

MINUTES OF MEETING  
LOUISIANA CEMETERY BOARD

May 26, 2023

The Regular Meeting of the Louisiana Cemetery Board was held on May 26, 2023, 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  
Marilyn Leufroy, Vice Chairman  
Michele M. (Shelly) Holloway, Secretary/Treasurer  
Stacey Patin, Board Member  
F. Anton Wilbert, Board Member  
Carol W. Suggs, At Large Board Member  
Jerry W. Sullivan, Director  
Ryan M. Seidemann, Ph.D., RPA, Asst Attorney General  
Conlee S. Whitely, Special Counsel to the Board  
Lucy M. McCann, Consultant to the Board

**Absent was:**

Sherri Sison Peppo, Board Member

**Public Comment**

**Also present at the meeting:**

Debbie Holmes, Argent Trust Company, Ruston, Louisiana  
Boyd D. Mothe, Sr. , Westlawn Memorial Park, Gretna, Louisiana  
Boyd D. Mothe, Jr. , Westlawn Memorial Park, Gretna, Louisiana  
Jimmy Patin, Greenwood Memorial Park, Pineville, Louisiana  
John Holloway, Mulhearn Memorial Park, Monroe, Louisiana

Since copies of the Minutes had been previously disseminated to each Board Member, the Chairman asked if there was any discussion or amendments. Ms. Suggs made a Motion to approve the Minutes of the November 4, 2022, meeting, as well as the March 28, 2022 board meetings as presented. The Motion was seconded by Ms. Leufroy and unanimously approved.

## **Reports of Officers**

The Director reviewed the Statement of Operations for the year ending December 31, 2022, including cash and investments as of April 30, 2023, and budget vs. actual for January through April of 2023. After review and discussion, a motion was made by Ms. Leufroy to approve the financial statements as presented. The motion was seconded by Mr. Wilbert and unanimously approved.

The Director reviewed the need to purchase a new sonic wall, which allows for remote access to the Board's server while maintaining the security and protocols required to protect the integrity of the Board's computer systems. After review of the proposal, Ms. Leufroy moved to accept the purchase of the sonic wall and Mr. Wilbert seconded, and it was unanimously approved.

## **Report of Director**

The Director reported on matters being handled by staff and or requiring action of 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 26, 2023, Board Meeting. After review and discussion, Ms. Holloway 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. Patin and unanimously approved:

- a) Bellevue Memorial Park, Inc. d/b/a Bellevue Memorial Park, Opelousas, LA - St, Michael the Archangel Mausoleum Extension
- b) St. Nicholas Roman Catholic Church d/b/a St. Nicholas Cemetery, Lydia, LA – Garden Mausoleum
- c) S.E. Cemeteries of Louisiana, LLC d/b/a Mt. Olivet Cemetery, New Orleans, LA - Mausoleum Number 8 Addition
- d) The Congregation of St. Mary's Nativity Roman Catholic Church, Raceland, LA d/b/a St. Mary's Nativity Cemetery, Raceland, LA - Garden Mausoleum
- e) City of Mandeville d/b/a Mandeville Cemetery, Mandeville, LA - Mausoleum Addition

## **Ratification of Certificates of Authority Issued**

The Chairman asked for a motion to ratify the licenses issues since the last Board Meeting. Ms. Leufroy made a motion which was seconded by Ms. Holloway to ratify the following:

### **Exempts (New):**

- a) #1548E– Congregation of Our Lady of Lourdes R.C. d/b/a Cemetery #1 (Old Cemetery) – Marksville, LA
- b) #1549E- Congregation of Our Lady of Lourdes R.C. Church d/b/ad/b/a Cemetery #2 (Kelone Cemetery) – Marksville, LA
- c) #1550E - William J. Saul & Diane Scott Saul d/b/a Saul Family Cemetery – Vidalia, LA
- d) #1551E- Joan Reeves Lossin d/b/a Elmy Plantation Cemetery – Jonesville, LA
- e) #1552E – Robert LeBreton Allain I d/b/a Allain Cemetery – Jeanerette, LA

