



**VIRTUAL/TELECONFERENCE
CEMETERY BOARD
Virtual, 4822 Madison Yards Way, Madison
Contact: Will Johnson (608) 266-2112
May 13, 2026**

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 February 17, 2026 (4-6)**
- 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. Najeeb, Waleed S. – 7/1/2030
 - d. Porter, E. Glen – 7/1/2027
 - e. Reinemann, John – 7/1/2028
 - f. Schroedl, Bernard G. – 7/1/2022
- F. Administrative Rule Matters – Discussion and Consideration (7)**
 - 1. Pending or Possible Rulemaking Items
- G. Legislative and Policy Matters – Discussion and Consideration
- H. 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

I. 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.).

J. 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

K. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

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

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

ADJOURNMENT

NEXT MEETING: AUGUST 18, 2026

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
FEBRUARY 17, 2026**

PRESENT: John Gunyon, Christine LeFebre, Waleed Najeeb, E. Glen Porter, John Reinemann

ABSENT: Bernard Schroedl

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

CALL TO ORDER

E. Glen Porter, Chairperson, called the meeting to order at 9:39 a.m. A quorum was confirmed with four (4) members present.

ADOPTION OF AGENDA

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

APPROVAL OF MINUTES OF NOVEMBER 18, 2025

MOTION: John Gunyon moved, seconded by Christine LaFebre, to approve the Minutes of November 18, 2025, as published. Motion carried.

INTRODUCTIONS, ANNOUNCEMENTS AND RECOGNITION

Introduction and Welcome – DSPS Secretary Hereth

MOTION: John Reinemann moved, seconded by John Gunyon, to acknowledge and thank Secretary Hereth, for their appearance to the board. Motion carried unanimously.

ADMINISTRATIVE MATTERS

Election of Officers

Slate of Officers

NOMINATION: John Gunyon nominated the 2025 slate of officers to continue in 2026. All officers accepted their nominations.

Will Johnson, Executive Director, called for nominations three (3) times.

The Slate of Officers was elected by unanimous voice vote.

2026 ELECTION RESULTS	
Chairperson	E. Glen Porter
Vice Chairperson	Bernard Schroedl
Secretary	John Gunyon

Appointment of Liaisons and Alternates

Credentialing Liaison(s)	Bernard Schroedl <i>Alternate: John Reinemann</i>
Monitoring Liaison(s)	Bernard Schroedl <i>Alternate: John Reinemann</i>
Professional Assistance Procedure (PAP) Liaison(s)	Bernard Schroedl <i>Alternate: John Reinemann</i>
Legislative Liaison(s)	E. Glen Porter
Annual Report Liaison(s)	E. Glen Porter, John Reinemann
Conveyance Liaison(s)	E. Glen Porter
Transactional Liaison(s)	E. Glen Porter <i>Alternate: John Gunyon</i>
Travel Authorization Liaison(s)	E. Glen Porter <i>Alternate: Bernard Schroedl</i>
Screening Panel	E. Glen Porter, John Gunyon, Christine LeFebre <i>Alternate: Bernard Schroedl</i>

Delegation of Authorities

Review and Approval of 2025 Delegations including new modifications

MOTION: E. Glen Porter moved, seconded by John Reinemann, to reaffirm all delegation motions made in 2025, as reflected in the February 17, 2026, agenda materials, which were not otherwise modified or amended during the February 17, 2026, meeting. Motion carried unanimously.

CONVENE TO CLOSED SESSION

MOTION: Waleed Najeeb moved, seconded by Christine LeFebre, 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 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.). E. Glen Porter, Chairperson, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: John Gunyon-yes, Christine LeFebre -yes; Waleed Najeeb-yes; E. Glen Porter-yes; and John Reinemann-yes. Motion carried unanimously.

The Board convened into Closed Session at 10:25 a.m.

DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS

Case Closings

24 CEM 0007 – A.C.A.

MOTION: John Gunyon moved, seconded by John Reinemann, close DLSC Case Number 24 CEM 0007 against A.C.A., for No Violation. Motion carried unanimously.

RECONVENE TO OPEN SESSION

MOTION: John Gunyon moved, seconded by Christine LeFebre, to reconvene in open session. Motion carried unanimously.

The Board reconvened into Open Session at 10:36 a.m.

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

MOTION: Waleed Najeeb moved, seconded by John Gunyon, to affirm all motions made and votes taken in Closed Session. Motion carried unanimously.

(Be advised that any recusals or abstentions reflected in the closed session motions stand for the purposes of the affirmation vote.)

ADJOURNMENT

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

The meeting adjourned at 10:38 a.m.

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Jake Pelegrin Administrative Rules Coordinator		2) Date when request submitted: 5/1/26 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting																	
3) Name of Board, Committee, Council, Sections: Cemetery Board																			
4) Meeting Date: 5/13/26	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Rule Matters – Discussion and Consideration 1. Pending or possible rulemaking items																	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <i>(If yes, please complete Appearance Request for Non-DSPS Staff)</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A																	
10) Describe the issue and action that should be addressed: Attachments:																			
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; border-bottom: 1px solid black;">11)</td> <td style="width: 50%; border-bottom: 1px solid black;"><i>Jake Pelegrin</i></td> <td style="width: 20%; border-bottom: 1px solid black; text-align: center;">Authorization</td> <td style="width: 20%; border-bottom: 1px solid black; text-align: center;">5/1/26</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;">Signature of person making this request</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black; text-align: center;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;">Supervisor (if required)</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black; text-align: center;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;">Executive Director signature (indicates approval to add post agenda deadline item to agenda)</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black; text-align: center;">Date</td> </tr> </table>				11)	<i>Jake Pelegrin</i>	Authorization	5/1/26		Signature of person making this request		Date		Supervisor (if required)		Date		Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date
11)	<i>Jake Pelegrin</i>	Authorization	5/1/26																
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Directions for including supporting documents: 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.																			