



**STATE OF WISCONSIN**  
Department of Safety and Professional Services  
1400 E Washington Ave.  
Madison WI 53703

Mail to:  
PO Box 8935  
Madison WI 53708-8935

Email: [dps@wisconsin.gov](mailto:dps@wisconsin.gov)  
Web: <http://dps.wi.gov>  
Phone: 608-266-2112

**Governor Scott Walker      Secretary Dave Ross**

---

**CEMETERY BOARD**  
**Room 121A, 1400 E. Washington Avenue, Madison**  
**Contact: Tom Wightman (608) 267-9378**  
**March 12, 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 description of the actions of the Board.*

**AGENDA**

**9:30 A.M.**

**OPEN SESSION – CALL TO ORDER – ROLL CALL**

**A. Adoption of Agenda (1-3)**

**B. Approval of Minutes of November 20, 2013 (5-6)**

**C. Secretary Matters**

**D. Executive Director Matters**

- 1) Election of Officers and Appointment of Liaisons
- 2) Presentation of EO-50
- 3) Presentation of EO-61
- 4) Paperless Initiative **(7-10)**
- 5) Screening Panel Dates **(11-12)**

**E. Credentialing Matters**

- 1) **10:00 A.M. APPEARANCE** – Mick Daly: Consideration and Review of Credentialing Process and Defining the Role of the Credentialing Liaison. **(13)**

**F. DLSC Matters**

**G. Education and Examination Matters**

**H. Legislative/Administrative Rule Matters**

**I. Practice Matters**

**J. Informational Items**

**K. Items Added After Preparation of 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) Legislation/Administrative Rule Matters
- 12) Liaison Report(s)
- 13) Informational Item(s)
- 14) Speaking Engagement(s), Travel, or Public Relation Request(s)

L. Public Comments

**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.)**

**M. Presentation and Deliberation on Proposed Stipulations, Final Decisions and Orders by the Division of Legal Services and Compliance (DLSC).**

N. DLSC Matters:

- 1) Case Status Report
- 2) Case Closing(s)
  - a. **10 RLC 002 (15-18)**
  - b. **10 RLC 006 (19-21)**

O. Deliberation of Items Received After Printing 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

P. Consulting with Legal Counsel

**RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION**

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

**ADJOURNMENT**

Page intentionally left blank

**CEMETERY BOARD  
MEETING MINUTES  
November 20, 2012**

**PRESENT:** W. Ed Greenfield; Timothy Stanley; Mary Lehman; Frank Groh and Kathleen Cantu

**STAFF PRESENT:** Tom Wightman, Executive Director; David Carlson, Communications Specialist; Joe Vosen, DSPS Auditor; and other Department Staff for portions of the meeting

**CALL TO ORDER**

Ed Greenfield called the meeting to order at 9:08 a.m. A quorum of four (4) members was present.

**APPROVAL OF AGENDA**

**MOTION:** Tim Stanley moved, seconded by Mary Lehman, to approve the Agenda . Motion carried unanimously.

**APPROVAL OF MINUTES OF SEPTEMBER 25, 2012**

**MOTION:** Tim Stanley moved, seconded by Mary Lehman, to approve the Minutes of September 25, 2012 as published. Motion carried unanimously.

**CREDENTIALING MATTERS**

**MOTION:** Tim Stanley moved, seconded by Fran Groh, to authorize Ed Greenfield as the Board’s Liaison to work with the DSPS Auditor to work on administrative changes to the Annual Report. Motion carried unanimously.

**CONVENE TO CLOSED SESSION**

**MOTION:** Tim Stanley moved, seconded by Mary Lehman, to convene in closed session to deliberate on cases following hearing (s. 19.85(1) (a), Stats.); to 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.) Roll Call Vote: Roll Call Vote: Ed Greenfield-yes; Frank Groh; Mary Lehman-yes; Timothy Stanley-yes. Motion carried unanimously.

The Board convened into Closed Session at 9:23 a.m.

**RECONVENE TO OPEN SESSION**

**MOTION:** Tim Stanley moved, seconded by Frank Groh, to reconvene in open session. Motion carried unanimously.

The Board reconvened into open session at 9:30 a.m.

