



CEMETERY BOARD
Room 121A, 1400 E. Washington Avenue, Madison
Contact: Brittany Lewin (608) 266-2112
November 11, 2014

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 February 11, 2014 (4-7)

C. APPEARANCES – Secretary Dave Ross and Assistant Deputy Secretary Tom Engels – Department Updates and Q and A

D. Administrative Matters

- 1) Introduction of New Board Member – Patricia Grathen
- 2) 2015 Meeting Dates
 - a) Tuesday, February 17, 2015
 - b) Tuesday, May 12, 2015
 - c) Tuesday August 11, 2015
 - d) Tuesday, November 10, 2015

E. Practice Matters – Discussion and Consideration

- 1) Use of Perpetual Care Fund

F. APPEARANCES - Division of Legal Services and Compliance (DLSC) Staff: Paperless Screening Panel Initiative (8-14)

G. 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)

H. 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.).

I. DLSC Matters

- 1) Case Status Report **(15)**
- 2) Case Closing(s):
 - a. 14 RLC 005 W.C.C. **(16-18)**
 - b. 14 RLC 009 D.U.C. **(19-22)**

J. 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

K. 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
February 11, 2014**

PRESENT: Ed Greenfield (Via GoTo Meeting); Kathleen Cantu; Clyde Rupnow, and Francis Groh (Via GoTo Meeting)

STAFF: Brittany Lewin, Executive Director; Matthew Gudiry, Bureau Assistant; and other Department Staff

CALL TO ORDER

The Chair, called the meeting to order at 9:43 a.m. A quorum of four (4) members was present.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES OF NOVEMBER 19, 2013

MOTION: Kathleen Cantu moved, seconded by Francis Groh, to approve the Minutes of November 19, 2013 as published. Motion carried unanimously.

DRAFT

ELECTION OF OFFICERS

CHAIR

NOMINATION: Kathleen Cantu nominated Clyde Rupnow for the Office of Chair.

Executive Director Brittany Lewin called for nominations three (3) times.

Clyde Rupnow was elected as Chair.

VICE CHAIR

NOMINATION: Clyde Rupnow nominated Francis Groh for the Office of Vice Chair.

Executive Director Brittany Lewin called for nominations three (3) times.

Francis Groh was elected as Vice Chair.

SECRETARY

NOMINATION: Kathleen Cantu nominated Ed Greenfield for the Office of Secretary.

Executive Director Brittany Lewin called for nominations three (3) times.

Ed Greenfield was elected as Secretary.

MOTION: Kathleen Cantu moved, seconded by Clyde Rupnow, to acknowledge the following 2014 Officer Election Results. Motion carried unanimously.

2014 OFFICER ELECTION RESULTS	
Board Chair	Clyde Rupnow
Vice Chair	Francis Groh
Secretary	Ed Greenfield

Clyde Rupnow assumes the role of Chair of the meeting.

Francis Groh assumes the role of Vice Chair of the meeting.

Ed Greenfield assumes the role of Secretary of the meeting.

APPOINTMENT OF LIAISONS

The Chair appoints the following members to:

2013 LIAISON APPOINTMENTS	
Credentialing Liaison	Ed Greenfield (Alternate: Clyde Rupnow)
Conveyance/Sales Liaison	Ed Greenfield (Alternate: Francis Groh)
Trustee Approval Liaison	Kathleen Cantu
Screening Panel	Ed Greenfield, Francis Groh, (Alternate: Clyde Rupnow)
Monitoring Liaison	Ed Greenfield (Alternate: Clyde Rupnow)
Legislative Liaison	Clyde Rupnow

MOTION: Kathleen Cantu moved, seconded by Francis Groh, to acknowledge the following appointments of liaisons by the Chair. Motion carried unanimously.

DELEGATION OF AUTHORITY

MOTION: Francis Groh moved, seconded by Kathleen Cantu, that the Board delegates authority to the Chair to sign documents on behalf of the Board. In order to carry out duties of the Board, the Chair has the ability to delegate this signature authority to the Board's Executive Director for purposes of facilitating the completion of assignments during or between meetings. Motion carried unanimously.

