

**FUNERAL DIRECTORS EXAMINING BOARD  
MEETING MINUTES  
FEBRUARY 25, 2014**

**PRESENT:** Thomas Bradley, Brian Langendorf (via GoTo Meeting), Eric Lengell, Marla Michaelis

**ABSENT:** Dean Stensberg, Kristen Piehl

**STAFF:** Brittany Lewin, Executive Director; Matt Guidry, Bureau Assistant; and other DSPS Staff as needed

Brian Langendorf, Chair, called the meeting to order at 9:31 a.m. A quorum of four (4) was confirmed.

**ADOPTION OF AGENDA**

**MOTION:** Thomas Bradley moved, seconded by Eric Lengell, to adopt the agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES**

**MOTION:** Thomas Bradley moved, seconded by Eric Lengell, to approve the minutes of November 5, 2013 and May 21, 2013 as published. Motion carried unanimously.

**ELECTION OF OFFICERS  
CHAIR**

**NOMINATION:** Thomas Bradley nominated Brian Langendorf for the Office of Chair. Brian Langendorf declines the nomination.

**NOMINATION:** Brian Langendorf nominated Thomas Bradley for the Office of Chair.

Executive Director Brittany Lewin called for nominations three (3) times.

Thomas Bradley was elected as Chair.

**VICE CHAIR**

**NOMINATION:** Thomas Bradley nominated Eric Lengell for the Office of Vice Chair.

Executive Director Brittany Lewin called for nominations three (3) times.

Eric Lengell was elected as Vice Chair.

**SECRETARY**

**NOMINATION:** Thomas Bradley nominated Marla Michaelis for the Office of Secretary.

Executive Director Brittany Lewin called for nominations three (3) times.

Marla Michaelis was elected as Secretary.

**MOTION:** Brian Langendorf moved, seconded by Eric Lengell, to acknowledge the following 2014 Officer Election Results. Motion carried unanimously.

<b>2014 OFFICER ELECTION RESULTS</b>	
Board Chair	Thomas Bradley
Vice Chair	Eric Lengell
Secretary	Marla Michaelis

*Thomas Bradley assumes the role of Chair of the meeting.*

*Eric Lengell assumes the role of Vice Chair of the meeting.*

*Marla Michaelis assumes the role of Secretary of the meeting.*

**APPOINTMENTS**

<b>2014 SCREENING PANEL APPOINTMENTS</b>	
January -December 2014	Marla Michaelis, Thomas Bradley, Eric Lengell

<b>2014 LIAISON APPOINTMENTS</b>	
Credentialing Liaison	Brian Langendorf
DSL (PAP/Monitoring)	Brian Langendorf

**MOTION:** Eric Lengell moved, seconded by Marla Michaelis, to acknowledge the appointments made by the chair as the 2014 Liaisons and Screening Panel. Motion carried unanimously.

### **DELEGATION OF AUTHORITY**

**MOTION:** Brian Langendorf moved, seconded by Eric Lengel, that the Board delegates authority to the Chair to sign documents on behalf of the Board. In order to carry out duties of the Board, the Chair has the ability to delegate this signature authority to the Board's Executive Director for purposes of facilitating the completion of assignments during or between meetings. Motion carried unanimously.

**MOTION:** Marla Michaelis moved, seconded by Eric Lengell, in order to facilitate the completion of assignments between meetings, the Board delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Board, to appoint liaisons to the Department where knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

**MOTION:** Eric Lengell moved, seconded by Brian Langendorf, to adopt the "Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor" document. Motion carried unanimously.

**MOTION:** Brian Langendorf moved, seconded by Marla Michaelis, to delegate authority to the Credentialing Liaison(s) to address all issues related to credentialing matters. Motion carried unanimously.

### **LEGISLATIVE AND ADMINISTRATIVE MATTERS ALKALINE HYDROLYSIS AND RESOMATION**

**MOTION:** Brian Langendorf moved, seconded by Marla Michaelis, to appoint a committee of the Board consisting of Brian Langendorf and Eric Lengell to work with DSPS staff to recommend a statutory change relating to alkaline hydrolysis and resomation. Motion carried unanimously.

### **CLOSED SESSION**

**MOTION:** Eric Lengell moved, seconded by Marla Michaelis, 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 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.). Thomas Bradley read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Thomas Bradley – yes; Brian Langendorf – yes; Eric Lengell – yes; and Marla Michaelis – yes. Motion carried unanimously.

The Board convened into Closed Session at 10:30 a.m.

**RECONVENE TO OPEN SESSION**

**MOTION:** Eric Lengell moved, seconded by Marla Michaelis, to reconvene into open session. Motion carried unanimously.

The Board reconvened into Open Session at 10:48 a.m.

**PROPOSED STIPULATION AND ORDER OF DISMISSAL**

**MOTION:** Marla Michaelis moved, seconded by Eric Lengell, to accept the Stipulated Dismissal in the matter of disciplinary proceedings against New Pitts Mortuary, LLC and Martin Thomas, DLSC case number 12FDR022. Motion carried unanimously.

**CASE CLOSINGS**

**12FDR022**

**MOTION:** Marla Michaelis moved, seconded by Eric Lengell, to close DLSC case number 12FDR022, against NPM/MT, for insufficient evidence. Motion carried unanimously.

**VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION**

**MOTION:** Marla Michaelis moved, seconded by Eric Lengell, to affirm all motions made in closed session. Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Brian Langendorf moved, seconded by Eric Lengell, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:53 a.m.