

CEMETERY BOARD
MINUTES OF MEETING

September 23, 2025

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
Beverly Cocke
Donald Wilson
James Young

Board members absent from the meeting:

David Farris, II

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

James B. "Jeb" Wilkinson, Jr, Agency Director
Stephen Kirschner, LRPD Director
Anika Coleman, Executive Director
Joseph Haughwout, Regulatory Affairs Manager
Christina Dumas, CIC/Cemetery Manager
Connor Davis, Budget Officer
Gezelle Glasgow, Administrative Coordinator

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

Ms. Mini determined a quorum was present and called the meeting to order at 10:00 A.M.

Call to Order

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

**Emergency Evacuation
Procedures**

Ms. Mini advised the Board that the agenda was amended as follows: Item VII.c was moved to follow Item VII.d, and Item VII.e was removed from the agenda.

**APPROVAL OF
AGENDA**

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

Mr. Wilson moved to approve, by block vote, the minutes of the March 26, 2025, Cemetery Board meeting, the March 26, 2025 Cemetery Board Total Return Distribution Committee meeting, and the June 10, 2025 Cemetery Board Public Hearing. **Ms. Cocke seconded** the motion which was unanimously approved by members: Cocke, Barringer-Brown, Mini, Smyth, Wilson, and Young.

**APPROVAL OF THE
MINUTES AS A BLOCK
VOTE**

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

**WELCOME AND
INTRODUCTIONS**

Ms. Mini read the following resolution for consideration by the Board:

RESOLUTION

**Department of Professional and
Occupational Regulation**

Cemetery Board

Resolution To

Judy Lyttle

WHEREAS, Judy Lyttle has faithfully and diligently served as a member of the Cemetery Board since 2017; and

WHEREAS, Judy Lyttle, has devoted generously of her time, talent and leadership to the Board; and

WHEREAS, Judy Lyttle has endeavored at all times to render decisions with fairness, good judgment, and in the best interest of the Board; and

WHEREAS the Cemetery Board wishes to acknowledge its gratitude and deepest appreciation for devoted service of a person who is held in high esteem by the members of the Board and the citizens of the Commonwealth.

NOW THEREFORE BE IT RESOLVED, by the Cemetery Board this twenty-third day of September 2025 that Judy Lyttle be given all honors and respect due her for her outstanding service to the Commonwealth and its citizens and the Cemetery Board; and

BE IT FURTHER RESOLVED that this Resolution be presented to her and be made a part of the official minutes of the Board so that all may know of the high regard in which she is held.

The Board in consensus adopted the resolution.

Ms. Coleman conducted a professional development session on motions for the Board.

**PROFESSIONAL
DEVELOPMENT
SESSION**

There was no public comment.

PUBLIC COMMENT

Ms. Coleman presented the Executive Director's report.

NEW BUSINESS

**Executive Director's
Update**

Ms. Coleman noted that Board statistics reflected a decrease in the number of cemeteries and advised that one cemetery has converted from for-profit to non-profit status.

Board Statistics

Ms. Coleman updated the Board on staffing changes. Ms. Coleman noted that Christina Dumas joined the agency in July 2025 as the Common Interest Community (CIC) and Cemetery Manager, and Alex Karayanides also joined in July 2025 as a Licensing Specialist. Ms. Coleman also reported that Breanne Lindsey is no longer with the agency and that Gezelle Glasgow will conclude her role as Administrative Coordinator on October 24, 2025. Ms. Coleman added that the positions of Regulatory Operations Administrator and Administrative Coordinator have been posted for recruitment.

Staffing Updates

Ms. Coleman reminded the Board of its prior discussion regarding § 54.1-2315, Prohibited Acts, specifically the matter concerning the advertising of a pet cemetery located alongside a human cemetery. The Board requested clarification on this issue. Mr. Flaherty advised that, pursuant to § 54.1-2315 and 18VAC47-20-190, all forms of advertising (including radio, television, social media, billboards, etc.) must disclose the presence of a pet cemetery, if applicable.

