

**CEMETERY BOARD
MEETING MINUTES
MARCH 15, 2011**

PRESENT: E. Glen Porter III and Kathleen Cantu

BY LIVE MEETING: Timothy Stanley and Mary Lehman

EXCUSED: Ed Greenfield and Cecelia Timmons

STAFF PRESENT: Denise Aviles, Bureau Director; Yolanda McGowan, Legal Counsel; Michelle Solem, Bureau Assistant

CALL TO ORDER

E. Glen Porter III called the meeting to order at 9:04 a.m. A quorum of 4 members was present.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES OF DECEMBER 2010

MOTION: Tim Stanley moved, seconded by Kathleen Cantu, to approve the Minutes of December 7, 2010. Motion carried unanimously.

ADMINISTRATIVE REPORT – DENISE AVILES, BUREAU DIRECTOR

Denise Aviles provided a department update including a revised travel policy. She conducted the annual policy review and reviewed the 2011 meeting dates.

Glen Porter made the following Board Appointments:

- Screening Panel Tim Stanley and Mary Lehman; Glen Porter, Alternate
- Annual Report Committee Ed Greenfield and Glen Porter; Tim Stanley, Alternate
- Cemetery Sale Liaison Glen Porter

Secretary Ross and Executive Assistant Murray addressed the Board and provided a brief autobiography.

LEGISLATIVE/ADMINISTRATIVE RULE MATTERS

The Board discussed the following legislative/administrative rule matters:

- Promulgating rules to effectuate the provision of WI Stats. Ch 157
- Changing authority from Department to Board

CREDENTIALING MATTERS

The Board discussed the following credentialing matters:

- Cemetery Authority Application and Annual Report Forms
- On-going effort to Locate and Identify Wisconsin Cemeteries

PRACTICE QUESTIONS

The Board discussed the following practice question matters:

- What constitutes principal relative to trust funds and care accounts.

CONVENE TO CLOSED SESSION

MOTION: Kathleen Cantu moved, seconded by Tim Stanley, to deliberate on cases following hearing (s. 19.85(1) (a), Stats.); 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.)
Roll Call Vote: E. Glen Porter III- yes, Tim Stanley- yes, Mary Lehman- yes, and Kathleen Cantu - yes. Motion carried unanimously.

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

RECONVENE TO OPEN SESSION

MOTION: Kathleen Cantu moved, seconded by Tim Stanley, to reconvene into open session at 10:40 a.m. Motion carried unanimously.

CONSULTING WITH LEGAL COUNSEL

ADJOURNMENT

MOTION: Tim Stanley moved, seconded by Mary Lehman, to adjourn the meeting at 10:41 a.m. Motion carried unanimously.