

State of North Carolina
Cemetery Commission Meeting Minutes
October 18th, 2017

The North Carolina Cemetery Commission held a meeting on Wednesday, October 18th, 2017, in the Hilton North Raleigh Midtown located at 3415 Wake Forest Rd., Raleigh, NC 27609. The members in attendance were President William "Bill" Gaffney, Vice-President Linda Cotten, Treasurer Brad Bailey, Commissioners David Brown, Angie Thomas-Daoud, John "Winn" Graham and David Simmons. Gantt Stephens was in attendance as Director of Operations. Members of the public were also in attendance.

The meeting was called to order by President Gaffney. The President called for a Moment of Reflection. First item was the agenda approval. Mr. Bailey moved to approve the agenda and Mrs. Cotten seconded. All voted in favor to accept the agenda.

Next up for approval were the minutes from July 19th, 2017. Mrs. Cotten moved to approve the minutes. Mr. Brown seconded. All voted in favor.

I. CONFLICTS OF INTEREST:

President Gaffney declared that, in accordance with the State Government Ethics Act 138 A 15E, it is the duty of every Commission member to avoid both conflicts of interest and appearances of conflict in regard to the matters being brought before them today and to refrain from any undue participation in the particular matter involved.

Mrs. Cotten recused herself from item IV., D, Landquest Legacy Inspection Findings.

Mr. Gaffney then asked if there were any other conflicts of interest. There were none.

II. OPERATIONS REPORT:

Mr. Gaffney asked Mr. Stephens to give a report on Operations.

Mr. Stephens began the report with a review of the most current financial reports. The CPA for the Commission was present in the gallery to answer any questions.

Mr. Stephens introduced Shawna Woodford as the new member to the NCCC administrative staff. Mr. Stephens reported that an extensive search was performed and that the NCCC is excited and fortunate to have found Mrs. Woodford.

Thirty-two (32) inspections have been completed since the last meeting bringing the total to ninety-four (94) for the year. The inspection system is functioning as designed and inspections are occurring on time. Mr. Stephens reported that no inspections would be performed the month of December to allow cemetery staff and our inspectors time to enjoy the holidays. Thirteen (13) complaints have been received since the last meeting. Those complaints are either resolved or are within the twenty (20) day response period. Total complaints received in 2017 is fifty-two (52).

Late monthly reports: Five cemeteries are behind on monthly reports: Calvary #022 - Nov 16 - August, Crestlawn MG #027 - August, Polk #117 - August, Shepherd #138 - May-August, Yadkin #158 - June-August.

Three (3) Annual Reports for 2016 are delinquent: #022 Calvary, #116 Pisgah View and #138 Shepherd Memorial Park.

Mr. Stephens asked the board members to consider allowing cemeteries to only send in liability lists quarterly instead of monthly. After some discussion, Mr. Bailey made a motion to allow cemeteries to send in liability lists quarterly. Mrs. Cotten seconded. All voted in favor.

This concluded the Operations Report.

III. REQUESTS FROM THE PUBLIC TO ADDRESS THE COMMISSION:

There were no requests to address the Commission.

IV. NEW BUSINESS:

- A.** Glennview Memorial Park Inspection Findings. Mr. Stephens reported that a recent inspection revealed a shortage in the PC account for Glennview. Glennview has submitted a payment plan to correct their PC deficiency. Mr. Stephens reported that this was not a repeat offense for Glennview. After much discussion David Brown made a motion to accept Glennview's proposal. Brad Bailey seconded. All voted in favor.
- B.** Crown Memorial Park Inspection Findings. Mr. Stephens reported that a recent inspection revealed a shortage in the Merchandise/Services Trust Account. This was not a repeat of past deficiencies. After a brief discussion Mrs. Cotten made a motion to accept Crown's proposal to correct their deficiency provided they also keep up with their current deposit requirements. Mr. Brown seconded. All others voted in favor.
- C.** Memory Gardens of Elizabeth City. Mr. Stephens reported that in question is a parcel of land inside Memory Gardens cemetery that is owned by a family not related to Memory Gardens. The family has expressed interest in selling the parcel. The family of the parcel was scheduled to have representatives attend the meeting today but a conflict arose that prevented them from being able to attend. Mr. Bailey made a motion to table the matter to the January meeting. Mrs. Thomas-Daoud seconded. All voted in favor.
- D.** Landquest Legacy Inspection Findings for Oak Grove, Greenlawn and Brier Creek. A recent inspection revealed that the Merchandise/Services Trusts for these three cemeteries were bonded at 60% instead of 100% as required by the statute. Landquest and Mr. Boscoe Fulcher have made a proposal to correct the trust deficiency. Mr. Fulcher was present representing Landquest Legacy. After a brief discussion Mr. Bailey made a motion to accept the proposal conditional upon Mr. Fulcher's continued employment with Landquest. Mr. Brown seconded. All voted in favor.

IV. OLD BUSINESS:

- A.** Memo of Understanding between NCCC and NCBFS. Mr. Stephens reported that the idea for a MoU came out of a joint meeting between members of the NCCC, NCBFS and NCGA. Mr. Stephens noted that the first decision is whether or not to engage in a MoU. If that decision is yes, the second decision is what version of the MoU to adopt. Mrs. Cotten made a motion to enter into a MoU between the NCCC and NCBFS. Mr. Bailey seconded. All voted in favor. Two draft MoUs were presented. Mrs. Cotten made a motion to adopt draft #2 as revised by the NCCC. Mr. Brown seconded. All voted in favor.

VII REMINDER OF NEXT MEETING: January 17th, 2018 at 10:00AM.

VII. ADJOURNMENT

Mr. Brown made a motion to adjourn. Mr. Bailey seconded. All voted in favor. The meeting adjourned at 10:47 AM.