MOTION: Francis Groh moved, seconded by Ed Greenfield, in order to facilitate the completion of assignments between meetings, the Board delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Board, to appoint liaisons to the Department where knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

MOTION: Francis Groh moved, seconded by Kathleen Cantu, to adopt the "Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor" document. Motion carried unanimously.

MOTION: Francis Groh moved, seconded by Kathleen Cantu, to delegate authority to the Credentialing Liaison(s) to address all issues related to credentialing matters. Motion carried unanimously.

RECOGNITION

MOTION: Francis Groh moved, seconded by Clyde Rupnow, to recognize and thank Mary Lehman for her years of service as a professional Cemetery Board member. Motion carried unanimously.

CONVENE TO CLOSED SESSION

MOTION: Clyde Rupnow moved seconded by Francis Groh, 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 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.). 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 10:02 a.m.

RECONVENE TO OPEN SESSION

MOTION: Kathleen Cantu moved, seconded by Clyde Rupnow, to reconvene in open session. Motion carried unanimously.

The Board reconvened into open session at 10:45 a.m.

MOTION: Kathleen Cantu moved, seconded by Francis Groh, to reaffirm all motions made in closed session. Motion carried unanimously.

CREDENTIALING MATTERS

MOTION: Clyde Rupnow moved, seconded by Kathleen Cantu, to approve the request of Avoca Cemetery Association to change the trustee and transfer the funds as indicated on the application dated October 9, 2013. Motion carried unanimously.

MOTION: Clyde Rupnow moved, seconded by Kathleen Cantu, to approve the request of Oostburg Cemetery Association to change the trustee and transfer the funds as indicated on the application dated August 12, 2013. Motion carried unanimously.

MOTION: Kathleen Cantu moved, seconded by Francis Groh, to create a subcommittee to review the annual reports of cemetery authorities with the DSPS staff and appoint Francis Groh and Clyde Rupnow as board member representatives to that subcommittee. The subcommittee shall give a report at the May 13, 2014 Board meeting. Motion carried unanimously.

ADJOURNMENT

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

The meeting adjourned at 10:46 a.m.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Matthew C. Niehaus, DSPS WebMaster		2) Date When Request Submitted: 05/16/14 Items will be considered late if submitted after 4:30 p.m. on the deadline date: <ul style="list-style-type: none"> ▪ 8 business days before the meeting for paperless boards ▪ 14 business days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections: Cemetery Board			
4) Meeting Date: 08/12/14	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? DLSC Paperless Screening Panel Initiative - APPEARANCE	
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 (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: Jane Brischke: Program & Policy Analyst – Advanced Kelley Sankbeil: Records Management Supervisor Kelley Foster: Medical Examining Board Intake Specialist Matthew C. Niehaus: DSPS WebMaster The above staff will be appearing before the Board to present the DLSC Paperless Screening Panel Initiative.			
11) Authorization			
 Signature of person making this request		05/16/14 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.			

BOARD APPEARANCE REQUEST FORM

Appearance Information

Board Name: Cemetery Board Board

Meeting Date: 08/12/14

Person Submitting Agenda Request: Matthew C. Niehaus: DSPS WebMaster

Persons requesting an appearance:

