



STATE OF WISCONSIN

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Governor Scott Walker Secretary Dave Ross

CEMETERY BOARD
Room 121A, 1400 East Washington Avenue, Madison
Contact: Brittany Lewin (608) 261-5406
November 19, 2013

The following agenda describes the issues that the Board plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a record of the actions of the Board.

AGENDA

9:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

A. Adoption of Agenda (1-2)

B. Approval of Minutes – September 17, 2013 (3-4)

C. Administrative Matters

1. Staff Updates
2. **APPEARANCE – Greg Gasper, Division Administrator – DSPP Economic Impact Report (5-6)**
3. 2014 Meeting Dates **(7-8)**

D. Discussion and Consideration of Items Received After Preparation of the Agenda

- 1) Introductions, Announcements and Recognition
- 2) Presentations of Petition(s) for Summary Suspension
- 3) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)
- 4) Presentation of Final Decisions
- 5) Disciplinary Matters
- 6) Executive Director Matters
- 7) Education and Examination Matters
- 8) Credentialing Matters
- 9) Class 1 Hearing(s)
- 10) Practice Matters
- 11) Application Matters
- 12) Legislation/Administrative Rule Matters
- 13) Liaison Report(s)
- 14) Informational Item(s)
- 15) Speaking Engagement(s), Travel, or Public Relation Request(s)

E. Public Comments

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85 (1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.).

F. Practice Matters

1. Discussion of Endowment Care Fund – Valhalla Memorial Park **(9-14)**

G. Application Matters

1. Conveyance of Rural Home Cemetery to Village of Big Bend **(15-24)**
2. Consideration of Woodlawn Cemetery LLC – Transfer of Care Fund **(25-30)**

H. Deliberation of Items Received After Preparation of the Agenda

1. Disciplinary Matters
2. Education and Examination Matters
3. Credentialing Matters
4. Class 1 Hearings
5. Monitoring Matters
6. Professional Assistance Procedure (PAP) Matters
7. Petition(s) for Summary Suspensions
8. Petition(s) for Extension of Time
9. Proposed Stipulations, Final Decisions and Orders
10. Administrative Warnings
11. Proposed Decisions
12. Matters Relating to Costs
13. Motions
14. Petitions for Rehearing
15. Formal Complaints
16. Case Closings
17. Appearances from Requests Received or Renewed

I. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

J. Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

ADJOURNMENT

**CEMETERY BOARD
MEETING MINUTES
SEPTEMBER 17, 2013**

PRESENT: Ed Greenfield, Kathleen Cantu, Clyde Rupnow, Francis Groh (via GoTo Meeting) and Mary Lehman (via GoTo Meeting)

STAFF: Angela Hellenbrand, Executive Director; Joshua Archiquette, Bureau Assistant and other Department Staff

CALL TO ORDER

Clyde Rupnow, Chair, called the meeting to order at 9:34 a.m. A quorum of 5 members was confirmed.

ADOPTION OF AGENDA

MOTION: Kathleen Cantu moved, seconded by Francis Groh, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF JUNE 18, 2013

MOTION: Kathleen Cantu moved, seconded by Ed Greenfield, to approve the minutes from June 18, 2013. Motion carried unanimously.

LEGISLATIVE AND ADMINISTRATIVE RULE MATTERS

MOTION: Ed Greenfield moved, seconded by Kathleen Cantu, to request that DSPS Staff update the Position Statements below to include the language “relating to Cemeteries” following the word “Code”, and to be read as follows. Motion carried unanimously.

HOW MANY BODIES MAY BE BURIED IN A SINGLE PLOT?

The Wisconsin Statutes and the Wisconsin Administrative Code **relating to Cemeteries** have no requirements regarding the number of bodies buried in a single plot. You may wish to reference local ordinances for further information.

IS THERE A MINIMUM DEPTH AT WHICH A BODY MUST BE BURIED?

The Wisconsin Statutes and the Wisconsin Administrative Code **relating to Cemeteries** have no requirements regarding the minimum depth for the burial of human remains. You may wish to reference local ordinances for further information.

CONVENE TO CLOSED

MOTION: Ed Greenfield moved, seconded by Kathleen Cantu, convene to closed session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.; consider closing disciplinary investigation with administrative warning (s. 19.85(1)(b), Stats. and 440.205, Stats., to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.; and, to confer with legal counsel (s. 19.85(1)(g), Stats.). Clyde Rupnow read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Ed Greenfield – yes; Frank Groh – yes; Mary Lehman – yes; Kathleen Cantu – yes; Clyde Rupnow – yes. Motion carried unanimously.

The Board convened into Closed Session at 10:02 a.m.

RECONVENE TO OPEN SESSION

MOTION: Kathleen Cantu moved, seconded by Francis Groh, to reconvene to open session. Motion carried unanimously.

The Board reconvened into Open Session at 10:35 a.m.

PRACTICE MATTERS

MOTION: Ed Greenfield moved, seconded by Kathleen Cantu, to table the discussion about Item H.1 Endowment Care Fund – Valhalla Memorial Park until the next Board meeting and request Tim Stanley and the Bronze Stone Group supply the Board with more information regarding the other available resources for the repairs and a statement from the family or their counsel with regard to the use of the principal amount of \$100,000 which was deposited to the Care Fund. Motion carried unanimously.

VOTE ON ITEMS DELIBERATED UPON IN CLOSSES SESSION IF VOTING IS APPROPRIATE

MOTION: Frank Groh moved, seconded by Mary Lehman, to reaffirm all motions made in closed session. Motion carried unanimously.

ADJOURNMENT

MOTION: Kathleen Cantu moved, seconded by Ed Greenfield, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:56 a.m.

NEXT MEETING: November 19, 2013

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**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Joshua Archiquette, Bureau Assitant		2) Date When Request Submitted: 8 Nov 2013 <small>Items will be considered late if submitted after 4:30 p.m. and less than 8 work days before the meeting.</small>	
3) Name of Board, Committee, Council, Sections: Cemetery Board			
4) Meeting Date: 19 Nov 2013	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Matters 2014 Meeting Dates	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed:			
11) Authorization			
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)			
Date			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			



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Governor Scott Walker Secretary Dave Ross

MEMO

TO: Cemetery Board

FROM: Joshua Archiquette, Operations Program Associate

DATE: November 8, 2013

RE: 2014 Meeting & Screening Dates

Board meeting and screening panel sessions have been scheduled as follows. If a Board meeting is not held and there are cases to be screened, the Division of Legal Services and Compliance will conduct the screening panel session via telephone.

February 11	Screening and Meeting	9:00/9:30 a.m.	Room TBD
May 13	Screening and Meeting	9:00/9:30 a.m.	Room TBD
August 12	Screening and Meeting	9:00/9:30 a.m.	Room TBD
November 11	Screening and Meeting	9:00/9:30 a.m.	Room TBD

Keep an eye out for additional information regarding screening meetings for those months where no board meeting is scheduled.

For any complaint intake or screening panel matters, please contact Cortney Keo at 608-261-7904 or at cortney.keo@wisconsin.gov .