- f) #1552E- Oaklin Springs Baptist Cemetery Association d/b/a Oaklin Springs Baptist Cemetery – Oberlin, LA
- g) #1554E- Dwayne & Allison Quebedeaux d/b/a Quebedeaux Resting Place – DeRidder, LA
- h) #1555E- C.M. Farmers, L.L.C. d/b/a Melsheimer Cemetery – Dry Creek, LA
- i) #1556E- Kenneth R., Ted A., Susan K., Lori H Sayers d/b/a Holloway Family Cemetery – Eros, LA
- j) #1557E- Brown Family Cemetery L.L.C. d/b/a Brown Family Cemetery – Richwood, LA
- k) #1558E- Mary Ann Delrie d/b/a Four Winds Farm – Leesville, LA
- l) #1559E- Greater Shiloh Baptist Church d/b/a Greater Shiloh Baptist Church Cemetery – Washington, LA
- m) #1560E- Michael Dean Breland and Jerri Von Breland d/b/a Breland's Garden – Spearsville, LA
- n) #1561E – Barry L. & Cherry G. Lockwood dba Lockwood Hill Cemetery – Farmerville, LA
- o) #1562E- -Thomas Byron Andrew d/b/a Angel Wings Cemetery – Livingston, LA
- p) #1563E- Ioan Mioc & Brenda Brow Mioc d/b/a Mioc Cemetery – Amite, LA

**2023 CSO and CMO (Renewals):**

- a) CSO #23-01 – CSO-#23-06
- b) CMO #23-01 – CMO#23-06

**2023 ACSML (Renewals):**

- a) ACSML #22-01

**2023 Non-Exempt (Renewals):**

- a) #23-003 - #23- 506; #23-509 – 23-514; #23- 516-23-562

**2023 Non-Exempt (New/Transfers):**

- a) #2023-001 – New Ritchie Community Graveyard Association d/b/a Ritchie Community Graveyard (New) – Lake Charles, LA
- b) #2023-002 – New Ritchie Community Graveyard Association d/b/a Ritchie Community Graveyard (Old) – Lake Charles, LA
- c) #2023-507 – Mimosa Pines Garden of Memories, Inc. d/b/a Mimosa Pines Garden of Memories – Sulphur, LA
- d) #2023-508 – Mimosa Pines Garden of Memories, Inc. d/b/a Mimosa Pines Garden of Memories (North) – Sulphur, LA
- e) #2023-515 – Abundant Grace Church d/b/a Abundant Grace Church Cemetery – Deville, LA

**2022 Non-Exempt (New/Transfers):**

- a) #22-567 – Grant Cemetery, LLC d/b/a Oak Grove Cemetery – Baton Rouge, LA

## **Reports of Committees**

### **Administrative Committee**

There were no reports from the Administrative Committee other than that the legislature had been in session with regard to an overhaul of proposed cemetery laws.

### **Examination & Inspection Committee**

There were no reports issued from the Examination and Inspection Committee, but one report is expected at the November 3, 2023, meeting.

### **Old Business**

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

Dr. Seidemann gave a brief history of the Louisiana Cemetery Response Task Force, its members and functions. Dr. Seidemann indicated that almost all of the storms have been closed out by the State and by FEMA with the exception of a few remains which were left to be interred. He indicated that the task force continues to have two staging areas in Southeast Louisiana, namely in Plaquemine Parish and Jefferson Parish. Identification of the remains was ongoing.

11. **New Business**

a) Late fee waiver requests – The Director indicated that the following four late fee waivers were received.

- i) Town of Kentwood: Kentwood Woodland Cemetery
- ii) The Congregation of Immaculate Heart of Mary Roman Catholic Church of the Parish of Lafayette: Immaculate Heart of Mary Catholic Cemetery
- iii) Roberts United Methodist Church Cemetery, Denham Springs, LA
- iv) Shrine of Our Mother of Mercy Catholic Church, Rayne, LA: Shrine of Our Mother of Mercy Cemetery

After reviewing the request for waivers, a motion was made by Ms. Leufroy and seconded by Ms. Suggs that the waivers of late fees are approved, which Motion was unanimously approved.

b) Request for travel approval

- i) DCRA Convention in Little Rock, Arkansas

The Director indicated to the Board that a request for travel approval would be needed for four individuals to attend the DCRA Convention in Little Rock, Arkansas in October, 2023. A motion was made by Ms. Patin and seconded by Ms. Suggs that the Board approved the travel and lodging for the following individuals to attend the DCRA Meeting, which was unanimously passed:

