

CEMETERY BOARD
REGULATORY REVIEW COMMITTEE
MINUTES OF MEETING

The Cemetery Board Regulatory Review Committee met on Thursday, February 22, 2024, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, 1st floor Training Room, Richmond, Virginia.

The following members were present:

Dr. Charletta Barringer-Brown
Don Wilson
Caroline Smyth
James Young

The following committee members were not present:

Susan Mini

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

Anika Coleman, Executive Director
Stephen Kirschner, LRPD Deputy Director
Joseph Haughwout, Regulation Affairs Manager
Breanne Lindsey, Regulatory Operations Administrator
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, Regulatory Review Committee meeting to order
10:02 A.M.

Call to Order

Ms. Coleman allowed the staff to introduce themselves to the committee.

**Welcome and
Introductions**

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

Approval of Agenda

The Committee reviewed the Cemetery Regulations to determine if the regulation is necessary
to protect the health, welfare, and safety of the public. The regulation was amended or removed
if it does not currently meet those requirements. The Committee started with 18VAC47-20-10.
Definitions and reviewed all the regulations.

**Discussion and
Review of Regulations**

Ms. Smyth recommended that the changes be brought before the Cemetery Board to receive
the proposed changes. Dr. Barringer-Brown seconded the motion which was unanimously
approved by members: Barringer-Brown, Wilson, Smyth, and Young.

Mr. Haughwout stated that the next step would be for the Notice of Intended Regulatory Action
(NOIRA) to be filed after the changes have been brought before Cemetery Board to receive the
proposed changes.

There was no other business.

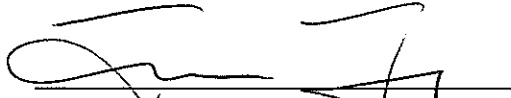
Other Business

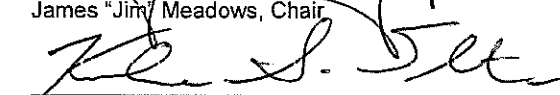
There were no public comments.

Public Comment

There being no further business, the meeting adjourned at 12:45 p.m.

Adjourn


James "Jim" Meadows, Chair


Kishore Thota, Board Secretary

**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)
2. Title: Board Member
3. Agency: DPOR/Cemetery Board
(Name of Board)
4. Meeting/IFF Date: 02/22/2024

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.
 Yes - If yes, please answer the following questions.

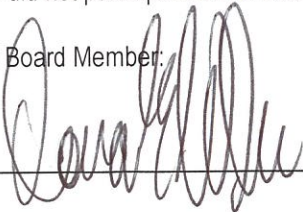
A. _____
(Agenda Item)

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:


Signature

February 22, 2024
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: February 22, 2024

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)

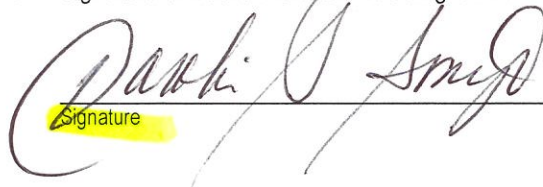
B. Nature of Personal Interest Affected by Transaction:

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

February 22, 2024
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)
2. Title: Board Member
3. Agency: DPOR/Cemetery Board
(Name of Board)
4. Meeting/IFF Date: 02/22/2024

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.
- 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:

James A. Young
Signature

February 22, 2024
Date