



FUNERAL DIRECTORS EXAMINING BOARD
Room 121A, 1400 East Washington Avenue, Madison
Contact: Brittany Lewin (608) 261-2112
February 25, 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 record of the actions of the Board.

AGENDA

9:30 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

A. Adoption of Agenda (1-4)

B. Approval of Minutes of November 5, 2013 and May 21, 2013 (5-8)

C. Administrative Matters

- 1) Board Member Training – July 18, 2014
- 2) Election of Officers, Appointment of Liaisons, and Delegation of Authority **(9-12)**
- 3) Other

D. Legislative and Administrative Rule Matters – Discussion and Consideration

- 1) Alkaline Hydrolysis and Resomation **(13-14)**

E. 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)

F. 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.).

G. Division of Legal Services and Compliance Matters

1) **Deliberation on Proposed Stipulation and Order of Dismissal**

- a) 12FDR022 New Pitts Mortuary, LLC and Martin Thomas **(15-18)**

2) **Cases Closures**

- a) 12FDR022 **(19-26)**

3) **Case Status Report (27-28)**

H. Items Added After Preparation of Agenda:

- 1) Introductions, Announcements and Recognition
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RECONVENE INTO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

Vote on Items Deliberated Upon in Closed Session if Voting is Appropriate

ADJOURNMENT

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**FUNERAL DIRECTORS EXAMINING BOARD
MEETING MINUTES
NOVEMBER 5, 2013**

PRESENT: Thomas Bradley (via GoTo Meeting), Brian Langendorf (via GoTo Meeting), Eric Lengell, Michele Moore (via GoTo Meeting)

ABSENT: Dean Stensberg, Kris Peihl

STAFF: Angela Hellenbrand, Executive Director; Brittany Lewin, Executive Director; Joshua Archiquette, Bureau Assistant

Brian Langendorf, Chair, called the meeting to order at 9:58 a.m. A quorum of four (4) was confirmed.

ADOPTION OF AGENDA

MOTION: Michele Moore moved, seconded by Thomas Bradley, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Brian Langendorf moved, seconded by Eric Lengell, to approve the minutes of July 16, 2013 as published. Motion carried unanimously.

PRACTICE MATTERS

MOTION: Brian Langendorf moved, seconded by Michele Moore, to invite Restlawn Memorial Park Cemetery and Scott Brainard to the next scheduled Board meeting to speak about their working relationship. Motion carried.

CLOSED SESSION

MOTION: Thomas Bradley moved, seconded by Eric Langell, 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.). Brian Langendorf read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Thomas Bradley – yes; Brian Langendorf – yes; Eric Lengell – yes; and Michele Moore – yes. Motion carried unanimously.

The Board convened into Closed Session at 10:38 a.m.

RECONVENE TO OPEN SESSION

MOTION: Michele Moore moved, seconded by Thomas Bradley, to reconvene into open session. Motion carried unanimously.

The Board reconvened into Open Session at 11:05 a.m.

APPLICATION REVIEW

MOTION: Eric Lengell moved, seconded by Michele Moore, to approve Myesha Smith's application for Funeral Director Apprentice permit once all requirements are met. Motion carried unanimously.

VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION

MOTION: Thomas Bradley moved, seconded by Eric Lengell, to affirm all motions made in closed session. Motion carried unanimously.

ADJOURNMENT

MOTION: Thomas Bradley moved, seconded by Michele Moore, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:15 a.m.

**FUNERAL DIRECTOR EXAMINING BOARD
MEETING MINUTES
MAY 21, 2013
VIRTUAL MEETING**

Present: Brian Langendorf, Dean Stensberg, Michele Moore, Thomas Bradley, Eric Lengell, and Kristin Piehl

Staff: Angela Hellenbrand, Executive Director; David Carlson, Communications Specialist

Brian Langendorf, Board Chair, called the meeting to order at 3:07 p.m. A quorum of six (6) members was confirmed.

ADOPTION OF AGENDA

MOTION: Kristin Piehl moved, seconded by Michele Moore, to adopt the agenda. Motion carried unanimously.

ISSUING CREDENTIALING GUIDANCE ON WI STAT. 445.105

The Board discussed a communication it received from the Wisconsin Funeral Directors Association, but took no action.

ADJOURNMENT

MOTION: Dean Stensberg moved, seconded by Thomas Bradley, to adjourn the meeting at 3:50 p.m. Motion carried unanimously.

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**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 26, 2013 Funeral Directors Board, and may have since been revised.

2013 ELECTION RESULTS	
Chair	Brian Langendorf
Vice Chair	Dean Stensberg
Secretary	Thomas Bradley

2013 LIAISON APPOINTMENTS	
Credentialing Liaison	Michele Moore
DSLCL (Monitoring/PAP) Liaison	Thomas Bradley

2013 SCREENING PANEL	
Screening Panel	Thomas Bradley, Brian Langendorf and Eric Lengell

**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.)

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Brittany Lewin Executive Director		2) Date When Request Submitted: 2/12/14 Items will be considered late if submitted after 12:00 p.m. and less than: ■ 8 work days before the meeting	
3) Name of Board, Committee, Council, Sections: Funeral Directors Examining Board			
4) Meeting Date: 2/25/14	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Legislative and Administrative Matters – Discussion and Consideration – alkaline hydrolysis and resomation	
7) Place Item in: <input 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 _____ (name) <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: Via Board Chair on behalf of Board Member			
11) Authorization			
Signature of person making this request			Date
Supervisor (if required)			Date
Bureau 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 Bureau Assistant prior to the start of a meeting.			

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