

**CEMETERY BOARD
MEETING MINUTES
SEPTEMBER 27, 2011**

PRESENT: E. Glen Porter, III; W. Ed Greenfield; and Kathleen Cantu

BY LIVE MEETING: Cecelia Timmons and Mary Lehman

NOT PRESENT: Timothy Stanley

STAFF PRESENT: Tom Ryan, Bureau Director; Sandy Nowack, Legal Counsel; Michelle Solem, Bureau Assistant; and other Department Staff for portions of the meeting

CALL TO ORDER

E. Glen Porter, III called the meeting to order at 9:40 a.m. A quorum of four (4) members was present.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES OF JUNE 20, 2011

Corrections:

- Agenda page 6 – last paragraph – “act” should be “action”
- Agenda page 7 – first paragraph – change second sentence to read, “Mr. Porter is expecting results from the 2010 Annual Report review, the results will be entered into the spreadsheet and that will allow the Board to review trust fund balances
- Agenda page 8 – Motion regarding Application review – insert “of” between change and trustee.

MOTION: Mary Lehman moved, seconded by Tim Stanley, to approve the Minutes of June 20, 2011 as amended. Motion carried unanimously.

ADMINISTRATIVE REPORT

Department Updates

Tom Ryan introduced himself as the new bureau director and Sandy Nowack as the new legal counsel and asked that members introduce themselves. He reported that the meeting dates are included in the agenda packet and it is expected that those meetings will occur by live meeting.

NOMINATION: Kathleen Cantu nominated Glen Porter as chairperson. Tom Ryan called for additional nominations 3 times before calling the vote. Glen Porter was elected chairperson by unanimous vote.

Mary Lehman joined the meeting at 9:50.

NOMINATION: Kathleen nominated Ed Greenfield as vice-chairperson. Tom Ryan called for additional nominations 3 times before calling the vote. Ed Greenfield was elected vice-chairperson by unanimous vote.

NOMINATION: Kathleen Cantu nominated Mary Lehman as secretary. Tom Ryan called for additional nominations 3 times before calling the vote. Mary Lehman was elected secretary by unanimous vote.

Annual Report Review Committee

Glen Porter indicated that he has not yet received the 2010 Annual Report information for inclusion in the spreadsheet. The Committee will meet today to review and revise the annual report form for use beginning January 2012.

Tom Ryan shared a copy of the letter that will be sent to cemeteries reminding them that they are required to register with DSPS. Glen Porter reported that the coalition with the Funeral Director Examining Board to locate cemeteries resulted in the addition of a couple of hundred cemeteries to the database.

CONVENE TO CLOSED SESSION

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

The Board convened into Closed Session at 10:12 a.m.

RECONVENE TO OPEN SESSION

MOTION: Ed Greenfield moved, seconded by Mary Lehman, to reconvene into open session at 10:29 a.m. Motion carried unanimously.

CONSULTING WITH LEGAL COUNSEL

DELIBERATION OF APPLICATION ISSUES

Mt. Repose Trustee Change Request

The Board has asked that the cemetery complete the forms in their entirety and re-submit. They also asked that the registration number be included on the forms. This item will be deferred to the next meeting

NEXT MEETING DATE: December 6, 2011

ADJOURNMENT

MOTION: Kathleen Cantu moved, seconded by Ed Greenfield, to adjourn the meeting at 10:30 a.m. Motion carried unanimously.