

CEMETERY BOARD MEETING

MINUTES

March 2, 2022

The Cemetery Board met on March 2, 2022, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, Richmond, Virginia. The following members were present:

Armistead 'Ted' Dudley, Chair
James 'Jim' A. Meadows, Jr., Vice-Chair
Judy S. Lyttle
Caroline Smyth
Enid Butler
Susan Mini
James Young

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

Demetrios J. Melis, Director
Tom Payne, Deputy Director
Christine Martine, Executive Director
Amy Goobic, Executive Assistant

Ted Dudley called the meeting to order at 10:03 A.M.

Call to Order

A motion was made by Ms. Smyth and seconded by Ms. Lyttle to approve the agenda. The motion passed unanimously. Members voting "Yes" were Butler, Dudley, Lyttle, Meadows, Mini, Smyth and Young.

Agenda

A motion was made by Ms. Lyttle and seconded by Ms. Butler to approve the September 29, 2021, Board Meeting minutes. The motion passed unanimously. Members voting "Yes" were Butler, Dudley, Lyttle, Meadows, Mini, Smyth and Young.

Minutes

There was no public comment.

Public Comment

In the matter of **File Number 2021-01515, David Campbell**, the Board reviewed the Consent Order as seen and agreed to by Mr. Campbell. A motion was made by Ms. Lyttle and seconded by Mr. Meadows to accept

**File Number 2021-01515,
David Campbell**

the proposed Consent Order offer wherein Campbell admits to a violation of §54.1-2314.9 (Count 1) of the *Code of Virginia*, and agrees to a monetary penalty of \$200.00 for the violation contained in Count 1, for a total of \$200.00. The motion passed unanimously. Members voting “Yes” were Butler, Dudley, Lyttle, Meadows, Mini, Smyth and Young.

In the matter of **File Number 2021-02427, Alleghany Memorial Park, LLC**, the Board reviewed the Consent Order as seen and agreed to by Alleghany Memorial Park, LLC. A motion was made by Ms. Butler and seconded by Ms. Smyth to accept the proposed Consent Order offer wherein Alleghany 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 \$1,000.00 for the violation contained in Count 1, and \$150.00 in Board costs, for a total of \$1,150.00. The motion passed unanimously. Members voting “Yes” were Butler, Dudley, Lyttle, Meadows, Mini, Smyth and Young.

File Number 2021-02427, Alleghany Memorial Park, LLC

In the matter of **File Number 2021-02578, FV Cemetery Company, Inc.**, the Board reviewed the Consent Order as seen and agreed to by FV Cemetery Company, Inc. A motion was made by Ms. Smyth and seconded by Ms. Butler to accept the proposed Consent Order offer wherein FV Cemetery Company, Inc., admits to a violation of §54.1-2322.A (Count 1) of the *Code of Virginia*, and agrees to \$150.00 in Board costs, for a total of \$150.00. The motion passed unanimously. Members voting “Yes” were Butler, Dudley, Lyttle, Meadows, Mini, Smyth and Young.

File Number 2021-02578, FV Cemetery Company, Inc.

Mr. Dudley turned the position of Chair over to Mr. Meadows and recused himself from the meeting.

Transfer of Chair

In the matter of **File Number 2020-02820, Greenlawn, LLC**, the Board reviewed the Consent Order as seen and agreed to by Greenlawn, LLC. A motion was made by Ms. Lyttle and seconded by Ms. Mini to accept the proposed Consent Order offer wherein Greenlawn, LLC, admits to a violation of 18 VAC 47-20-190.12 to wit: § 54.1-2324.A & B of the *Code of Virginia* (Count 1) of the Board’s 2000 Regulations, and a violation of 18 VAC 47-20-190.12 to wit: § 54.1-2333.A & B of the *Code of Virginia* (Count 2) of the Board’s 2000 Regulations, and agrees to a monetary penalty of \$2,000.00 for the violation contained in Count 1, \$2,000.00 for the violation contained in Count 2, as well as \$150.00 in Board costs, for a total of \$4,150.00. In addition, for violation of Count 1, Greenlawn LLC agrees to provide the Board with Annual Reports containing the corrections to the original and revised Perpetual Care Trust Fund Financial Report for the fiscal year ending on December 31, 2018, for the outstanding discrepancies regarding deposits, deductions from principal,

File Number 2020-02820, Greenlawn, LLC

reimbursements of expenses, and total assets as outlined in the Report of Findings. Further, for violation of Count 2, Greenlawn LLC agrees to provide the Board with Annual Reports containing the corrections to the original and revised Preneed Trust Fund Financial Reports for the fiscal year ending on December 31, 2018, for the outstanding discrepancies regarding deposits/deductions from principal and total assets as outlined in the Report of Findings. The Board shall waive \$750.00 of the monetary penalty for Count 1 and Count 2 provided Greenlawn LLC provides a notarized CPA audit which declares compliance with Section § 54.1-2324 and § 54.1-2333 of the Code of Virginia within sixty (60) days of the entry of the Order. If Greenlawn LLC fails to comply with this condition, then the full monetary penalty will be automatically imposed. The motion passed unanimously. Members voting "Yes" were Butler, Lyttle, Meadows, Mini, Smyth and Young.

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

Mr. Dudley returned and assumed the position of Chair.

Transfer of Chair

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

Administrative Issues

Mr. Melis introduced himself to the Board.

New Business

Ms. Martine gave the Board a legislative update. No action was taken by the Board.

The meeting adjourned at 10:14 A.M.

Adjourn



James 'Jim' A. Meadows, Jr, Vice-Chair



Demetrios J. Melis, Secretary

STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government

1. Name: James Young
(Name of Board Member)
2. Title: Board Member
3. Agency: Cemetery Board
(Name of Board)
4. Meeting/IFF Date: March 2, 2022
(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.

James A. Young
Signature

3/2/21
Date

STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government

1. Name: Caroline S. Smyth
(Name of Board Member)
2. Title: Board Member
3. Agency: Cemetery Board
(Name of Board)
4. Meeting/IFF Date: March 2, 2022
(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

3/2/2022
Date

STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government

1. Name: Susan Mini
(Name of Board Member)
2. Title: Board Member
3. Agency: Cemetery Board
(Name of Board)
4. Meeting/IFF Date: March 2, 2022
(Date)

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

n/a
(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.

Susan Mini
Signature

3/3/22
Date

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: March 2, 2022
(Date)

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

NIA

(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

3/2/22

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: March 2, 2022
(Date)

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

(Agenda Item)

Nature of Personal Interest Affected by Transaction: _____

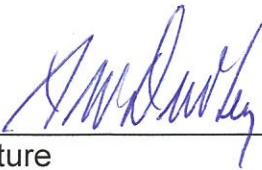
I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

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

03/02/2022

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: March 2, 2022
(Date)

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

(Agenda Item)

Nature of Personal Interest Affected by Transaction: _____

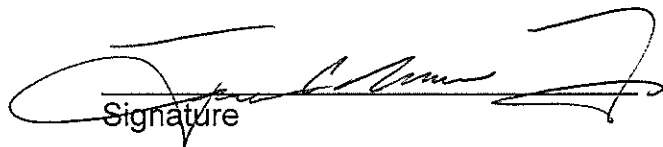
I declare that I am a member of the following business, profession,
occupation or group, the members of which are affected by the transaction:

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

3/2/22
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: March 2, 2022
(Date)

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

None
(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

3-2-2022
Date