

## CEMETERY BOARD MEETING

### MINUTES

March 29, 2023

The Cemetery Board met on March 29, 2023, 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 Barringer-Brown, Vice-Chair  
Caroline Smyth  
Susan Mini  
Donald Wilson

Board members absent from the meeting: Judy S. Lyttle  
James Young

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

Demetrios J. Melis, Director  
Stephen Kirschner, Deputy Director  
Erin Madden, Regulatory Operations Administrator  
Emily Trent, Administrative Coordinator

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

Mr. Meadows called the meeting to order at 10:15 A.M.

#### **Call to Order**

A motion was made by Ms. Smyth and seconded by Mr. Wilson to approve the agenda. The motion passed unanimously. Members voting "Yes" were Barringer-Brown, Meadows, Mini, Smyth and Wilson.

#### **Agenda**

A motion was made by Ms. Smyth and seconded by Ms. Mini to approve the corrected September 22, 2022, Board Meeting minutes. The motion passed unanimously. Members voting "Yes" were Barringer-Brown, Meadows, Mini, Smyth and Wilson.

#### **Minutes**

There was no public comment.

#### **Public Comment**

In the matter of **File Number 2023-02078, Argent Trust Company**, 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. Justin Wilson, representative for applicant, Argent Trust Company, was present and addressed the Board. A motion was made by Mr. Wilson and seconded by Dr. Barringer-Brown to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference to approve Argent Trust Company as the trustee for Park Lawn Cemetery – VA Assets, LLC dba Forest Hills Memory Gardens. The motion passed unanimously. Members voting “Yes” were Barringer-Brown, Meadows, Mini, Smyth and Wilson.

**File Number 2023-02078,**  
**Argent Trust Company**

In the matter of **File Number 2022-02461, Birchlawn Burial Park, LLC**, the Board reviewed the Consent Order as seen and agreed to by Birchlawn Burial Park, LLC. A motion was made by Ms. Mini and seconded by Ms. Barringer-Brown to accept the proposed Consent Order offer wherein Birchlawn Burial Park, LLC, admits to a violation of 18 VAC 47-20-190.11 (Count 1) of the Board’s 2020 Regulations, and agrees to a monetary penalty of \$500.00 for the violation contained in Count 1, as well as \$150.00 in Board costs, for a total of \$650.00. In addition, Birchlawn Burial Park LLC agrees to the following requirements within 30 (thirty) days of the effective date of the Order:

**File Number 2022-02461,**  
**Birchlawn Burial Park,**  
**LLC**

- 1) To furnish to the Board documentation confirming that the fence damage is currently being litigated with the insurance company; and
- 2) To provide written contractor repair estimates for the mausoleum.

Further, Birchlawn Burial Park, LLC agrees to the following requirements and to submit photographic evidence to the Board within 90 (ninety) days of the effective date of the Order:

- 1) To perform repairs and improvements to the fence and gate at the front of the cemetery;
- 2) Remove debris as noted in the Report of Findings incorporated with the Consent Order;
- 3) Perform repairs to the mausoleum to remediate the issues as outlined in the Report of Findings incorporated with the Consent Order;

If all above listed requirements are satisfied, imposition of the \$500.00 monetary penalty will be waived. The motion passed unanimously. Members voting “Yes” were Barringer-Brown, Meadows, Mini, Smyth and Wilson.

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

**Administrative Issues**

Mr. Kirschner gave a presentation about the Regulatory Reduction Initiative and Regulatory Review Committee. A motion was made by Ms. Smyth and seconded by Mr. Wilson to form a Regulatory Review Committee. The motion passed unanimously. Members voting "Yes" were Barringer-Brown, Meadows, Mini, Smyth and Wilson.

**New Business**

Board members Dr. Barringer-Brown, Ms. Smyth and Ms. Mini will serve on the Regulatory Review Committee.

The meeting adjourned at 10:43 A.M.

**Adjourn**



James Jim A. Meadows, Jr. 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: Donald E. Wilson  
(Name of Board Member)
2. Title: Board Member
3. Agency: Cemetery Board  
(Name of Board)
4. Meeting/IFF Date: March 29, 2023  
(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:

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

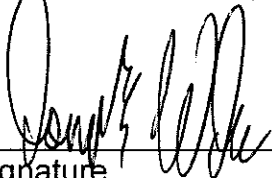
I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

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

Signature



Date

29 March 2023

**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 29, 2023  
(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.

Susan Mini  
Signature

3/29/23  
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 29, 2023  
(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:

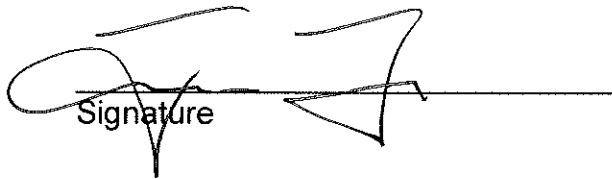
\_\_\_\_\_

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

3/29/23  
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 29, 2023  
(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:

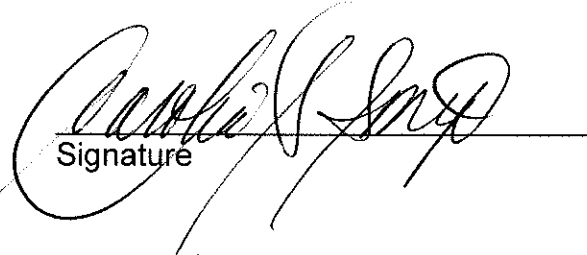
\_\_\_\_\_  
\_\_\_\_\_

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

3/29/2023  
Date