

**CEMETERY BOARD
MEETING MINUTES
JUNE 18, 2013**

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

STAFF: Angela Hellenbrand, Executive Director; Matthew C. Niehaus, Bureau Assistant; Joshua Archiquette, Bureau Assistant; and other Department Staff

CALL TO ORDER

Clyde Rupnow, Chair, called the meeting to order at 9:29 a.m. A quorum of five (5) members was present.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES OF MARCH 12, 2013

➤ Page 2 & 3 of the minutes – **CHANGE** “March 12, 2012” to “March 12, 2013”

MOTION: Ed Greenfield moved, seconded by Kathleen Cantu, to approve the Minutes of March 12, 2013 as amended. Motion carried unanimously.

EXECUTIVE DIRECTOR MATTERS

MOTION: Frank Groh moved, seconded by Kathleen Cantu, to delegate authority to the Credentialing Liaisons to address all issues related to credentialing matters with the exception of denials during the application process. Motion carried unanimously.

MOTION: Ed Greenfield moved, seconded by Frank Groh, that the Board delegates authority to the Chair or designated Board member to sign documents on behalf of the Board. In order to carry out duties of the Board, the Chair or Board member has the ability to delegate this signature authority to the Executive Director for purposes of facilitating the completion of assignments during or between meetings. The Chair or Board member delegates the authority to the Executive Director, to sign the name of the Chair or Board member on documents as necessary. Motion carried unanimously.

MOTION: Frank Groh moved, seconded by Mary Lehman, that, 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.

LEGISLATIVE/ADMINISTRATIVE RULE MATTERS

MOTION: Ed Greenfield moved, seconded by Frank Groh, that, as per Executive Order 50, members of the Board will review the position statements of the Cemetery Examining Board and bring any changes back to the next Board meeting. Motion carried unanimously.

MOTION: Ed Greenfield moved, seconded by Kathleen Cantu, that, as per Executive Order 61, members of the Board will look over CEM 1, CEM 2, CEM 3, CEM 4, and CEM 5 for any changes and bring them back before the full Board for review at the next meeting. Motion carried unanimously.

CONVENE TO CLOSED SESSION

MOTION: Kathleen Cantu moved, seconded by Frank Groh, to convene to closed session pursuant to Wisconsin State statutes 19.85(1)(a)(b)(f) and (g) for the purpose of conducting appearances, reviewing monitoring requests, requests for licensure, deliberate on stipulations, administrative warnings, proposed decisions and orders, consulting with Legal Counsel and Division of Legal Services and Compliance case status reports. 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; Mary Lehman-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: Frank Groh moved, seconded by Ed Greenfield, to reconvene in open session. Motion carried unanimously.

The Board reconvened into open session at 10:13 a.m.

ADJOURNMENT

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

The meeting adjourned at 10:28 a.m.

NEXT MEETING: September 17, 2013