

LOUISIANA CEMETERY BOARD

MINUTES of BOARD MEETING

FEBRUARY 28, 2025

A Special Meeting of the Louisiana Cemetery Board was held on February 28, 2025, at 3445 North Causeway Blvd., Suite 509, Metairie, Louisiana pursuant to Notice.

Chairman Melancon called the meeting to order at 10:00 a.m.

Present were:

Gerald W. Melancon, Chairman
Marilyn Leufroy, Vice Chairman
Michele M. (Shelly) Holloway, Secretary/Treasurer
Stacey Patin, Board Member
F. Anton Wilbert, Board Member
Sherri Peppo, Board Member
Carroll W. Suggs, Board Member
Jerry W. Sullivan, Director
Conlee S. Whitely, Special Counsel to the Board
Lucy M. McCann, Consultant to the Board
Matthew Greene, JD, Louisiana Department of Justice

Also present at the meeting:

Clifton Leufroy
Boyd Mothe, Westlawn Memorial Park & Cemetery
Huey Campbell, Lake Lawn Park and Metairie Cemetery
Jimmy Patin, Greenwood Memorial Park
John Holloway, Mulhearn Memorial Park Cemetery

Public Comment

None.

Approval of the Minutes (Topic #1)

The November 22, 2024 meeting minutes were reviewed by the Board. Ms. Leufroy made a motion to approve the November 22, 2024 Board Meeting Minutes as presented. The motion was seconded by Ms. Peppo and unanimously approved by the Board.

Approval of Application for Pre-Construction Sales Projects (Topic #2)

The Director reviewed the Applications for Pre-Construction Sales Projects received by the Board since the November 22, 2024 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 Ms. Holloway and unanimously approved by the Board:

- a. 2024-018-A The Congregation of Our Lady Queen of Heaven, Roman Catholic Church d/b/a Consolata Mausoleum & Cemetery-Lake Charles, LA
- b. 2025-004-A St. Genevieve Roman Catholic Church d/b/a Calvary Cemetery (Maus. of Resurrection)-Lafayette, LA
- c. 2025-005-A Congregation of St. Margaret Roman Catholic Church d/b/a St. Margaret Catholic Church Cemetery-Hammond, LA
- d. 2025-011-A S.E. Cemeteries of Louisiana, LLC d/b/a Metairie Cemetery (All Saints Mausoleum Phase V)-New Orleans, LA

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

The Chairman asked for a motion to approve the issuance of the following licenses, which Applications have been completed since the last Board Meeting.

Approval for Certificate of Authority: (Topic #3)

Ms. Leufroy moved to approve the following Certificates of Authority, to which Ms. Patin seconded the Motion, and the Board unanimously approved the same:

- a. 2023-041-A Sunlight/Snyder Cemetery d/b/a Sunlight/Snyder Cemetery-Haughton, LA
- b. 2024-115-A Beau Pre Cemetery d/b/a Beau Pre Cemetery-Jeanerette, LA

Approval for Exempt (New): (Topic #4)

Mr. Wilbert moved to approve the following Exempt Applications, which Motion was seconded by Ms. Suggs, and unanimously approved by the Board:

- a. 2024-087-A Quincy Walker d/b/a Walker Cemetery-Kentwood, LA
- b. 2024-125-A Brandon S Cooper d/b/a Cooper Family Lakeview Cemetery-Greensburg, LA
- c. 2024-127-A John W & Melanie D. Barr Family Trust d/b/a Geralyn A Barr Family Cemetery-Hamburg, LA

- d. 2024-129-A Sandra Leach d/b/a Magnolia Hill-Elmer, LA
- e. 2024-132-A Darrin Mark Clay and Toni Lee Arceneaux Clay-Jennings, LA
- f. 2024-134-A Samantha Renee hale d/b/a Hale Family Cemetery-Hornbeck, LA
- g. 2025-001-A Amy Holder Dunn d/b/a Fields of Faith Holder Cemetery-Gloster, LA
- h. 2022-023-A Loy Sue Richmond Olivo d/b/a Richmond Oliveaux Memorial Gardens-Columbia, LA
- i. 2025-010-A French Fork Properties, LLC d/b/a Huffman Family Cemetery-Jonesville, LA

New Business

Discussion and Approval of Board Participation in the Department of Justice's Occupational Licensing Review Program (Topic #5)

At the meeting, the Board reviewed the proposal to participate in the Louisiana Department of Justice's Occupational Licensing Review Program. It was noted by Mr. Sullivan that there are currently 1,747 current licensees, including those approved today. Participation in the program requires a payment of \$3.90 per licensee to the Department of Justice for purposes of submitting all occupational regulations and relevant disciplinary actions for review to the Louisiana Department of Justice prior to final board action. In light of the recommendation by the Director and Mr. Greene, Assistant Attorney General, Ms. Leufroy moved for the Board to join the Department of Justice Occupational Licensing Review Program, which motion was seconded by Mr. Wilbert, and unanimously approved by the Board.

Review and Discussion of Transitional Return to Work Plan in Policies and Procedures 3(G) (Topic #6)

The Director noted that Louisiana State Civil Service had suggested that the Board implement a Return-to-Work Plan in its Policies and Procedures in order to establish guidelines for providing reasonable accommodations in the event that it was necessary. After some discussion, Ms. Patin moved to approved proposed Policy and Procedure 3(G), which motion was seconded by Ms. Holloway, and unanimously approved by the Board.

Discussion regarding Complaint relating to Polyguard/Vantage Vaults (Topic #7)

The Director noted that the Board had recently received an anonymous letter regarding storage issues relative to Polyguard/Vantage. After discussion, the Director offered to contact other states that are part of the Death Care Regulators of North America to determine if there was interest in conducting a multistate audit of the Vantage storage site to determine if there was adequate store to address all storage needs across jurisdictions. The Director noted that it would serve no purpose for Louisiana to conduct a single state audit. The Director will advise the Board at the next meeting of any progress made relative to this issue.

May, 2025 LCB Meeting Date

After some discussion, the May, 2025 dates selected are May 21 & 22, 2025.

Adjournment

There being no more business, Ms. Leufroy moved that the meeting be adjourned, which motion was seconded by Ms. Suggs, and said motion was unanimously approved by the Board.

A handwritten signature in blue ink, appearing to read "Michele M. Holloway", written over a horizontal line.

Michele M. (Shelly) Holloway, Secretary/Treasurer

Attested To:

A handwritten signature in blue ink, appearing to read "Gerald W. Melancon", written over a horizontal line.

Gerald W. Melancon, Chairman