

**CEMETERY BOARD  
MEETING MINUTES  
SEPTEMBER 25, 2012**

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

**BY Phone:** Mary Lehman

**STAFF PRESENT:** Berni Mattsson, Executive Director; David Carlson, Bureau Assistant; Joe Vosen, DSPS Auditor; and other Department Staff for portions of the meeting

**CALL TO ORDER**

E. Glen Porter, III called the meeting to order at 9:37 a.m. A quorum of five (5) members was present.

**APPROVAL OF AGENDA**

**MOTION:** Stanley moved, seconded by Cantu, to approve the Agenda as amended below. Motion carried unanimously.

**APPROVAL OF MINUTES OF JUNE 19, 2012**

**MOTION:** Greenfield moved, seconded by Cantu, to approve the Minutes of March 13, 2012 as published. Motion carried unanimously.

**AUDITOR REPORT**

**MOTION:** Stanley moved, seconded by Cantu, to authorize the DSPS Auditor to work with Board Liaison, Glen Porter III, to make non-substantive changes to the Cemetery Annual Report.

**CONVENE TO CLOSED SESSION**

**MOTION:** Stanley moved, seconded by Lehman, to convene in closed session 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: Roll Call Vote: Kathleen Cantu-yes; Ed Greenfield-yes; Mary Lehman-yes; Glen Porter III-yes; Timothy Stanley-yes. Motion carried unanimously.

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

**RECONVENE TO OPEN SESSION**

**MOTION:** Stanley moved, seconded by Greenfield, to reconvene in open session. Motion carried unanimously.

The Board reconvened into open session at 11:05 a.m.

**12 RLC 003**

**MOTION:** Stanley moved, seconded by Cantu, to close case 12 RLC 003 for no violation as recommended by DOE. Motion carried unanimously.

**MOTION:** Lehman moved, seconded by Stanley to table Riverside Cemetery Association's request to make a withdrawal from its perpetual care account as outlined in its September 2, 2012 letter to the Department and Cemetery Board. The Board requests that a representative of Riverside appear at a future Board meeting to provide additional information regarding their income and expenditures. Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Cantu moved, seconded by Stanley, to adjourn the meeting at 11:10 a.m. Motion carried unanimously.

**NEXT MEETING: November 20, 2012**