

MINUTES
South Carolina Perpetual Care Cemetery
Conference Call Board Meeting

10:00 a.m., November 19, 2019
Synergy Business Park
110 Centerview Drive, Kingstree Building Room 107
Columbia, South Carolina

Tuesday, November 19, 2019

1. Meeting called to Order

J. W. Russ, Chairperson, of Conway, called the regular meeting of the South Carolina Perpetual Care Cemetery to order at 10:36 a.m. Other members participating during the meeting were: Russell Floyd, Vice Chairperson, of Spartanburg; Rick; Riggins of Lancaster and Felicia Smith Charles, of Florence.

Staff members participating in the meeting included: Mary League, Advice Counsel, Office of Advice Counsel; Shayla Hayes, Disciplinary Counsel, Office of Disciplinary Counsel; Amy Holleman, Administrator; Norma McAllister, Program Assistant; and Rodney Pigford, Chief Investigator, Office of Investigations and Enforcement.

Members of the public attending the meeting were: Sandra Besnoy attended via conference call.

A. Public Notice

Mr. Russ announced that public notice of this meeting was properly posted at the South Carolina Perpetual Care Cemetery Board office, Synergy Business Park, Kingstree Building, and provided to all requesting persons, organizations, and news media in compliance with Section 30-4-80 of the South Carolina Freedom of Information Act.

2. Introduction of Board Members and Persons Attending the Meeting

There were no introductions.

3. Approval of Excused Absences

All Board members were present.

4. Approval of Minutes for the September 12, 2019 board meeting

The Board reviewed the September 12, 2019 minutes. Mr. Riggins stated that items 8 B2 and B3 omitted the name of the person that seconded the motions.

Mr. Russ called for a motion to approve the minutes.

MOTION

Mr. Riggins made a motion to approve the September 12, 2019 board meeting minutes pending corrections to 8 B2 and B3 by adding the name of the person that seconded the motions. Mr. Floyd seconded the motion, which carried unanimously.

5. Chairman's Remarks – J. W. Russ

Mr. Russ and the other Board members welcomed Ms. Felicia Smith Charles.

6. Administrator's Remarks – Amy Holleman

A. Financial Report

Ms. Holleman reminded the Board that its licensees are currently in the 2020 renewal period, which will increase the Board's revenue; however, renewal income will not move the Board's finances in the black.

7. Reports

A. Inspection Report

Ms. Holleman informed the Board that Mr. Poole and Mr. Adams conducted 19 inspections between September 5, 2019 and November 8, 2019.

B. Investigative Review Committee (IRC) Report – Rodney Pigford

Mr. Pigford asked that the Board review and approve the October 22, 2019 Investigative Review Committee Report recommending the dismissal of cases 2019-4, 2019-5, 2019-7 and 2019-10; formal complaints for cases 2018-12; 2018-14; 2018-15, 2019-3, and 2019-9; dismiss and issue a cease and desist for case 2019-15; and issue a letter of caution for case 2019-11.

MOTION

Mr. Riggins made a motion to accept the IRC recommendations. Mr. Floyd seconded the motion, which carried unanimously.

C. Office of Investigations and Enforcement (OIE) Report – Rodney Pigford

Mr. Pigford reported that of the cases received from January 1, 2019 through November 18, 2019 there are 12 active investigations, Ten do not open case, one referred to the Inspection Unit, 11 pending Board action and nine closed.

D. Office of Disciplinary (ODC) Counsel – Shayla Hayes

Ms. Hayes informed the Board that the Office of Disciplinary Counsel (ODC) has eight open cases; three pending actions; five pending hearings; and one closed.

New Business

Application Hearings

8. A. **Agreed-Upon Procedures Extension Request**

This proceeding was recorded by a court reporter in order to produce a verbatim transcript should one be necessary.

1. Clingman Memorial Gardens – Blacksburg – Julian C. Harrison

Ms. Sandra Besnoy appeared by conference call before the Board on behalf of Clingman Memorial Gardens.

Ms. Holleman stated that the request is complete. Ms. Holleman stated that Ms. Besnoy will explain the current situation.

Ms. Besnoy informed the Board that she continues to encounter major hurdles with compiling the information for the Agreed-Upon Procedures, which magnified due to the death of the cemetery manager/owner. Ms. Besnoy explained that required contracts, receipt books, and deposit slips had been stored in various areas of hard to access places. She anticipates the completion date to be December 15, 2019.

The Board discussed this matter and stated that it would consider granting an extension with conditions. The conditions being if Ms. Besnoy fails to complete the audit by the Board approved date, the Board grants the Administrator the authority to approve 30 day interval extensions up to the next Board meeting scheduled for March 19, 2020.

MOTION

Mr. Floyd made a motion that the Board approves the extension request for Clingman Memorial Gardens to submit its' Agreed-Upon Procedures through December 15, 2019. If Board staff does not receive the audit by December 15, 2019, the Board grants the Administrator the authority to approve 30 day interval extensions until its submission or the next scheduled Board meeting, whichever occurs first. Mr. Riggins seconded the motion, which carried unanimously.

9. Approval of Updated Annual Merchandise Report

The Board reviewed the updated annual Merchandise Report form and recommended that references to the statute Section 4-8-110(F) (1) (2) be added to item 2. The Board asked that staff email a copy of the updated Merchandise Report form with the changes to each Board member.

MOTION

Mr. Floyd made a motion to accept the updated annual Merchandise Report form adding reference to the statute Section 4-8-110(F) (1) (2). Mr. Riggins seconded the motion, which carried unanimously.

10. Public Comments (No Vote May Be Taken)

There were no public comments.

11. Adjournment

Mr. Russ called for a motion to adjourn the meeting.

MOTION

Mr. Riggins made a motion to adjourn the meeting. Mr. Floyd seconded the motion, which carried unanimously.

Mr. Russ, after ensuring there being no further business to discuss, adjourned the November 19, 2019 meeting for the South Carolina Perpetual Care Cemetery Board at 11:14 a.m.

The next scheduled Board meeting for the South Carolina Perpetual Care Cemetery Board is March 19, 2020 at 10:00 a. m., at Synergy Business Park, 110 Centerview Drive, Kingstree Building, Room 108, Columbia, South Carolina.