

**FUNERAL DIRECTORS EXAMINING BOARD
FEBRUARY 23, 2016**

PRESENT: Thomas Bradley, Marc Eernisse, Eric Lengell, Marla Michaelis (*via GoToMeeting*), Dean Stensberg

EXCUSED: Kristen Piehl

STAFF: Brittany Lewin, Executive Director; Samantha Weishan, Bureau Assistant and other Department Staff

Thomas Bradley, Chair, called the meeting to order at 9:36 a.m. A quorum of five (5) members was confirmed.

ADOPTION OF AGENDA

MOTION: Dean Stensberg moved, seconded by Marc Eernisse, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Marc Eernisse moved, seconded by Dean Stensberg, to approve the minutes of November 17, 2015 as published. Motion carried unanimously.

PUBLIC HEARING ON CLEARINGHOUSE RULE 16-011, FD 1 AND 4 RELATING TO APPLICATIONS, EXAMS, RENEWALS AND APPROVED CONTINUING EDUCATION COURSES

MOTION: Dean Stensberg moved, seconded by Marc Eernisse, to reject Clearinghouse comment number(s) 2 (a) and 5, and to accept all remaining Clearinghouse comments for Clearinghouse Rule 16-011, relating to applications, exams, renewals and approved continuing education courses. Motion carried unanimously.

MOTION: Dean Stensberg moved, seconded by Marla Michaelis, to authorize Thomas Bradley to approve the Legislative Report and Draft for Clearinghouse Rule 16-011 relating to applications, exams, renewals and approved continuing education courses, for submission to the Governor's Office and Legislature. Motion carried unanimously.

PUBLIC HEARING ON CLEARINGHOUSE RULE CR 16-010, FD 5, REALTING TO RECIPROCITY

MOTION: Marc Eernisse moved, seconded by Eric Lengell, to reject Clearinghouse comment number(s) 5 (d), and to accept all remaining Clearinghouse comments for Clearinghouse Rule 16-010, relating to Reciprocity. Motion carried unanimously.

MOTION: Eric Lengell moved, seconded by Marla Michaelis, to authorize Thomas Bradley to approve the Legislative Report and Draft for Clearinghouse Rule 16-010, relating to Reciprocity, for submission to the Governor’s Office and Legislature. Motion carried unanimously.

ELECTION OF OFFICERS

Board Chair

NOMINATION: Marc Eernisse nominated Thomas Bradley for the Office of Board Chair.

Brittany Lewin called for nominations three (3) times.

Thomas Bradley was elected as Chair by unanimous consent.

Vice Chair

NOMINATION: Marla Michaelis nominated Eric Lengell for the Office of Vice Chair.

Brittany Lewin called for nominations three (3) times.

Eric Lengell was elected as Vice Chair by unanimous consent.

Secretary

NOMINATION: Dean Stensberg nominated Marla Michaelis for the Office of Secretary.

Brittany Lewin called for nominations three (3) times.

Marla Michaelis was elected as Secretary by unanimous consent.

2016 ELECTION RESULTS	
Board Chair	Thomas Bradley
Vice Chair	Eric Lengell
Secretary	Marla Michaelis

LIAISON APPOINTMENTS

2016 LIAISON APPOINTMENTS	
Screening Panel	Thomas Bradley, Eric Lengell, Marc Eernisse
Credentialing Liaisons	Marla Michaelis
Monitoring and Professional Assistance Procedure (PAP) Liaison	Marla Michaelis
Continuing Education Liaison	Marc Eernisse

MOTION: Eric Lengell moved, seconded by Marc Eernisse, to affirm the Chair’s appointment of liaisons for 2016. Motion carried unanimously.

DELEGATION MOTIONS

Delegated Authority for Urgent Matters

MOTION: Marc Eernisse moved, seconded by Dean Stensberg, that, 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 to act in urgent matters, make appointments to vacant liaison, panel and committee positions, and to act when knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

Document Signature Delegation

MOTION: Eric Lengell moved, seconded by Marla Michaelis, to delegate authority to the Chair or chief presiding officer, or longest serving member of the Board, by order of succession, to sign documents on behalf of the Board. In order to carry out duties of the Board, the Chair, chief presiding officer, or longest serving member of the Board, has the ability to delegate this signature authority for purposes of facilitating the completion of assignments during or between meetings. The Chair, chief presiding officer, or longest serving member of the Board delegates the authority to Executive Director or designee to sign the name of any Board member on documents as necessary and appropriate. Motion carried unanimously.

Credentialing Authority Delegations

MOTION: Dean Stensberg moved, seconded by Marc Eernisse, to delegate authority to the Credentialing Liaisons to make all credentialing decisions. Motion carried unanimously.

Monitoring Delegation

MOTION: Dean Stensberg moved, seconded by Marc Eernisse, to affirm the Chair's appointment of Marla Michaelis as the Monitoring Liaison, and to adopt the 'Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor; document as presented. Motion carried unanimously.

EDUCATION AND EXAMINATION MATTERS

MOTION: Dean Stensberg moved, seconded by Marc Eernisse, to request DSPS staff conduct a continuing education audit. Motion carried unanimously.

MOTION: Dean Stensberg moved, seconded by Eric Lengell, to delegate authority to the Board Education and Exam Liaison to address all issues related to education and examinations. Motion carried unanimously

Marla Michaelis left the meeting at 11:38 a.m.

CLOSED SESSION

MOTION: Marc Eernisse moved, seconded by Eric Lengell, 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 (ss.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, Chair, read the language of the motion. The vote of each member was ascertained by voice vote. Thomas Bradley- *yes*; Marc Eernisse- *yes*; Eric Lengell- *yes*; Marla Michaelis- *yes*; and Dean Stensberg- *yes*.

The Board convened into Closed Session at 11:55 a.m.

RECONVENE TO OPEN SESSION

MOTION: Eric Lengell moved, seconded by Marc Eernisse, to reconvene into open session. Motion carried unanimously.

The Board reconvened into Open Session at 12:07 p.m.

VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION

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

CASE CLOSINGS

MOTION: Marc Eernisse moved, seconded by Eric Lengell, to close the DLSC cases for the reasons outlined below:

1. 15 FDR 001 S.M. - Insufficient Evidence (I.E.)
2. 15 FDR 002- D.N. and J.M. - Prosecutorial Discretion (P1)
3. 15 FDR 004- Q.A.W. - Insufficient Evidence (I.E.)
4. 15 FDR 005- P.Z. and Z.F.H., Inc. - Insufficient Evidence (I.E.)

Motion carried unanimously.

ADJOURNMENT

MOTION: Dean Stensberg moved, seconded by Marc Eernisse, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 12:19 p.m.