**12 RLC 003**

**PROPOSED STIPULATIONS, FINAL DECISIONS AND ORDERS**

**MOTION:** Stanley moved, seconded by Lehman, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the following matter: 12 RLC 001, Squaw Creek Cemetery. Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Tim Stanley moved, seconded by Mary Lehman, to adjourn the meeting at 9:32 a.m. Motion carried unanimously.

**NEXT MEETING: March 12, 2013**

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

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  <b>Matthew C. Niehaus, Bureau Assistant</b>		2) Date When Request Submitted:  <b>2/4/2013</b>	
		Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 14 work days before the meeting for all others</li> </ul>	
3) Name of Board, Committee, Council, Sections:  <b>Cemetery Board</b>			
4) Meeting Date:  <b>3/12/2013</b>	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  <b>Paperless Initiative</b>	
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 ( <a href="#">Fill out Board Appearance Request</a> ) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed:  <b>Brief presentation of how Board Members can sign up for SharePoint access as a part of the paperless initiative, as well as instructions for using DSPS laptops.</b>			
11) Authorization			
<b>Matthew C. Niehaus</b>			
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.			

## How to register for a username/password on <http://register.wisconsin.gov> .

In order to access the Board SharePoint site, Board Members must obtain a State of WI/DOA username/password from this site <http://register.wisconsin.gov> . Once registered, Board Members will be provided a DOA credential under the Wisconsin External (wiext) domain. This account is intended to provide users with access to multiple State of Wisconsin web applications, including the DSPS SharePoint site.

To Begin, use the 'Self Registration' link

DOA/Wisconsin Logon Management System - Windows Internet Explorer provided by State of Wisconsin

http://register.wisconsin.gov/AccountManagement/

wisconsin.gov home state agencies subject directory

Wisconsin Department of Administration

News | Search | Home

Main Menu | Help | FAQ

### DOA/Wisconsin Logon Management System

The DOA/Wisconsin Logon Management System allows authorized individuals to access many DOA Internet applications using a single ID and password. When access to information or services is restricted to protect your privacy or the privacy of others, you will be asked to provide your DOA/Wisconsin Logon and password. Your DOA/Wisconsin Logon and password verifies your identity so that we can provide you with access to your information and services and prevent access by unauthorized individuals.

#### User Acceptance Agreement

Please note that only certain types of information will be stored in your user profile, as described in the [User Acceptance Agreement](#). Your user profile will never contain records such as driving history, tax information, unemployment compensation, vehicle registrations or prison records.

#### Sign Up for your DOA/Wisconsin Logon

[Self Registration](#) (Request a DOA/Wisconsin Logon and Password.)

Self Registration allows you to create **your personal** DOA/Wisconsin Logon. This is your key to doing secure business with DOA over the Internet.

#### Change / Update Your Information

[Profile Management](#) allows you to change your account information, e-mail address and other information.

#### Change Your Password

[Password Management](#) allows you to change your password.

#### Forgot Your Logon ID or Password?

[Logon ID/Password Recovery](#) allows you to recover a forgotten DOA/Wisconsin Logon and/or Password.

Updated February 6, 2009  
DET - Bureau of Business Applications Services  
Content Contact: [BRAS/BA](#)

Wisconsin.gov | Search | Legal | DOA Home

Customer ID Menu

- Self Registration
- Profile Management
- Password Management
- Forgot your account information?
- User Acceptance Agreement

Not sure if you already have DOA/State of WI account?

Use the 'Forgot Your Logon ID or Password' link to check

After accepting the user agreement, complete the 'Account Creation' form.

Indicate 'SharePoint' under the section entitled, 'Systems You Will Access'

**Account Creation**

\* Indicates Required Field

**Profile Information**

First Name  \*

Middle Initial

Last Name  \*

Suffix

E-Mail  \*

Phone  ext.

Mailing Address

Street Address

City

State/Province

Zip Code  -

**Systems You Will Access**

Use your mouse to highlight the system that you want to access.

Systems  \*

\*

**Account Information**

Your Logon ID must be between 5-20 characters and **CAN** be a combination of letters and numbers. Your Logon ID must not contain spaces or special characters.

