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**VIRTUAL/TELECONFERENCE  
CEMETERY BOARD**  
**Virtual, 4822 Madison Yards Way, Madison**  
**Contact: Will Johnson (608) 266-2112**  
**August 19, 2025**

*The following agenda describes the issues that the Board plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a description of the actions of the Board.*

**AGENDA**

**9:30 A.M.**

**OPEN SESSION – CALL TO ORDER – ROLL CALL**

- A. Adoption of Agenda (1-3)**
- B. Approval of Minutes of May 20, 2025 (4)**
- C. Introductions, Announcements, and Recognition**
- D. Reminders: Conflicts of Interest, Scheduling Concerns**
- E. Administrative Matters – Discussion and Consideration**
  - 1) Department, Staff and Board Updates
  - 2) Board Members – Term Expiration Dates
    - a. Gunyon, John S. – 7/1/2028
    - b. LeFebre, Christine M – 7/1/2028
    - c. Porter, E. Glen – 7/1/2027
    - d. Reinemann, John – 7/1/2028
    - e. Schroedl, Bernard G. – 7/1/2022
- F. Administrative Rule Matters – Discussion and Consideration (5)**
  - 1) Pending or Possible Rulemaking Projects
- G. Emerging Trends in the Cemetery Profession – Discussion and Consideration**
- H. Legislative and Policy Matters – Discussion and Consideration**
- I. Discussion and Consideration of Items Added After Preparation of Agenda**
  - 1) Introductions, Announcements and Recognition
  - 2) Administrative Matters
  - 3) Election of Officers
  - 4) Appointment of Liaisons and Alternates

- 5) Delegation of Authorities
- 6) Education and Examination Matters
- 7) Credentialing Matters
- 8) Practice Matters
- 9) Administrative Rule Matters
- 10) Legislative and Policy Matters
- 11) Liaison Reports
- 12) Public Health Emergencies
- 13) Board Liaison Training and Appointment of Mentors
- 14) Informational Items
- 15) Division of Legal Services and Compliance (DLSC) Matters
- 16) Presentations of Petitions for Summary Suspension
- 17) Petitions for Designation of Hearing Examiner
- 18) Presentation of Stipulations, Final Decisions and Orders
- 19) Presentation of Proposed Final Decision and Orders
- 20) Presentation of Interim Orders
- 21) Petitions for Re-Hearing
- 22) Petitions for Assessments
- 23) Petitions to Vacate Orders
- 24) Requests for Disciplinary Proceeding Presentations
- 25) Motions
- 26) Petitions
- 27) Appearances from Requests Received or Renewed
- 28) Speaking Engagements, Travel, or Public Relation Requests, and Reports

#### **J. Public Comments**

**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 investigations with administrative warnings (ss. 19.85(1)(b), 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.).**

#### **K. Deliberation on Division of Legal Services and Compliance (DLSC) Matters**

- 1) **Proposed Stipulations, Final Decisions and Orders**
  - a. 21 RLC 003 – Oak Knoll Mukwonago Cemetery Assn (6-13)

#### **L. Deliberation of Items Added After Preparation of the Agenda**

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) DLSC Matters
- 4) Monitoring Matters
- 5) Professional Assistance Procedure (PAP) Matters
- 6) Petitions for Summary Suspensions
- 7) Petitions for Designation of Hearing Examiner
- 8) Proposed Stipulations, Final Decisions and Orders
- 9) Proposed Interim Orders
- 10) Administrative Warnings

- 11) Review of Administrative Warnings
- 12) Proposed Final Decisions and Orders
- 13) Matters Relating to Costs/Orders Fixing Costs
- 14) Case Closings
- 15) Board Liaison Training
- 16) Petitions for Assessments and Evaluations
- 17) Petitions to Vacate Orders
- 18) Remedial Education Cases
- 19) Motions
- 20) Petitions for Re-Hearing
- 21) Appearances from Requests Received or Renewed