Jane Brischke: Program & Policy Analyst – Advanced

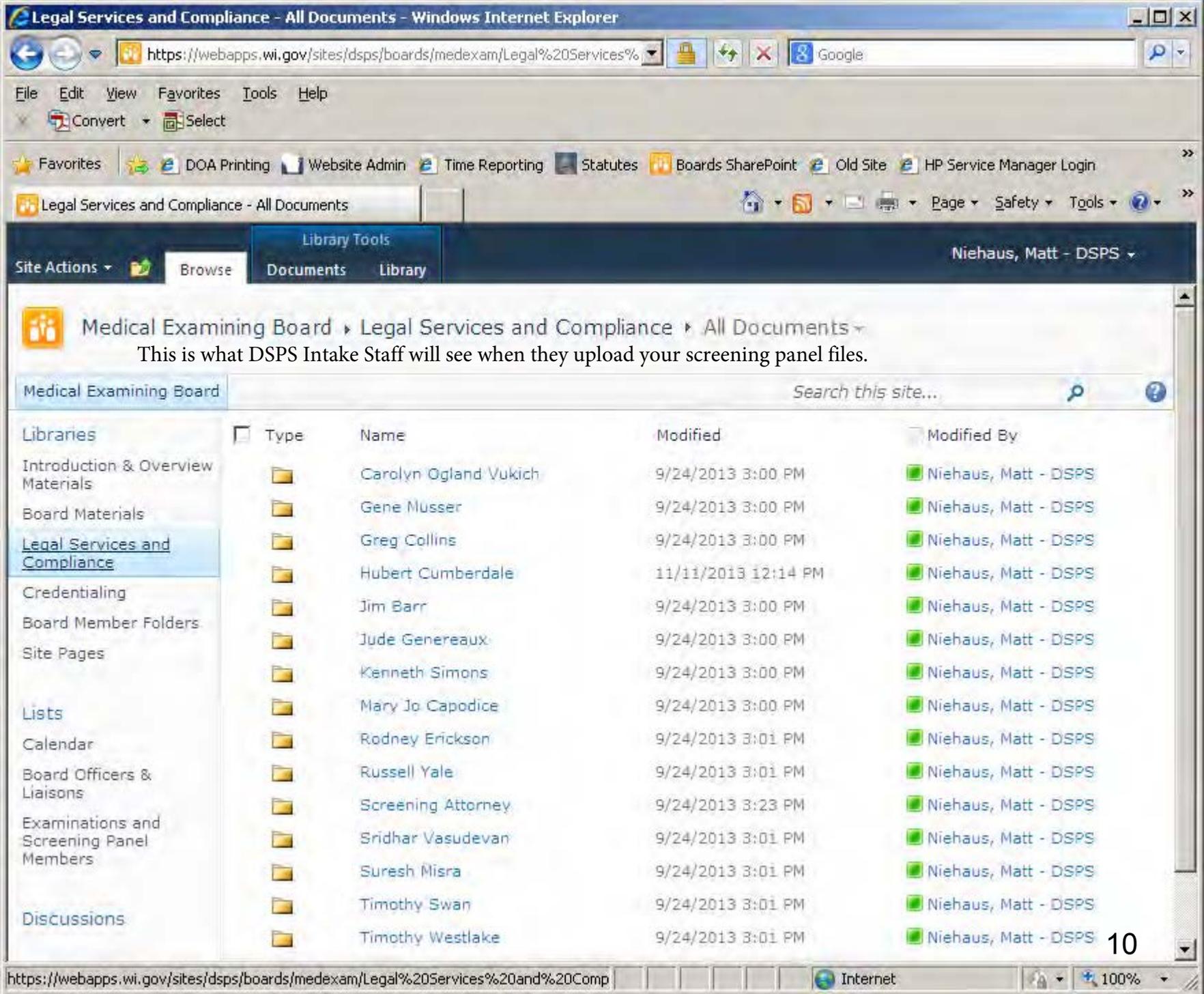
Kelley Sankbeil: Records Management Supervisor

Kelley Foster: Medical Examining Board Intake Specialist

Matthew C. Niehaus: DSPS WebMaster

Reason for Appearance:

The above DSPS staff are appearing before the Board to present the DLSC Paperless Screening Panel.



Medical Examining Board > Legal Services and Compliance > All Documents > This is what DSPS Intake Staff will see when they upload your screening panel files.

Medical Examining Board Search this site...