Logon ID  \*

Your Password must be 7-20 characters long and **MUST** contain a combination of letters and either numbers or special characters (except the @ ? / signs). Passwords are case sensitive. Your Password cannot contain the Logon ID.

[Password Tip](#)

Password  \*

Re-enter Password  \*

**Logon ID/Password Recovery**

Enter a question and answer for use if you forget your DOA/Wisconsin Logon ID or Password. Your Secret Question and Secret Answer cannot contain your password. [Secret Question and Answer Tip](#)

Secret Question  \*

Secret Answer  \*

**Verification**

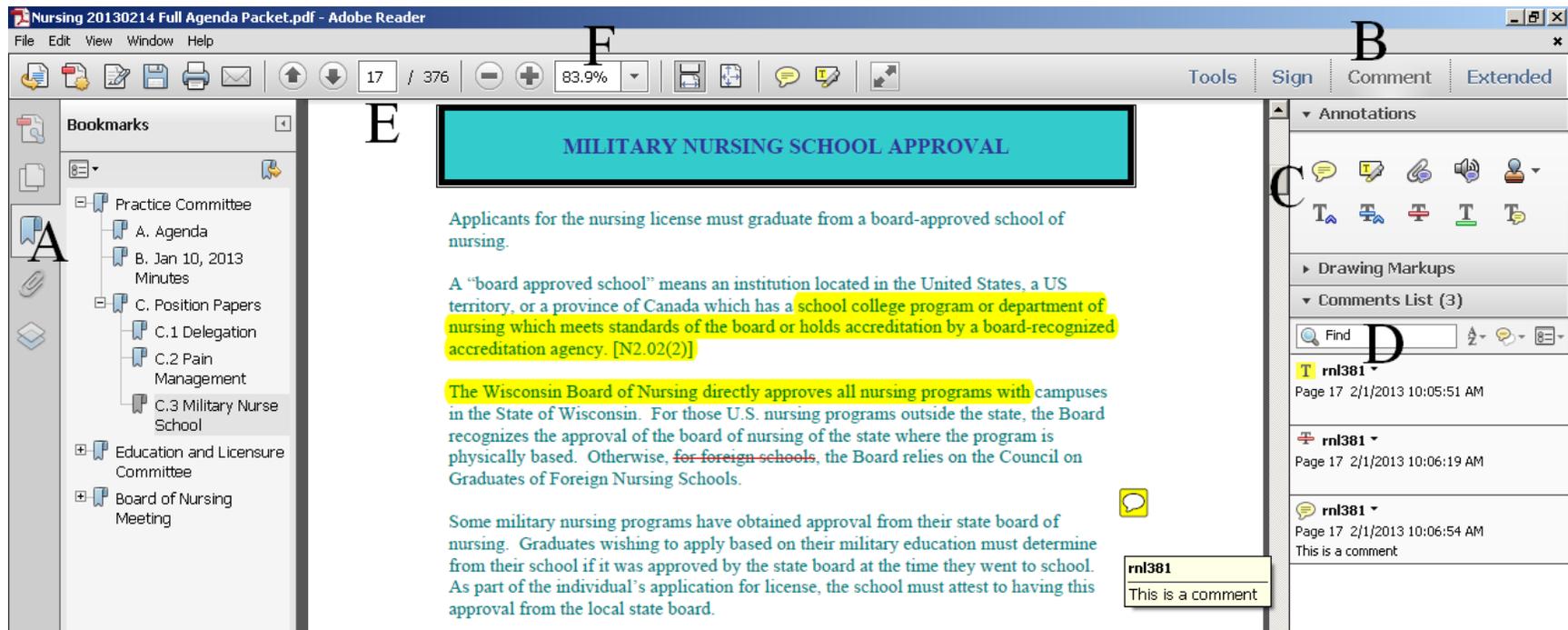
This step helps prevent automated registrations. If you cannot see the number below [click here](#).

