

**FUNERAL DIRECTORS EXAMINING BOARD  
MEETING MINUTES  
March 17, 2017**

**PRESENT:** Aziz Al-Sager, D. Bruce Carlson, Marc Eernisse, Eric Lengell, Marla Michaelis

**STAFF:** Dan Williams, Executive Director; Nifty Lynn Dio, Bureau Assistant; Greg DiMiceli, Rules Coordinator; and other Department Staff

Eric Lengell, Vice Chair, called the meeting to order at 9:09 a.m. A quorum of five (5) members was confirmed.

**ADOPTION OF AGENDA**

**Amendments to the Agenda:**

- *Replaced documents from item D) Legislative and Administrative Rule Matters*

**MOTION:** Marla Michaelis moved, seconded by Marc Eernisse, to adopt the agenda as amended. Motion carried unanimously.

**APPROVAL OF MINUTES**

**MOTION:** Marc Eernisse moved, seconded by Marla Michaelis, to approve the minutes of November 22, 2016 as published. Motion carried unanimously.

*(Aziz Al-Sager arrived at 9:11 a.m.)*

**ADMINISTRATIVE UPDATES**

**Election of Officers**

***Chair***

**NOMINATION:** Marla Michaelis nominated Marc Eernisse for the Office of Chair.

Dan Williams called for nominations three (3) times.

Marc Eernisse was elected as Chair by unanimous consent.

***Vice Chair***

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

Dan Williams called for nominations three (3) times.

Marla Michaelis was elected as Vice Chair by unanimous consent.

*Secretary*

**NOMINATION:** Marc Eernisse nominated Eric Lengell for the Office of Secretary.

Dan Williams called for nominations three (3) times.

Eric Lengell was elected as Secretary by unanimous consent.

<b>2017 ELECTION RESULTS</b>	
<b>Board Chair</b>	Marc Eernisse
<b>Vice Chair</b>	Marla Michaelis
<b>Secretary</b>	Eric Lengell

**Liaison Appointments**

<b>2017 LIAISON APPOINTMENTS</b>	
<b>Credentialing Liaison</b>	Marla Michaelis
<b>Monitoring and Professional Assistance Procedure (PAP) Liaison</b>	Aziz Al-Sager
<b>Continuing Education Liaison</b>	Marc Eernisse
<b>Screening Panel</b>	D. Bruce Carlson, Marc Eernisse, Eric Lengell

**MOTION:** Aziz Al-Sager moved, seconded by Eric Lengell, to affirm the Chair’s appointment of liaisons for 2017. Motion carried unanimously.

**Delegated Authorities**

*Delegated Authority for Urgent Matters*

**MOTION:** Aziz Al-Sager moved, seconded by D. Bruce Carlson, that, in order to facilitate the completion of assignments between meetings, the Board delegates its authority to the Chair to appoint liaisons to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

***Document Signature Delegation***

**MOTION:** Aziz Al-Sager moved, seconded by Marla Michaelis, 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.

***Credentialing Authority Delegations***

**MOTION:** D. Bruce Carlson moved, seconded by Eric Lengell, to delegate authority to the Credentialing Liaison to address all issues related to credentialing matters. Motion carried unanimously.

***Monitoring Delegations***

**MOTION:** Marla Michaelis moved, seconded by Eric Lengell, to adopt the 'Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor' document as presented. Motion carried unanimously.

***Delegated Authority for Application Denial Reviews***

**MOTION:** Aziz Al-Sager moved, seconded by Marla Michaelis, that the Board counsel or another department attorney is formally authorized to serve as the Board's designee for purposes of Wis. Admin Code § SPS 1.08(1). Motion carried unanimously.

**EXPIRED LIST**

**MOTION:** D. Bruce Carlson moved, seconded by Aziz Al-Sager, to withdraw the standing item titled 'Expired List.' Motion carried unanimously.

**CLOSED SESSION**

**MOTION:** Marla Michaelis moved, seconded by Aziz Al-Sager, 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.). The Chair read aloud the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Aziz Al-Sager – yes; D. Bruce Carlson – yes; Marc Eernisse – yes; Eric Lengell – yes; and Marla Michaelis – yes. Motion carried unanimously.

The Board convened into Closed Session at 10:27 a.m.

*At this time, all external communication contacts will be terminated for purposes of going into Closed Session.*

**RECONVENE TO OPEN SESSION**

**MOTION:** Aziz Al-Sager moved, seconded by Marla Michaelis, to reconvene in Open Session. Motion carried unanimously.

The Board reconvened into Open Session at 12:14 p.m.

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

**MOTION:** Eric Lengell moved, seconded by Aziz Al-Sager 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.)*

**DELIBERATION ON DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC)  
MATTERS**

**Proposed Stipulation(s), Final Decisions, and Orders**

***16 FDR 019 – Dennis H. Jandt***

**MOTION:** D. Bruce Carlson moved, seconded by Eric Lengell, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Dennis H. Jandt, DLSC Case No. 16 FDR 019. Motion carried unanimously.

***16 FDR 004 – Arlene E. Wilson***

**MOTION:** Aziz Al-Sager moved, seconded by Marla Michaelis, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Arlene E. Wilson, DLSC Case No. 16 FDR 004. Motion carried unanimously.

**Case Closings**

**15 FDR 022  
J.J.B. and J.J.B.F.H.**

**MOTION:** Marla Michaelis moved, seconded by Eric Lengell, to delegate decision making authority DSPS Legal Counsel to make the final decision regarding DLSC Case No. 15 FDR 022, against J.J.B. and J.J.B.F.H., due to lack of quorum. Motion carried unanimously.

*(Aziz Al-Sager and D. Bruce Carlson recused themselves for deliberation and voting in the matter of DLSC Case No. 15 FDR 022)*

**15 FDR 019  
M.F.H., B.M., C. F. H. and G. C.**

**MOTION:** D. Bruce Carlson moved, seconded by Aziz Al-Sager, to close DLSC Case No. 15 FDR 019, against M.F.H., B.M., C. F. H. and G. C., for No Violation. Motion carried unanimously.

**15 FDR 021  
C.F.&C.S. (Beaver Dam) and C.F.&C.S. (Markesan), and T.M.**

**MOTION:** Marla Michaelis moved, seconded by Eric Lengell, to close DLSC Case No. 15 FDR 021, against C.F.&C.S. (Beaver Dam) and C.F.&C.S. (Markesan), and T.M., for No Violation. Motion carried unanimously.

**CREDENTIALING MATTERS**

**Voluntary Surrender(s)**

***Brian Stray, F.D.***

**MOTION:** Aziz Al-Sager moved, seconded by Eric Lengell, to accept the request of Brian Stray to surrender his license. Motion carried unanimously.

*The Board reviewed training information relating to Public Records and Ethic and Lobbying requirements at this meeting.*

**ADJOURNMENT**

**MOTION:** D. Bruce Carlson moved, seconded by Aziz Al-Sager, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 12:20 p.m.