**Clarification on § 54.1-
2315**

Mr. Haughwout reported that the Cemetery Board Renewal Notifications Amendment took effect on August 14, 2025.

**General Review of
Cemetery Board Rules
and Regulations- Final
Stage**

Mr. Haughwout further noted that the public comment period for the Proposed Cemetery Board Rules and Regulations closed on August 1, 2025, with no comments received.

Mr. Haughwout presented a draft of the proposed amendments to the Cemetery Board Rules and Regulations for the Board's consideration. Following discussion, Ms. Smyth moved to adopt the proposed regulation as amended and to authorize Board staff to make any necessary technical or grammatical corrections and file the regulation. **Mr. Wilson seconded** the motion, which was unanimously approved by members: Cocke, Barringer-Brown, Mini, Smyth, Wilson, and Young.

Mr. Haughwout presented the revised Cemetery Board Criminal History Review Matrix (Guidance Document 7116). The revisions incorporate changes from SB 826, enacted during the 2025 General Assembly Session, which authorizes pre-determination hearings for individuals with prior criminal convictions and provides an express delegation of authority to DPOR staff to conduct proceedings on applications. **Mr. Wilson moved** to adopt the revised Cemetery Board Criminal History Review Matrix (Guidance Document 7116). **Mr. Young seconded** the motion, which was unanimously approved by members: Cocke, Barringer-Brown, Mini, Smyth, Wilson, and Young.

**Guidance Document
Consideration
Cemetery Board
Criminal History Review
Matrix (Guidance
Document 7116)**

Mr. Haughwout presented the Financial Report and the Report Prepared by an Independent Certified Public Accountant (Guidance Document 5752) for the Board's consideration. **Mr. Young moved** to repeal the Financial Report and Report Prepared by Independent Certified Public Accountant (Guidance Document 5752). **Ms. Smyth seconded** the motion which was unanimously approved by members: Cocke, Barringer-Brown, Mini, Smyth, Wilson, and Young.

**Financial Report and
Report Prepared by
Independent Certified
Public Accountant
(Guidance Document
5752)**

Mr. Haughwout presented the Sample General Price List (Guidance Document 3730) to the Board, noting that it will remain available on the DPOR website and is more appropriately considered a form rather than a guidance document, under the Administrative Process Act (APA). **Mr. Wilson moved** to withdraw the Sample General Price List (Guidance Document 3730) from the Virginia Regulatory Town Hall. **Mr. Young seconded** the motion which was unanimously approved by members: Cocke, Barringer-Brown, Mini, Smyth, Wilson, and Young.

**Sample General Price
List (Guidance Document
3730)**

Mr. Kirschner informed the Board that DPOR operates as a non-general fund agency and, pursuant to § 54.1-201 of the Code of Virginia, each regulatory board must remain financially self-sustaining. He advised that a Notice of Intended Regulatory Action (NOIRA) is necessary to amend the current regulatory fees to address existing and projected expenditures. Connor Davis, Budget Officer, was present to respond to questions.

Fee Change

After discussion, **Mr. Young moved** to initiate a NOIRA to amend the Cemetery Board's regulatory fees. **Ms. Barringer-Brown seconded** the motion, which was unanimously approved by members Cocke, Barringer-Brown, Mini, Smyth, Wilson, and Young.

OTHER BUSINESS

The Board received the 2026 Board meeting dates:

- March 25, 2026
- September 23, 2026

**2026 Board Meeting
Dates**

No action was taken by the Board.

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


**COMPLETION OF
PAPERWORK**

There being no further business, the meeting adjourned at 11:19 A.M.

