

Minutes of Meeting
Louisiana Cemetery Board
July 27, 2022

The meeting of the Louisiana Cemetery Board was held July 27, 2022, at 3445 North Causeway Boulevard, Suite 509, Metairie, Louisiana, pursuant to notice. Chairman Melancon called the meeting to order at 9:10 A.M.

Present were: Gerald W. Melancon, Chairman
Marilyn Leufroy, Vice-Chairman
Shelly M. Holloway, Secretary/Treasurer
F. Anton Wilbert, Board Member
Sherri S. Peppo, Board Member
Carroll W. Suggs, At-Large Board Member
Lucy L. McCann, Director
Albert J. Derbes, IV, Special Counsel to the Board
Ryan M. Seidemann, Ph.D., Assistant Attorney General

Absent was: Stacey L. Patin, Board Member

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Also present at the meeting was Boyd L. Mothe, Sr., and Boyd D. Mothe, Jr., Westlawn Cemeteries, LLC., Gretna, Louisiana; Daniel A. Ranson, Gaudry, Ranson, Higgins & Gremillion, LLC., Gretna, Louisiana; Marlene Goebel, Donegan Bartell, Inc., Thibodaux, Louisiana; and Jerry W. Sullivan, Sullivan Dupre' & Solouki, LLC., Metairie, Louisiana.

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Public Comment
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A court report was present in the matter of Docket No. 2020-001 – Westlawn Cemeteries, L.L.C., d/b/a Westlawn Memorial Park; and Boyd L. Mothe, Sr., Boyd L. Mothe, Jr., Laurie M. Knowles, Nicole M. Lawson, Katherine M. Illg, and Boyd L. Mothe, III in their capacity as Trustees of the Westlawn Memorial Park Perpetual Care Trust Fund – Petition for Declaratory Ruling.

Ms. Suggs made a motion to go into Executive Session for deliberations. The motion was seconded by Ms. Holloway and a roll call vote was taken: Chairman Melancon – yea; Ms. Leufroy; Ms. Peppo – yea; Ms. Holloway – yea; Mr. Wilbert – yea; and Ms. Suggs – yea.

Ms. Suggs made a motion to come out of Executive Session to ask the parties additional questions on the record. The motion was seconded by Ms. Holloway and a roll call vote was taken: Chairman Melancon – yea; Ms. Leufroy; Ms. Peppo – yea; Ms. Holloway – yea; Mr. Wilbert – yea; and Ms. Suggs – yea.

Ms. Suggs made a motion to go into Executive Session for further deliberations. The motion was seconded by Ms. Leufroy and a roll call vote was taken: Chairman Melancon – yea; Ms. Leufroy; Ms. Peppo – yea; Ms. Holloway – yea; Mr. Wilbert – yea; and Ms. Suggs – yea.

Ms. Suggs made a motion to come out of Executive Session. The motion was seconded by Ms. Peppo and a roll call vote was taken: Chairman Melancon – yea; Ms. Leufroy; Ms. Peppo – yea; Ms. Holloway – yea; Mr. Wilbert – yea; and Ms. Suggs – yea.

Special Counsel to the Board, Mr. Derbes, read into the record the following motion: “That the Louisiana Cemetery Board’s use of the word, “tax” in each of Subsections (a) and (b) of Title 46 Park XIII, Chapter 15, Section 1505 creates a conflict with La. R.S. 8:455; 8:456; and 8:466 but only by the use of the word “tax” did the Louisiana Cemetery Board Exceed its authority.

The motion was made by Ms. Holloway and seconded by Ms. Suggs, and a roll call vote was taken: Ms. Leufroy; Ms. Peppo – yea; Ms. Holloway – yea; Mr. Wilbert – yea; and Ms. Suggs – yea. The motion carried.

NEW BUSINESS

Recommended revisions and additions to Board Policies and Procedures.

The Director reviewed the proposed amendments and additions to Section 3: Personnel, Subsection 1, advising these changes were needed to comply with Civil Services rules relative to classified employees. After review and discussion, Ms. Peppo made a motion to approve and adopt the recommended amendments to Section 3: Personnel. The motion was seconded by Ms. Holloway and unanimously approved.

The Director reviewed the proposed addition of Section 3(C): Extraordinary Qualification/Credentials Policy, advising this is the State’s model policy which has already been approved by Civil Services to address salaries of classified employees. After review and discussion, Ms. Leufroy made a motion to approve and ratify Section 3(C): Extraordinary Qualification/Credentials Policy which was approved by Civil Service on June 14, 2022. The motion was seconded by Ms. Suggs and unanimously approved.

The Director reviewed the proposed addition of Section 3(D): Telework Policy, advising this is the State’s model policy and now required to allow employees to telecommute. After review and discussion, Ms. Leufroy made a motion to approve Section 3(D): Telework Policy. The motion was seconded by Ms. Peppo and unanimously approved.

The Director reviewed the proposed addition of Section 3(E): Americans with Disabilities Act (ADA) Policy, advising this is the State’s model policy that needs to be adopted to comply with ACT 103 of the 2022 Legislative Session. After review and discussion, Ms. Suggs made a motion to approve Section 3(E): Americans with Disabilities Act (ADA) Policy. The motion was seconded by Ms. Holloway and unanimously approved.

The Director reviewed the proposed amendments to Section 7: Certificates and Licenses, advising this address changes to the internal approval process of license applications. After review and discussion, Ms. Holloway made a motion to approve and adopt the recommended amendments to Section 7: Certificates and Licenses. The motion was seconded by Ms. Leufroy and unanimously approved.

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EXECUTIVE SESSION

Ms. Peppo made a motion to go into Executive Session to discuss personnel matters. The motion was seconded by Ms. Leufroy and a roll call vote was taken: Chairman Melancon – yea; Ms. Leufroy; Ms. Peppo – yea; Ms. Holloway – yea; Mr. Wilbert – yea; and Ms. Suggs – yea.

Ms. Suggs made a motion to come out of Executive Session. The motion was seconded by Ms. Leufroy and a roll call vote was taken: Chairman Melancon – yea; Ms. Leufroy; Ms. Peppo – yea; Ms. Holloway – yea; Mr. Wilbert – yea; and Ms. Suggs – yea.

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Ms. Holloway made a motion to increase the salary of the Assistant to the Director by 16% effective August 4, 2022. The motion was seconded by Ms. Peppo and unanimously approved.

The Director thanked the Board for their consideration.

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There being no further business, Ms. Leufroy made a motion to adjourn at 1:10 PM. The motion was seconded by Mr. Wilbert and unanimously approved.



Shelly M. Holloway, Secretary/Treasurer

Attested To:

Gerald W. Melancon, Chairman