Libraries	Type	Name	Modified	Modified By
Introduction & Overview Materials	Folder	Carolyn Ogland Vukich	9/24/2013 3:00 PM	Niehaus, Matt - DSPS
Board Materials	Folder	Gene Nusser	9/24/2013 3:00 PM	Niehaus, Matt - DSPS
Legal Services and Compliance	Folder	Greg Collins	9/24/2013 3:00 PM	Niehaus, Matt - DSPS
	Folder	Hubert Cumberlanddale	11/11/2013 12:14 PM	Niehaus, Matt - DSPS
Credentialing	Folder	Jim Barr	9/24/2013 3:00 PM	Niehaus, Matt - DSPS
Board Member Folders	Folder	Jude Genereaux	9/24/2013 3:00 PM	Niehaus, Matt - DSPS
Site Pages	Folder	Kenneth Simons	9/24/2013 3:00 PM	Niehaus, Matt - DSPS
Lists	Folder	Mary Jo Capodice	9/24/2013 3:00 PM	Niehaus, Matt - DSPS
Calendar	Folder	Rodney Erickson	9/24/2013 3:01 PM	Niehaus, Matt - DSPS
Board Officers & Liaisons	Folder	Russell Yale	9/24/2013 3:01 PM	Niehaus, Matt - DSPS
Examinations and Screening Panel Members	Folder	Screening Attorney	9/24/2013 3:23 PM	Niehaus, Matt - DSPS
	Folder	Sridhar Vasudevan	9/24/2013 3:01 PM	Niehaus, Matt - DSPS
	Folder	Suresh Misra	9/24/2013 3:01 PM	Niehaus, Matt - DSPS
Discussions	Folder	Timothy Swan	9/24/2013 3:01 PM	Niehaus, Matt - DSPS
	Folder	Timothy Westlake	9/24/2013 3:01 PM	Niehaus, Matt - DSPS

Legal Services and Compliance - All Documents - Windows Internet Explorer

https://webapps.wi.gov/sites/dsps/boards/medexam/Legal%20Services%20Documents.aspx

File Edit View Favorites Tools Help

Convert Select

Favorites DOA Printing Website Admin Time Reporting Statutes Boards SharePoint Old Site HP Service Manager Login

Legal Services and Complian... Legal Services and Compl... x

Page Safety Tools

Hubert Cumberlande

Medical Examining Board > Legal Services and Compliance > All Documents

Medical Examining Board Search this site...

Libraries	Type	Name	Modified	Modified By
Introduction & Overview Materials	Folder	Hubert Cumberlande	11/11/2013 12:14 PM	Niehaus, Matt - DSPS

Board Materials

Legal Services and Compliance

Site Pages

Lists

Calendar

Board Officers & Liaisons

Examinations and Screening Panel Members

Discussions

Internet 100%

This is what you will see when you log in to check your screening panel documents. Much like your Board Member folder, this folder is visible only to you and the DSPS staff member responsible for adding the files for your review.

Files will be cleared monthly and password protected for added security.

Bookmarks will be added and comments will be enabled, much like your agenda packets.

One set of Medical Examining Board
Screening Panel Materials
(Four of these were mailed every month)



PAPERLESS SCREENING PANELS

TOTAL POTENTIAL SAVINGS

- ★ **\$2,397.57 printing + \$2,582.30 shipping + \$10,200 Canon IR 7086 + \$22,509.24 staff time = \$37,689.11 ANNUALLY¹**
- ★ **In addition to the monetary savings:**
 - ✓ This process introduces enhanced security for screening panel documents. Under the new system, these documents are carefully controlled and protected by multiple layers of authentication.
 - ✓ Environmental impact: save 90 trees annually, landfill space, kilowatts of energy
 - ✓ Real time updates and delivery of documents.
 - ✓ Document management – ability to recreate misplaced/lost documents, locate/search/distribute files quickly and efficiently

1. COPIER/PAPER/MAILING (postage, envelopes) SAVINGS

- ✓ DLSC currently obtains paper for \$33.40 per box. Each box contains 5,000 sheets of paper. Each individual sheet of paper thus costs DSPS \$0.00668.
 - 100 sheets of paper weighs approximately 1 pound, meaning it costs \$0.668 to purchase one pound of paper.
 - Toner costs are covered by our lease on the printing equipment.
 - Print jobs after we surpass the 40,000 monthly page limit permitted in our lease cost us \$0.50 extra per 100 pages
- ✓ Adding in one internal packet for screening panel attorneys every month, DLSC printed approximately 206,500 pages of paper for Screening Panels over 210 calendar days (May 9 – November 26), not factoring in any erroneous print jobs.
- ✓ From May 9 to November 26, DLSC spent \$1,008.05 to ship Tyvek envelopes for large screening packets.
- ✓ \$51.52 is spent on regular envelopes for mailings that are light enough to send through the postal service. Mailing these envelopes costs \$414.96 in postage annually. \$365.82 is spent purchasing white Tyvek envelopes that must be sent through a courier service, for a total of \$832.30 annually on miscellaneous mailing materials.
- ✓ Based upon the above data, shipping costs for screening panels add up to \$2,582.30 annually, with estimated annual printing costs of \$2,397.57.