M. Consulting with Legal Counsel

**RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION**

N. Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

O. Open Session Items Noticed Above Not Completed in the Initial Open Session

**ADJOURNMENT**

**NEXT MEETING: NOVEMBER 18, 2025**

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MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED  
WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held virtually unless otherwise indicated. In-person meetings are typically conducted at 4822 Madison Yards Way, Madison, Wisconsin, unless an alternative location is listed on the meeting notice. In order to confirm a meeting or to request a complete copy of the board's agenda, please visit the Department website at <https://dsps.wi.gov>. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of any agenda item may be changed by the board for the convenience of the parties. The person credentialed by the board has the right to demand that the meeting at which final action may be taken against the credential be held in open session. Requests for interpreters for the hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer or reach the Meeting Staff by calling 608-267-7213.

**VIRTUAL/TELECONFERENCE  
CEMETERY BOARD  
MEETING MINUTES  
MAY 20, 2025**

**PRESENT:** Christine (Tina) LeFebre, John Gunyon, E. Glen Porter, John Reinemann,

**ABSENT:** Bernard Schroedl

**STAFF:** Will Johnson, Executive Director; Joseph Ricker, Legal Counsel; Jacob Pelegrin, Administrative Rules Coordinator; Ashley Sarnosky, Board Administration Specialist; and other Department staff.

**CALL TO ORDER**

E. Glen Porter, Chairperson, called the meeting to order at 9:32 a.m. A quorum was confirmed with four (4) members present.

**ADOPTION OF AGENDA**

**MOTION:** John Reinemann moved, seconded by John Gunyon, to adopt the Agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF FEBRUARY 18, 2025**

**MOTION:** John Gunyon moved, seconded by John Reinemann, to approve the Minutes of February 18, 2025, as published. Motion carried unanimously.

**INTRODUCTIONS, ANNOUNCEMENTS AND RECOGNITION**

**RECOGNITIONS**

**Recognition: Patricia Grathen, Cemetery Member (Resigned: 2/18/2025, Member since 7/2014)**

**MOTION:** E. Glen Porter moved, seconded by John Gunyon, to recognize and thank Patricia Grathen for their years of dedicated service to the Board and State of Wisconsin. Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** John Gunyon moved, seconded by Christine LeFebre, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:00 a.m.

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

<b>1) Name and title of person submitting the request:</b> <b>Jake Pelegrin</b> <b>Administrative Rules Coordinator</b>		<b>2) Date when request submitted:</b> <b>8/7/25</b> <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>										
<b>3) Name of Board, Committee, Council, Sections:</b> Cemetery Board												
<b>4) Meeting Date:</b> <b>8/19/25</b>	<b>5) Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b> <b>Administrative Rule Matters – Discussion and Consideration</b> 1. Pending or possible rulemaking items										
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b> <i>(If yes, please complete <a href="#">Appearance Request</a> for Non-DSPS Staff)</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b> N/A										
<b>10) Describe the issue and action that should be addressed:</b>  Attachments:												
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;"> <b>11)</b>  <i>Jake Pelegrin</i> </td> <td style="width: 40%; border: none; text-align: right;"> <b>Authorization</b>          8/7/25       </td> </tr> <tr> <td style="border: none;"> <hr/> <b>Signature of person making this request</b> </td> <td style="border: none; text-align: right;"> <hr/> <b>Date</b> </td> </tr> <tr> <td style="border: none;"> <hr/> <b>Supervisor (if required)</b> </td> <td style="border: none; text-align: right;"> <hr/> <b>Date</b> </td> </tr> <tr> <td colspan="2" style="border: none;"> <hr/> <b>Executive Director signature (indicates approval to add post agenda deadline item to agenda)</b> </td> <td style="border: none; text-align: right;"> <hr/> <b>Date</b> </td> </tr> </table>				<b>11)</b> <i>Jake Pelegrin</i>	<b>Authorization</b> 8/7/25	<hr/> <b>Signature of person making this request</b>	<hr/> <b>Date</b>	<hr/> <b>Supervisor (if required)</b>	<hr/> <b>Date</b>	<hr/> <b>Executive Director signature (indicates approval to add post agenda deadline item to agenda)</b>		<hr/> <b>Date</b>
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<b>Directions for including supporting documents:</b> 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.												