1. Jerry Sullivan, Director
2. Dr. Seidemann, Asst. Attorney General
3. Christine Howling, Archeologist with the Office of Attorney General and a member of the Louisiana Cemetery Task Force
4. An unknown individual who would be hired to fill the position as Director of Audit and Investigation

ii) Tri-State Cemetery Convention

The Director noted that the Tri-State Convention would be held in Perdido Key, Alabama and requested that he be permitted to attend to provide updated information regarding the changes in the law following the 2023 legislative session. A motion was made by Ms. Patin and seconded by Ms. Suggs hat the Board approve the travel and lodging, which was passed by unanimous consent.

c) 2023 Legislation

The Director reviewed the various changes to the Legislation and indicated that there would be a further review of the policies and procedures of the Board to ensure compliance with the changes of the law, which policies and procedures would require approval by the Board prior to implementation. It was anticipated that a special meeting would be called by the Board to approve such policies and procedures once they have been prepared and presented to the Board.

d) Sexual Harassment Training

The Director noted that all members of the Board are required to participate in sexual harassment training by the State and would secure the means by which members of the Board could attend such training.

e) Louisiana Legislative Audit Update

The Director reviewed the legislative audit findings by the legislative auditor and provided a copy of the legislative audit findings to all members of the Board. It is noted that the legislative auditor had not conducted an audit of the Board for a period of five years, and the Director indicated that with a few exceptions there were no issues relative to the financial statements of the Board.

f) Discussion on establishing a future policy relating to disaster recovery/business continuity in the event of a catastrophic event.

The Director noted that the legislative auditor indicate that the best practices required the establishment of a policy relating to disaster recovery/business continuity in the event of a catastrophic event. The Director indicated that he would be securing forms from other state agencies and would provide the same to the Board at the fall meeting of 2023 for review and consideration

12. **Executive Session:**

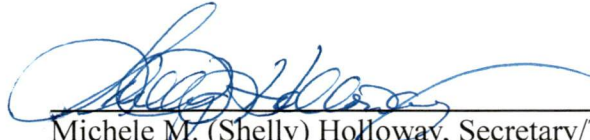
Ms. Holloway made a motion to go into Executive Session to discuss the following litigation. The motion was seconded by Ms. Suggs and a roll call vote was taken with unanimous consent.

- a) State of Louisiana and the Louisiana Cemetery Board versus Stephanie Means Green, Denise Baranco, Wayne A. Matthews, Sr., Ronald R. Matthews, Dollie Matthews, Darryl G. Baranco, Sr., Mignon Baranco Fontenette, June B. Gumbel, Joseph S. Baranco, Jr., Christopher P. Baranco, Robert G. Baranco, III, Ramon M. Baranco, Schyvanda T. Baranco, Edith B. Baranco, David Brian Baranco, Sr., Nineteenth Judicial District Court, Parish of East Baton Rouge, Docket No. 613710, Section 24
- b) Westlawn Cemeteries, LLC versus The Louisiana Cemetery Board – Docket No. 795-617 Division J, Twenty-Fourth Judicial District Court, Parish of Jefferson – Petition for Declaratory Judgment
- c) Gina M. Baker versus Louisiana Cemetery Board, The Firemen’s Charitable and Benevolent Association of New Orleans, and the State of Louisiana, through its Department of Justice, the Hon. Jeff Landry, Attorney General – Docket No. 818-614 Division F, Twenty-Fourth Judicial District Court, Parish of Jefferson – Petition for Judicial Review
- d) Michelle Prejean and Dolan Prejean v. Federated Mutual Insurance Company, et al., Docket No. 20-C-3372-C, Twenty-Seventh Judicial District Court, St. Landry Parish
- e) Christine Ellison OBO Her Minor Daughter KE v. Zurich American Insurance Co, Docket No. C-169459, Twenty-Sixth Judicial District Court, - Petition for Damages and Order (Suit dismissed as to the Louisiana Cemetery Board)

**Following Executive Session and Returning Therefrom**

It was moved by Ms. Suggs that the Board return from Executive Session and seconded by Ms. Holloway, which Motion was unanimously approved.

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



Michele M. (Shelly) Holloway, Secretary/Treasurer

Attested To:



Gerald W. Melancon, Chairman