



CEMETERY BOARD
Room 121C, 1400 E. Washington Avenue, Madison
Contact: Brittany Lewin (608) 266-2112
February 11, 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 (1-2)

B. Approval of Minutes of November 19, 2013 (3-4)

C. Administrative Matters

- 1) Board Member Training – February 28, 2014
- 2) Election of Officers, Appointment of Liaisons and Delegation of Authority **(5-8)**
- 3) Other

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) Administrative 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)

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. Credentialing Matters

- 1) **APPEARANCE** – Joe Vosen, Auditor – Audit and Annual Reporting
- 2) Consideration of Avoca Cemetery Associaion application – Transfer of care funds
(9-12)
- 3) Consideration of Oostburg Cemetery Association application – Transfer of care funds
(13-16)

G. DLSC Matters

- 1) Case Status Report
- 2) Case Closing(s)

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
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, and Francis Groh (via GoToMeeting)

EXCUSED: Mary Lehman

STAFF: Brittany Lewin, Executive Director; Karen Rude-Evans, Bureau Assistant

CALL TO ORDER

Clyde Rupnow, Chair, called the meeting to order at 9:08 a.m. A quorum of four (4) members was confirmed.

ADOPTION OF AGENDA

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

APPROVAL OF MINUTES OF SEPTEMBER 17, 2013

MOTION: Ed Greenfield moved, seconded by Kathleen Cantu, to approve the minutes from September 17, 2013 as written. Motion carried unanimously.

CONVENE TO CLOSED

MOTION: Kathleen Cantu moved, seconded by Ed Greenfield, to 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 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; Kathleen Cantu – yes; Clyde Rupnow – yes. Motion carried unanimously.

The Board convened into Closed Session at 9:55 a.m.

RECONVENE TO OPEN SESSION

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

The Board reconvened into Open Session at 1:12 a.m.

PRACTICE MATTERS

MOTION: Ed Greenfield moved, seconded by Kathleen Cantu, to deny the request of The Bronze Stone Group to withdraw funds from the Perpetual Care fund at Valhalla Memorial Park pursuant to §157.11(9)(g), Stats. Motion carried. Clyde Rupnow abstained from voting.

APPLICATION MATTERS

MOTION: Frank Groh moved, seconded by Ed Greenfield, to grant the request of Rural Home Cemetery Association to surrender their cemetery to the Village of Big Bend. Motion carried unanimously.

MOTION: Frank Groh moved, seconded by Kathleen Cantu, to refer the matter regarding Rural Home Cemetery Association to the Division of Legal Services and Compliance for investigation. Motion carried unanimously.

MOTION: Ed Greenfield moved, seconded by Kathleen Cantu, to table Woodlawn Cemetery LLC's application to transfer care funds and pre-need funds and request Woodlawn Cemetery LLC to provide the total dollar amount of the Care Funds and pre-need funds to be transferred, and to appoint Clyde Rupnow to review the information when received, and approve the transfer of the funds. Motion carried unanimously.

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

MOTION: Kathleen Cantu moved, seconded by Frank Groh, to affirm all votes 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 11:13 a.m.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request:		2) Date When Request Submitted:	
		Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections:			
4) Meeting Date:	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Election of Officers, Appointment of Liaisons and Delegations	
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? If yes, who is appearing? <input type="checkbox"/> Yes by <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A	
10) Describe the issue and action that should be addressed: <p style="margin-left: 40px;">This meeting will have an election of the standard officers of the board: Chair, Vice Chair, and Secretary. The Chair will appoint Liaisons and screening panel positions.</p> <p style="margin-left: 40px;">Below is a document relating to the delegation of Monitoring and PAP. The Board will also be delegating authorities to liaisons and staff.</p>			
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 Board Services Bureau Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Executive Assistant prior to the start of a meeting.			

Please note the following information is from the March 12, 2013 Cemetery Board, and may have since been revised.

2013 ELECTION RESULTS	
Chair	Clyde Rupnow
Vice Chair	Francis Groh
Secretary	Mary Lehman

2013 LIAISON APPOINTMENTS	
DLSC Liaison Including Professional Assistance Procedure (PAP) and Monitoring	Gerald Denor, (Alternate: John Scheid)
Credentialing Liaison	Marion Wozniak, (Alternate: Glenn Michaelsen)

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Ashley Horton Department Monitor Division of Legal Services and Compliance		2) Date When Request Submitted: December 20, 2013 Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections:			
4) Meeting Date:	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Monitoring: Appointment of Monitoring Liaison and Delegated Authority Motion	
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 checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: 1. Appointment of 2014 Monitoring Liaison 2. Delegated Authority Motion: <i>“_____ moved, seconded by _____ to adopt/reject the Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor document as presented in today’s agenda packet.”</i>			
11) Authorization <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">  </div> <div style="width: 30%; text-align: center;"> December 20, 2013 </div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Signature of person making this request</div> <div style="width: 20%; text-align: center;">Date</div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Supervisor (if required)</div> <div style="width: 20%; text-align: center;">Date</div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Executive Director signature (indicates approval to add post agenda deadline item to agenda)</div> <div style="width: 20%; text-align: center;">Date</div> </div>			
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.			

Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor

The Monitoring Liaison is a board designee who works with department monitors to enforce the Board's orders as explained below.

Current Authorities Delegated to the Monitoring Liaison

The Liaison may take the following actions on behalf of the Board:

1. Grant a temporary reduction in random drug screen frequency upon Respondent's request if he/she is unemployed and is otherwise compliant with Board order. The Department Monitor will draft an order and sign on behalf of the Liaison. The temporary reduction will be in effect until Respondent secures employment in the profession.
2. Grant a stay of suspension if Respondent is eligible per the Board order. The Department Monitor will draft an order and sign on behalf of the Liaison.
3. Remove the stay of suspension if there are repeated violations or a substantial violation of the Board order. The Department Monitor will draft an order and sign on behalf of the Liaison.
4. Grant or deny approval when Respondent proposes continuing/remedial education courses, treatment providers, mentors, supervisors, change of employment, etc. unless the order specifically requires full-Board approval. The Department Monitor will notify Respondent of the Liaison's decision.
5. Grant a maximum 90-day extension, if warranted and requested in writing by Respondent, to complete Board-ordered CE, pay proceeding costs, and/or pay forfeitures upon Respondent's request.

Current Authorities Delegated to the Department Monitor

The Department Monitor may take the following actions on behalf of the Board, draft an order and sign:

1. Grant full reinstatement of licensure if CE is the sole condition of the limitation and Respondent has submitted the required proof of completion for approved courses.
2. Suspend the license if Respondent has not completed Board-ordered CE and/or paid costs and forfeitures within the time specified by the Board order. The Department Monitor may remove the suspension and issue an order when proof completion and/or payment have been received.

Clarification

1. In conjunction with removal of any stay of suspension, the Liaison may prohibit Respondent from seeking reinstatement of the stay for a specified period of time. (This is consistent with current practice.)