

MINUTES OF MEETING
LOUISIANA CEMETERY BOARD

The Regular Meeting of the Louisiana Cemetery Board was held on November 14, 2025, at 3445 North Causeway Blvd., Suite 509, Metairie, Louisiana pursuant to Notice.

Chairman Melancon called the meeting to order at 9:00 a.m.

Present were:

Gerald W. Melancon, Chairman
Michele M. (Shelly) Holloway, Secretary/Treasurer
F. Anton Wilbert, Board Member
Carroll W. Suggs, Board Member
Boyd Mothe, Jr., Board Member
Jerry W. Sullivan, Director
Conlee S. Whitely, Special Counsel to the Board
David Peterson, JD, Louisiana Department of Justice
Caitlyn Arbo, Assistant Director

Also present at the meeting:

Huey Campbell, SCI, Lakelawn/Metairie, New Orleans, Louisiana
Debbie Holmes, Argent Trust, Ruston, Louisiana
Amanda Fernandes, Argent Trust, Ruston, Louisiana
Marcus Lewis, Winnfield Memorial Gardens, Baton Rouge, Louisiana
Lakeshia Greene, Winnfield Memorial Gardens, Baton Rouge, Louisiana

Absent:

Marilyn Leufroy, Vice Chair
Stacy Patin, Board Member

Public Comment

None.

Approval of the Minutes

The minutes of the Board meeting of May 22, 2025, and the Rules Committee on July 31, 2025, were reviewed by the Board and Ms. Suggs made a motion to approve the Minutes as presented. The motion was seconded by Mr. Mothe and unanimously approved by the Board.

Reports of Officers

The Director reviewed the Statement of Operations, Cash and Investments, and Budget vs. Actual for January through October of 2025, as well as, the proposed 2025 Budget Amendments. After review and discussion, a motion was made by Mr. Wilbert to approve the Financial Statements as presented, including the 2025 Amended Budget. The motion was seconded by Ms. Suggs and unanimously approved.

The Director presented the proposed 2026 Budget for review by the Board. After discussion of the Budget and recognizing that an increase in fees had been approved in the November 2024 Board meeting to be implemented in the 2026 to \$15.00 per interment, entombment, inurement, or scattering. After discussion regarding the budget as presented, Mr. Mothe moved to approve the 2026 Budget, which motion was seconded by Ms. Suggs, and unanimously approved by the Board.

Report of Director

The Director reported on matters being handled by staff and not requiring action from the Board at this time.

Approval of Application for Pre-Construction Sales Projects

The Director reviewed the Application for Pre-Construction Sales Projects received by the Board since the May 2025 Board Meeting. After review and discussion, Ms. Suggs made a motion to approve the following Applications for Pre-Construction Sales Projects received by the Board since the last meeting, which motion was seconded by Mr. Wilbert and unanimously approved:

- a) 2025-048-A St. Peters RC & Our Lady of Perpetual Help Church d/b/a Holy Family Cemetery-New Iberia, La
- b) 2025-049-A Congregation of St. Edwards Roman Catholic Church of the Parish of Madison d/b/d St. Edward Catholic Mausoleum Eternal Hope Cemetery-Tallulah, La
- c) 2025-055-A Congregation of the St. Joseph Roman Catholic Church of Milton, La d/b/a St. Joseph Cemetery-Lafayette, La
- d) 2025-105-A The Congregation of St. John the Baptist Roman Catholic Church d/b/a St. John the Baptist Cemetery-Brusly, La
- e) 2025-106-A Congregation of Holy Family Roman Catholic Church d/b/a Holy Family Cemetery #2-Dulac, La

Approval of Certificates of Authority for both Non-Exempt and Exempt Cemetery Authorities.

2024 Non-Exempt (New):

The Chairman asked for a motion to approve the issuance of the following licenses, which Applications have been completed since the last Board Meeting, to which Mr. Mothe made a motion which was seconded by Ms. Holloway and unanimously approved:

- a) 2024-033-A St. Mark Baptist Church d/b/a St. Mark Baptist Church Cemetery-Opelousas, La
- b) 2025-002-A Israelite Missionary Baptist Church d/b/a Israelite Missionary Baptist Church- Brusly, La
- c) 2025-029-A Riley Smith & Sons LLC d/b/a Perkins Cemetery- Dequincy, La
- d) 2024-132-A Antioch Missionary Baptist Church d/b/a Antioch Missionary Baptist Church Cemetery-Brusly, La
- e) 2025-050-A The Congregation of the Marianites of Holy Cross d/b/a Our Lady Queen of Peace Cemetery-Covington, La
- f) 2025-052-A Kinder Cemetery Association d/b/a Kinder McRill Memorial Cemetery-Kinder, La
- g) 2025-053-A Harrison Jackson Square Cemetery, Inc. d/b/a Harrison Jackson Square Cemetery, Inc. (HJSC)-Slidell, La
- h) 2025-082-A Mount Pleasant Baptist Church d/b/a Mount Pleasant Baptist Church Cemetery-Zachary, La
- i) 2025-097-A New Jerusalem Full Gospel Baptist Church d/b/a New Jerusalem Full Gospel Baptist Church Cemetery-St. Gabriel, La
- j) 2025-113-A Bethlehem Baptist Church d/b/a Bethlehem Baptist Church Cemetery-Breaux Bridge, La

Exempts (New):

The Chairman asked for a motion to approve the issuance of the following licenses, which Applications have been completed since the last Board Meeting, to which Ms. Suggs made a motion which was seconded by Mr. Wilbert and unanimously approved.