Adjourn



Susan Mini, Chair



Laura McClintock, Secretary

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

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

1. Name Dr. Charletta Barringer-Brown
(Name of Board Member/Presiding Officer)
2. Title: Board Member
3. Agency: DPOR/Cemetery Board
(Name of Board)
4. Transaction: Meeting/ Informal Fact-Finding Conferences held on: 09/23/2025

5. Do you have a personal interest in the following transaction?

- No; I **do not** have a personal interest in any transactions taken at this meeting/conference.
- Yes - If yes, please answer the following questions.

A.

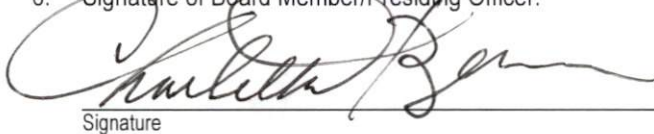
(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

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

- D. I am able to participate in this transaction fairly, objectively, and in the public interest. or
 I did not participate in the transaction.

6. Signature of Board Member/Presiding Officer:


Signature

09/23/2025

Date

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

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

1. Name Beverly Cocks
(Name of Board Member/Presiding Officer)

2. Title: Board Member

3. Agency: DPOR/Cemetery Board
(Name of Board)

4. Transaction: Meeting/ Informal Fact-Finding Conferences held on: 09/23/2025

5. Do you have a personal interest in the following transaction?

No; I **do not** have a personal interest in any transactions taken at this meeting/conference.

Yes - If yes, please answer the following questions.

A. _____
(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

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

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

I did not participate in the transaction.

6. Signature of Board Member/Presiding Officer:

Beverly A. Cocks
Signature

09/23/2025
Date

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

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

1. Name Donald Wilson
(Name of Board Member/Presiding Officer)
2. Title: Board Member
3. Agency: DPOR/Cemetery Board
(Name of Board)
4. Transaction: Meeting/ Informal Fact-Finding Conferences held on: 09/23/2025

5. Do you have a personal interest in the following transaction?

- No; I **do not** have a personal interest in any transactions taken at this meeting/conference.
 Yes - If yes, please answer the following questions.

A. _____
(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

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

- D. I am able to participate in this transaction fairly, objectively, and in the public interest. or
 I did not participate in the transaction.

6. Signature of Board Member/Presiding Officer:


Signature

09/23/2025
Date

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

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

1. Name Caroline Smyth
(Name of Board Member/Presiding Officer)

2. Title: Board Member

3. Agency: DPOR/Cemetery Board
(Name of Board)

4. Transaction: Meeting/ Informal Fact-Finding Conferences held on: 09/23/2025

5. Do you have a personal interest in the following transaction?

No; I **do not** have a personal interest in any transactions taken at this meeting/conference.

Yes - If yes, please answer the following questions.

A. _____
(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

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

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

I did not participate in the transaction.

6. Signature of Board Member/Presiding Officer:



Signature

09/23/2025

Date

**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/Presiding Officer)
2. Title: Board Member
3. Agency: DPOR/Cemetery Board
(Name of Board)
4. Transaction: Meeting/ Informal Fact-Finding Conferences held on: 09/23/2025

5. Do you have a personal interest in the following transaction?

No; I **do not** have a personal interest in any transactions taken at this meeting/conference.

Yes - If yes, please answer the following questions.

A. _____
(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

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

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

I did not participate in the transaction.

6. Signature of Board Member/Presiding Officer:

James A. Young
Signature

09/23/2025

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/Presiding Officer)
2. Title: Board Member
3. Agency: DPOR/Cemetery Board
(Name of Board)
4. Transaction: Meeting/ Informal Fact-Finding Conferences held on: 09/23/2025

5. Do you have a personal interest in the following transaction?

- No; I **do not** have a personal interest in any transactions taken at this meeting/conference.
 Yes - If yes, please answer the following questions.

A. _____
(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

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

- D. I am able to participate in this transaction fairly, objectively, and in the public interest. or
 I did not participate in the transaction.

6. Signature of Board Member/Presiding Officer:

Susan Mini 09/23/2025
Signature Date