Please enter the number as it is shown in the box to the left.  \*

**Please use a login ID of your first initial followed by your middle initial followed by your last name, as in the example to the left.**

**Remember your logon ID, as you will need to provide that to DSPS staff in order for you to receive proper access rights.**

**Once you have been granted permission to access the Board's website, you should receive an automated 'Welcome to SharePoint' email with a link to the site.**



Above is an example of an agenda packet page, with some features you can access through Adobe Reader.

**A: Bookmarks** – When the Bureau Assistant creates the Agenda Packet, it is possible to place in bookmarks for quick reference during meetings. You can expand and minimize categories to better enable you to jump from section to section of your agenda here.

**B: Comment** – On specially designated .pdf files, it is possible for Adobe Reader to be given comment privileges. This allows a Board member to make comments on documents, as well as edit, highlight, or insert text in suitable files. Please note, if the file is a scanned copy, it is likely that the highlight and text editing features will not be usable. The comment feature will still work in such an issue.

**C: Annotations & Drawing Markups** – These are the different options you can use to mark up your document for your reference. If you mouse over an option, it will give a brief description of what it can do for you. Feel free to experiment and find out what works best for you!

**D: Comments List** – Quickly jump between your comments by selecting them in this list. Never again will you miss out on a note during a discussion with this handy tool.

**E: Page List** – No more rifling through papers in order to track down that page someone mentioned! With this handy bar, you can simply type in the page you are looking for, hit enter, and Adobe Reader will take you directly to the page.

**F: Zoom** – Having trouble reading something? You can zoom in and out on a document with this bar. The plus and minus signs to the left can be used to make quick adjustments as well.





**STATE OF WISCONSIN**  
Department of Safety and Professional Services  
1400 E Washington Ave.  
Madison WI 53703

Mail to:  
PO Box 8935  
Madison WI 53708-8935

Email: [dps@wisconsin.gov](mailto:dps@wisconsin.gov)  
Web: <http://dps.wi.gov>  
Phone: 608-266-2112

**Governor Scott Walker      Secretary Dave Ross**

---

**MEMO**

**TO:** Cemetery Board  
**FROM:** Patara Horn, Administrative Manager  
**DATE:** December 4, 2012  
**RE:** 2013 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.

March 12	Screening and Meeting	9:00/9:30 a.m.	Room 121A
June 18	Screening and Meeting	9:00/9:30 a.m.	Room 121A
September 17	Screening and Meeting	9:00/9:30 a.m.	Room 121A
November 19	Screening and Meeting	9:00/9:30 a.m.	Room 121C

**2013 Screening Panel teleconferences when the Board does not meet:**

<b>January 15</b>	<b>9:00 a.m.</b>
<b>February 12</b>	<b>9:00 a.m.</b>
<b>April 16</b>	<b>9:00 a.m.</b>
<b>May 14</b>	<b>9:00 a.m.</b>
<b>July 23</b>	<b>9:00 a.m.</b>
<b>August 13</b>	<b>9:00 a.m.</b>
<b>October 15</b>	<b>9:00 a.m.</b>
<b>December 10</b>	<b>9:00 a.m.</b>

For any complaint intake or screening panel matters, please contact Patara Horn at 608-261-0134 or at [patara.horn@wisconsin.gov](mailto:patara.horn@wisconsin.gov).

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

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  <b>Tom Wightman</b>		2) Date When Request Submitted:  <b>1/7/2013</b>	
		Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 14 work days before the meeting for all others</li> </ul>	
3) Name of Board, Committee, Council, Sections: <b>Cemetery Examining Board</b>			
4) Meeting Date:  <b>3/12/13</b>	5) Attachments: <input type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  <b>Consideration and Review of Credentialing Process and Defining the Role of the Credentialing Liaison(s)</b>	
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 checked="" type="checkbox"/> Yes Mick Daly <input type="checkbox"/> No	9) Name of Case Advisor(s), if required: <b>N/A</b>	
10) Describe the issue and action that should be addressed:  <b>The assigned member(s) of credentialing staff will appear and provide the Board/Committee/Council/Section with an overview of the credentialing process for the credentials under its purview. Additionally, the Board/Committee/Council/Section should work to define the role(s) of its credentialing liaison(s) in an effort to clarify its expectations in terms of credentialing liaison work.</b>			
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.			

Page intentionally left blank