees required by the board are nonrefundable. The date on which the fee is received by the department or its agent shall determine whether the licensee or registrant is eligible for renewal or reinstatement or must reapply as a new applicant.

Renewal of cemetery company license	\$580 per cemetery
Renewal of sales personnel registration	\$60 per cemetery
Reinstatement of cemetery company license	\$580 per cemetery
Reinstatement of sales personnel registration	\$60 per cemetery

B. For licenses and registrations expiring on May 31, ~~2020~~ 2022, and before May 1, ~~2022~~ 2024, the renewal fees are as follows:

Renewal of cemetery company license	\$300 \$400 per cemetery
Renewal of sales personnel registration	\$40 \$50 per cemetery

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Code of Virginia

Title 54.1. Professions and Occupations

Subtitle II. Professions and Occupations Regulated by the Department of Professional and Occupational Regulation and Boards within the Department

Chapter 23.1. Cemetery Operators, Perpetual Care Trust Funds and Preneed Burial Contracts

§ 54.1-2313.1. Protection of preneed burial and perpetual care trust funds; operation of cemetery company; appointment of receiver

No licensee or any agent of the licensee shall divert or misuse any funds held in trust or otherwise held by him for another. If preneed or perpetual care funds are held in trust and the Board or its agents have reason to believe that (i) the licensee is not able to adequately protect the interest of the person involved; (ii) the licensee has had his license suspended, revoked, or surrendered; and (iii) the conduct of the licensee or the operation of the cemetery threatens the interests of the public, the Board shall file a petition with any court of record having equity jurisdiction over the licensee or any of the funds held by him stating the facts upon which it relies.

The court may temporarily enjoin further activity by the licensee and take such further action as shall be necessary to ensure that the cemetery company is operated in full compliance with this chapter and the Board's regulations, or to conserve, protect, and disburse the funds involved, or both, including the appointment of a receiver. If a receiver is appointed, the expenses of such receivership and a reasonable fee, as determined by the court, shall be paid from the assets of the cemetery company. The Board shall not be liable for any expenses or fees of the receiver.

2004, c. 192; 2022, c. 161.

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

OTHER BOARD BUSINESS:

- Board Financial Statement
- Board Member Training Conference, October 10-11, 2024
- Discuss Principal Withdrawals

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**Department of Professional and Occupational Regulation
Statement of Financial Activity**

**Cemetery Board
954620**

2022-2024 Biennium

February 2024

	February 2024 Activity	Biennium-to-Date Comparison	
		July 2020 - February 2022	July 2022 - February 2024
Cash/Revenue Balance Brought Forward		0	25,329
Revenues	6,540	82,950	106,110
Cumulative Revenues			131,439
Cost Categories:			
Board Expenditures	282	5,801	8,914
Board Administration	1,468	22,944	21,890
Administration of Exams	0	0	0
Enforcement	188	3,353	3,464
Legal Services	34	420	291
Information Systems	2,068	15,680	15,166
Facilities and Support Services	357	7,078	6,372
Agency Administration	889	10,662	15,277
Other / Transfers	0	(0)	(14)
Total Expenses	5,285	65,938	71,360
Transfer To/(From) Cash Reserves	(721)	0	(1,520)
Ending Cash/Revenue Balance			61,599

Cash Reserve Beginning Balance	74,952	0	75,751
Change in Cash Reserve	-721	0	(1,520)
Ending Cash Reserve Balance	74,230	0	74,230

Number of Regulants	
Current Month	1,059
Previous Biennium-to-Date	1,231



SAVE THE DATE!

2024 Board Member
Training Conference

*The Spirit of Service & Innovation:
Advancing Regulatory Excellence*

October 10-11, 2024

Great Wolf Lodge in Williamsburg.

The conference will include high profile guest speakers,
relevant training sessions, breakout sessions,
and networking opportunities.

Stay tuned— additional information regarding
registration and reservations will be provided
as we get closer to the date.



549 E. Rochambeau Drive

Williamsburg, VA 23188

<https://www.greatwolf.com/williamsburg>

**COMPLETE CONFLICT OF INTEREST
FORMS AND TRAVEL VOUCHERS**

**PLEASE RETURN TO THE
ADMINISTRATIVE COORDINATOR.**

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ADJOURNMENT

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