

**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.

## 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.

<b>2014 OFFICER ELECTION RESULTS</b>	
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.