

**FUNERAL DIRECTORS EXAMINING BOARD
MEETING MINUTES
JULY 16, 2013**

PRESENT: Thomas Bradley (via GoTo Meeting), Eric Lengell, Michele Moore (via GoTo Meeting), Kristen Piehl (via GoTo Meeting), Dean Stensberg

EXCUSED: Brian Langendorf

STAFF: Angela Hellenbrand, Executive Director; Joshua Archiquette, Bureau Assistant and other Department Staff

CALL TO ORDER

Brian Langendorf, Chair, called the meeting to order at 9:55 a.m. A quorum of five (5) was present.

APPROVAL OF AGENDA

MOTION: Thomas Bradley moved, seconded by Michele Moore, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Michele Moore moved, seconded by Kristen Piehl, to adopt the minutes of March 26, 2013 as published. Motion carried unanimously.

EXAMINATION AND EDUCATION MATTERS

MOTION: Michele Moore moved, seconded by Thomas Bradley, to approve transition of the Wisconsin State Law Examination for Funeral Directors from on-site, closed book examination to online open book examination. Motion carried unanimously.

CLOSED SESSION

MOTION: Michele Moore moved, seconded by Eric Lengell, to convene to closed session pursuant to Wisconsin State statutes 19.85(1)(a)(b)(f) and (g) for the purpose of conducting appearances, reviewing monitoring requests, requests for licensure, deliberate on stipulations, administrative warnings, proposed decisions and orders, consulting with Legal Counsel and Division of Legal Services and Compliance case status reports. Dean Stensberg read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Thomas Bradley – yes; Eric Lengell – yes; Michele Moore – yes; Kristen Piehl – yes; and Dean Stensberg – yes. Motion carried unanimously.

The Board Convened into Closed Session at 10:26 a.m.

RECONVENE TO OPEN SESSION

MOTION: Michele Moore moved, seconded by Thomas Bradley, to reconvene into open session. Motion carried unanimously.

The Board Reconvened into Open Session at 10:51 a.m.

ADMINISTRATIVE WARNINGS

MOTION: Thomas Bradley moved, seconded by Michele Moore, to issue an administrative warning in the matter of case number 12 FDR 020 (R.P.). Motion carried unanimously.

MOTION: Thomas Bradley moved, seconded by Kristen Piehl, to issue an administrative warning in the matter of case number 12 FDR 021 (L.M. and K-S.F.H.). Motion carried unanimously.

MOTION: Michele Moore moved, seconded by Thomas Bradley, to issue an administrative warning in the matter of case number 13 FDR 003 (K.Y. and Y&S.F.H.). Motion carried unanimously.

CASE CLOSINGS

MOTION: Thomas Bradley moved, Michele Moore seconded by to refer the complainant in 12 FDR 020 Stephanie Grabowski to the DLSC for screening as a potential complaint. Motion carried unanimously.

MOTION: Thomas Bradley moved, seconded by Eric Lengell, to close case # 12 FDR 020 (P.O.M.F. & C.S.) for Insufficient Evidence (IE). Motion carried unanimously.

MOTION: Michele Moore moved, seconded by Eric Lengell, to close case # 13 FDR 002 (T.M.T. and T.-N.F.F.H.) for No Violation (NV). Motion carried unanimously.

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

MOTION: Thomas Bradley moved, seconded by Michele Moore, to affirm all decisions made in closed session. Motion carried unanimously.

ADJOURNMENT

MOTION: Michele Moore moved, seconded by Eric Lengell, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:56 a.m.