2. STAFF TIME/SAVINGS

- ✓ DLSC staff currently spends an average of 12 hours per Medical Examining Board screening panel packet copying and mailing. The average intake staff salary with fringe is \$24.44 per hour which costs out to \$293.28 of staff time per packet. This results in a \$7,038.72 expenditure in staff time annually. As the paperless scanning process only necessitates one run through the scanner, this will cut down the amount of time spent at the copier to ¼ its current level, a \$5,279.04 savings.
- ✓ Other Boards typically take considerably less time to prepare their screening panel packets. Assuming an average of 5 hours of staff processing time per packet, with 188 meetings that are not representative of the Medical Examining Board per year², there is an additional staff time savings of \$17,230.20 for a grand total of \$22,509.24 in staff expenses that can be reallocated.
- ✓ The time currently spent compiling the printed packets for mailing may be shifted to improving the quality of the materials through bookmarking, page numbering, and running text recognition. This will aid the screening panel in its efforts, potentially saving time screening panel attorneys spend in meetings with screening panel members.

3. OTHER FACTORS

- ✓ By drastically reducing the amount of time needed for DLSC staff to physically stand at the copier and as it is possible to print to a copier that is being used to scan documents, we could cease leasing one of our two DLSC copiers. We currently lease the more expensive copier Canon IR 7086 (Mickey) on a 6-month basis for \$850/month (\$10,200 annually.)

¹ This is achieved with virtually no cost, as the SharePoint Site has already been purchased for the Policy Development paperless initiative.

² 332 screening panel meetings are scheduled for 2014. Approximately 40% of all screening panel meetings from 2013 were cancelled due to lack of business, meaning there would be 200 total meetings. The estimate of 5 hours per packet (and 12 hours per Medical Examining Board packet) was taken from interviews with DLSC staff.

Initiatives for Improving Service

Division of Legal Services & Compliance – Paperless Screening Panels

- ✓ Drives Wisconsin to the cutting edge of state government technology solutions
- ✓ No potential for loss or damage in the mail
- ✓ Text recognition
 - Adobe can recognize typed (and usually handwritten) notes and allow for searching for specific words and phrases
- ✓ Enlarge text
 - Ability to enlarge the document for easier readability
- ✓ Accessibility of documents
 - No need to transport large files to screen materials
 - SharePoint is accessible anywhere you have a computer, tablet or smart phone and the internet
- ✓ Convenient notes and comments
 - Members have the ability to create a document in Microsoft Word directly from the SharePoint site to keep track of notes
 - This document is also accessible anywhere you can use SharePoint
 - Make comments directly in your electronic copy of each complaint on specific pages or places
 - Easy access to all comments, or specific comments, via a list in Adobe
- ✓ Pages will be numbered and bookmarked so members may easily reference points in the document
- ✓ Transition process
 - First sets of screening materials will be sent via **paper** and **electronic** formats, to ease the transition to paperless panels
- ✓ Financial impact
 - Paperless screening will save approximately \$40,000 on paper, ink, printer maintenance and shipping costs annually (\$240,000 by 2020)
 - There is also time savings in preparing, sorting, copying and mailing
 - Elimination of costs related to destroying screening panel documents
 - Reduction of file space requirements
- ✓ Technical support
 - Intake staff members are available to answer any questions you have regarding paperless screening
 - Kelley Foster – Intake for MED & MED Affiliates
(608) 267-1818 kelly.foster@wi.gov
 - DLSC staff will follow-up in the months after implementation to obtain feedback and input on the paperless screening process