- a) 2024-088-A House of Worship, Inc. d/b/a Sweet Lake Memorial Garden-Bell City, La
- b) 2024-118-A Prevailing Word Christian Center d/b/a Prevailing Word Cemetery-Lettsworth, La
- c) 2024-133-A Mt. Zion Cemetery Corporation d/b/a Mt. Zion Cemetery Corporation-Montgomery, La
- d) 2025-007-A St. Barnabas Episcopal Church-Lafayette, La
- e) 2025-036-A Cholla & Ellen Dearing Ardoin d/b/a Ardoin Cemetery-Gibbsland, La
- f) 2025-039-A Mary Crain d/b/a Barcellona Cemetery-Ponchatoula, La
- g) 2025-042-A Dubuisson Family Cemetery Association d/b/a Dubuisson Family Cemetery-Slidell, La
- h) 2025-046-A Jerry Mitchell & Elizabeth Mitchell d/b/a Mitchell Family Cemetery-Mansura, La
- i) 2025-057-A Michael & Deborah Hebert d/b/a The Bear Track-Jennings, La
- j) 2025-060-A Town of Urania d/b/a Urania Cemetery-Urania, La
- k) 2025-067-A Carolina Bluff d/b/a Carolina Bluff Cemetery-Benton, La
- l) 2025-069-A Greater New Hope Baptist Church d/b/a New Hope Baptist Church Cemetery-Jackson, La

- m) 2025-078-A Alan A. McLin & Stephanie Lemoine Salavio d/b/a McLin Cemetery-Livingston, La
- n) 2025-079-A Marvin A. Tanner, Sr/ d/b/a Tanner Family Cemetery-Greensburg, La
- o) 2025-083-A Chatman Properties, LLC d/b/a Chatman Cemetery-Homer, La
- p) 2025-084-A Glenmora Community Cemetery-Glenmora, La
- q) 2025-085-A Magnolia Baptist Church of West Feliciana d/b/a Magnolia Baptist Church of West Feliciana- St. Francisville, La
- r) 2025-086-A Pine Ridge Cemetery, Inc. d/b/a Pine Ridge Cemetery, Inc.- Melder, La
- s) 2025-089-A Debra Norwood d/b/a Louisiana Treasures Cemetery-Ponchatoula, La
- t) 2025-096-A Mark Daigle and Vanessa Daigle Master Trust d/b/a Daigle Family Cemetery-Sulphur, La
- u) 2025-102-A Family Worship Center Church, Inc. d/b/a Swaggart Family Cemetery-Baton Rouge, La
- v) 2025-103-A St. Catherine of Siena Catholic Church d/b/a St. Catherine of Siena Columbarium-Metairie, La
- w) 2025-112-A Roger D. Gross, Sr. d/b/a Gross Cemetery-Clinton, La
- x) 2025-122-A Elayn Hunt Correctional Center d/b/a Lakeview Cemetery-St. Gabriel, La

Consideration of Application to Convert to Total Return

On Topic #6, the Board reviewed the Applications for Approval of the Total Return Trust Method by the following Cemetery Authorities regarding the calculation and payment of trust funds payable annually to a cemetery:

- a) 2025-090-A Restlawn Park Cemetery, Inc. d/b/a Restlawn Park Cemetery-Avondale, La
- b) 2025-093-A Forest Park East Associates, Inc. d/b/a Fores Park East Cemetery-Shreveport, La
- c) 2025-091-A Argent Master Trust-Ruston, La
- d) 2025-092-A Forest Park West Associates, Inc. d/b/a Forest Park West Cemetery-Shreveport, La
- e) 2025-101-A Lake Charles Cemetery Association d/b/a Orange Grove & Graceland Cemeteries-Lake Charles, La

After review of the applications, and following Mr. Sullivan's review of the requirements of La. Rev. Stat. Ann. §8:454.1, Mr. Sullivan noted to the Board that all materials had been received and approved by staff subject to Board authorization, Mr. Mothe moved to grant all of the applications, which motion was seconded by Mr. Wilbert and the motion was unanimously approved by the Board.

Reports of Committees

Administrative Committee

There were no reports from the Administrative Committee.

Examination & Inspection Committee

The Examination and Inspection Committee reviewed a total of 14 reports that represent a statistically significant sample size of the examinations performed, which reports were approved as presented.

