

**CEMETERY BOARD
MEETING MINUTES
November 11, 2014**

PRESENT: Kathleen Cantu, Patricia Grathen, Ed Greenfield, Francis Groh (*via GoToMeeting*), Clyde Rupnow

STAFF: Brittany Lewin, Executive Director; Taylor Thompson, Bureau Assistant; and other Department Staff

CALL TO ORDER

The Chair, called the meeting to order at 9:30 a.m. A quorum of five (5) members was confirmed.

ADOPTION OF AGENDA

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

APPROVAL OF MINUTES OF FEBRUARY 11, 2014

MOTION: Ed Greenfield moved, seconded by Kathleen Cantu, to approve the Minutes of February 11, 2014 as published. Motion carried unanimously.

PRACTICAL MATTERS

USE OF PERPETUAL CARE FUND

MOTION: Kathleen Cantu moved, seconded by Patricia Grathen, to request a letter from the Board be sent to cemetery authorities stating the statutory language regarding the appropriate use of care funds. Motion carried unanimously.

MOTION: Ed Greenfield moved, seconded by Francis Groh, to delegate Clyde Rupnow to work with staff to update practice questions and the website in accordance with Wisconsin Statutes and Administrative Code. Motion carried unanimously.

CONVENE TO CLOSED SESSION

MOTION: Kathleen Cantu moved seconded by Patricia Grathen, 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: Kathleen Cantu-yes; Patricia Grathen-yes; Ed Greenfield-yes; Francis Groh-yes; Clyde Rupnow-yes. Motion carried unanimously.

The Board convened into Closed Session at 10:06 a.m.

RECONVENE TO OPEN SESSION

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

The Board reconvened into open session at 10:15 a.m.

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

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

CASE CLOSINGS

MOTION: Ed Greenfield moved, seconded by Kathleen Cantu, to close DLSC case number **14 RLC 005, against W.C.C., for Prosecutorial Discretion (P2)**. Motion carried unanimously.

MOTION: Patricia Grathen moved, seconded by Kathleen Cantu, to close DLSC case number **14 RLC 009, against D.U.C., for No Violation (NV)**. Motion carried unanimously.

ADJOURNMENT

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

The meeting adjourned at 10:16 a.m.