



CEMETERY BOARD
Room 121A, 1400 E. Washington Avenue, Madison
Contact: Brittany Lewin (608) 266-2112
June 24, 2015

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

B. Approval of Minutes of March 16, 2015 (3-6)

C. Administrative Matters

- 1) Staff Updates

D. Legislative and Administrative Rule Matters

- 1) Update from Legislative Liaison

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

- 1) Introductions, Announcements and Recognition
- 2) Disciplinary Matters
- 3) Administrative Matters
- 4) Education and Examination Matters
- 5) Credentialing Matters
- 6) Practice Matters
- 7) Legislation/Administrative Rule Matters
- 8) Liaison Report(s)
- 9) Informational Item(s)
- 10) Speaking Engagement(s), Travel, or Public Relation Request(s)
- 11) Requests for Disciplinary Proceeding Presentations

F. Public Comments

G. 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.).

H. Case Closing

- 1) 14 RLC 002 (R.D.) **(7-11)**
- 2) 14 RLC 013 (M.C.A.) **(12-17)**

I. Deliberation of Items Received After Preparation of the Agenda

- 1) Disciplinary Matters
- 2) Education and Examination Matters
- 3) Credentialing Matters
- 4) Monitoring Matters
- 5) Professional Assistance Procedure (PAP) Matters
- 6) Petition(s) for Summary Suspensions
- 7) Proposed Stipulations, Final Decisions and Orders
- 8) Administrative Warnings
- 9) Proposed Decisions
- 10) Matters Relating to Costs/Orders Fixing Costs
- 11) Motions
- 12) Petitions for Rehearing
- 13) Case Closings
- 14) Case Status Report
- 15) Petitions for Re-Hearing

J. 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
March 16, 2015**

PRESENT: Patricia Grathen (Via GoToMeeting), Ed Greenfield, Francis Groh, Clyde Rupnow

STAFF: Brittany Lewin, Executive Director; Kelly Williams, Bureau Assistant

CALL TO ORDER

Clyde Rupnow, called the meeting to order at 2:01 p.m. A quorum of four (4) members was confirmed.

ADOPTION OF AGENDA

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

APPROVAL OF MINUTES OF NOVEMBER 11, 2014

MOTION: Francis Groh moved, seconded by Ed Greenfield, to approve the Minutes of November 11, 2014 as published. Motion carried unanimously.

ADMINISTRATIVE MATTERS

MOTION: Ed Greenfield moved, seconded by Francis Groh, to acknowledge Kathleen Cantu for her service to Cemetery Board. Motion carried unanimously.

ELECTION OF BOARD OFFICERS

SECTION CHAIR

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

Brittany Lewin called for nominations three (3) times.

Clyde Rupnow was elected as Chair by unanimous consent.

VICE CHAIR

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

Brittany Lewin called for nominations three (3) times.

Francis Groh was elected as Vice Chair by unanimous consent.

SECRETARY

NOMINATION: Clyde Rupnow nominated Patricia Grathen for the Office of Secretary.

Brittany Lewin called for nominations three (3) times.

Patricia Grathen was elected as Secretary by unanimous consent.

2015 OFFICER ELECTION RESULTS	
Board Chair	Clyde Rupnow
Vice Chair	Francis Groh
Secretary	Patricia Grathen

APPOINTMENT OF LIAISONS AND DELEGATED AUTHORITIES

2015 LIAISON APPOINTMENTS	
Credentialing Liaison	Patricia Grathen (Alternate: Clyde Rupnow)
Conveyance/Sales Liaison	Patricia Grathen (Alternate: Francis Groh)
Trustee Approval Liaison	Clyde Rupnow
Screening Panel	Patricia Grathen, Francis Groh, (Alternate: Clyde Rupnow)
Monitoring Liaison	Clyde Rupnow (Alternate: Groh)
Legislative Liaison	Clyde Rupnow
Liaison to review annual report	Clyde Rupnow

MOTION: Ed Greenfield moved, seconded by Francis Groh, to acknowledge the appointments made by the Chair as the 2015 Liaisons and Screening Panel. Motion carried unanimously.

DELEGATION OF AUTHORITY

MOTION: Francis Groh moved, seconded by Ed Greenfield, that the Board delegates authority to the Chair, highest ranking officer, or longest serving member of the Board, 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 to act in urgent matters, to fill vacant appointment positions, and to act when 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: Ed Greenfield moved, seconded by Francis Groh, to delegate authority to the Credentialing Liaison(s) to address all issues related to credentialing matters. Motion carried unanimously.

MOTION: Francis Groh moved, seconded by Ed Greenfield to adopt the Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor document as presented in today's agenda packet. Motion carried unanimously.

MOTION: Ed Greenfield moved, seconded by Francis Groh, to delegate authority to the Legislative Liaison to talk with members of the Legislature regarding the definition of Cemetery, disciplinary authority and compliance based off the discussion held during the March 16, 2015 Board Meeting. Motion carried unanimously.

CONVENE TO CLOSED SESSION

MOTION: Francis Groh 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 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: Patricia Grathen-yes; Ed Greenfield-yes; Francis Groh-yes; Clyde Rupnow-yes. Motion carried unanimously.

The Board convened into Closed Session at 2:54 p.m.

RECONVENE TO OPEN SESSION

MOTION: Ed Greenfield moved, seconded by Francis Groh, to reconvene in open session. Motion carried unanimously.

The Board reconvened into open session at 3:13 p.m.

**VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION,
IF VOTING IS APPROPRIATE**

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

CASE CLOSINGS

MOTION: Ed Greenfield moved, seconded by Francis Groh, to close DLSC case number **13 RLC 004 for Lack of Jurisdiction (L1)**. Motion carried unanimously.

MOTION: Francis Groh moved, seconded by Ed Greenfield, to close DLSC case number **14 RLC 011for Lack of Jurisdiction (L1)**. Motion carried unanimously.

MONITORING

KENOSHA CEMETERY ASSOCIATION – REQUESTING FULL LICENSURE

MOTION: Francis Groh moved, seconded by Ed Greenfield, to grant the request of **Kenosha Cemetery Association for Full Licensure**. Motion carried unanimously.

ADJOURNMENT

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

The meeting adjourned at 3:14 p.m.