Old Business

- a) Statewide Cemetery Response Task Force Report – Hurricanes Laura, Delta, and Ida

Mr. Sullivan and Mr. Peterson provided an update as to the state of reinterments as a result of the catastrophic storms. There remain eighteen unidentified individuals from Jefferson Parish (Lafitte area) that need to be buried but there is no public or identified private cemetery to bury them in. Moreover, there are thirty-three individuals from Plaquemine Parish, Ironton Cemetery, that need to be reinterred. There are issues with four of those individuals, which are identified and which were originally to be moved to a different cemetery, but they have not been moved or reinterred to date. Thus, there remains twenty-nine who just need to be placed in the unidentified section of the Ironton Cemetery, but the work has not been completed to date. The Cemetery Response Task Force is working to accomplish the reinterments, and Mr. Sullivan noted the significant assistance of Mayor Yvette Crain and Jefferson Council Member Timmy Kerner, Jr., it is selecting and setting aside a beautiful piece of land for the reinterment of remains in Lafitte.

New Business

- a) Review of Proposed Amended Regulations of the Louisiana Cemetery Board – Section 2: Financial (Topic #8)

The Director noted that, pursuant to newly adopted state laws, the Board was required to review all its Laws and Regulations within five years and to make amendments as necessary. After some discussion, Mr. Mothe proposed changes to the language of Section 1503 with regard to remittance by the Trustee to the Cemetery Authority, and particularly to insure that all fees and costs would be governed by the Louisiana Trust Code relating to administrative and other expenses being charged to the Trust income, and Section 1505 by changing the term, “tax reporting year” to “business year,” Ms. Holloway moved to approve the proposed Amendments to the Board Regulations, with the addition of the proposed language suggested by Mr. Mothe, which motion was seconded by Ms. Suggs, and unanimously approved by the Board.

- b) Election of new Chair and Treasurer to the Board beginning January 1, 2026

After serving as Chairman of the Board of many years, Mr. Melancon noted that his term would soon be expiring as a member of the Board and proposed that a new Chair be elected for the Board. After discussion, it was moved by Mr. Wilbert that Ms. Holloway be elected as the new Chair of the Board beginning on January 1, 2026, which motion was seconded by Ms. Suggs, and unanimously approved by the members of the Board. No new Treasurer was elected and will be addressed at the next Board meeting.

- c) Appointment of new members to the Investigative Committee

The Director noted that Ms. Peppo's term as a Board member had expired and that she had been replaced by Mr. Mothe, who was attending his first meeting as a member of the Board, and in light of that replacement, it would be necessary to select members to serve on the Investigation Committee. It was moved by Ms. Holloway that Mr. Mothe and Ms. Suggs serve as members of the Investigative Committee, which motion was seconded by Mr. Wilbert, and unanimously approved by the Board. Both Mr. Mothe and Ms. Suggs agreed to accept these appointments and to serve.

- d) Discussion regarding lease renewal of the Board offices located at 3445 N. Causeway Blvd., Suite 509, Metairie, Louisiana, which is scheduled to expire on May 31, (Topic #9)

The Director noted that the current lease for the Cemetery Board offices at 3445 N. Causeway Blvd, Suite 509, would expire on May 31, 2026, and that a proposal had been made by the Lessor for renewal for a period of five years commencing June 1, 2026, at a rent of \$2,889.33 per month, with no escalations during the rental period. After some discussion, Mr. Mothe moved that the lease renewal be approved, subject to Division of Administration review, which motion was seconded by Ms. Suggs, and unanimously approved

- e) 2025 LCB Meeting Dates

After some discussion, the Board agreed to have a meeting at a mutually acceptable date in February or March of 2026, and a meeting on May 22, 2026. A date for subsequent meetings would be determined in the following Board meetings.

- f) Ethics Training

The Director reminded all members of the Board to complete Ethics Training as required by the State prior to the conclusion of the year.

EXECUTIVE SESSION

A Motion was made by Ms. Suggs to enter Executive Session to review personnel performance and consider salary adjustments. The motion was seconded by Mr. Wilbert, and the Board unanimously entered Executive Session after a roll-call vote.

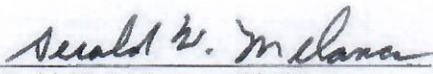
Following Executive Session and Returning Therefrom

It was moved by Ms. Suggs that the Board return from Executive Session and seconded by Mr. Wilbert, which Motion was unanimously approved though a roll call vote by the Board. Thereafter, Ms. Suggs moved to grant Mr. Sullivan as Executive Director a pay increase of six (6%) percent from his current salary and Ms. Arbo as Assistant Executive Director, a pay increase of five (5%) percent from her current salary, commencing the first pay period in January 2026. The motion was seconded by Mr. Wilbert and unanimously approved by the Board.

Since there was no further business, Ms. Suggs made a motion to adjourn, seconded by Ms. Holloway, and unanimously approved by the Board.


Michele M. (Shelly) Holloway, Secretary/Treasurer

Attested To:


Gerald W. Melancon, Chairman