

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Kimberly Wood, Program Assistant Supervisor		2) Date When Request Submitted: 8/26/19 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: Funeral Directors Examining Board																		
4) Meeting Date: 8/27/2019	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Matters: 1) Election of Officers (Secretary) 2) Appointment of Liaisons and Alternates																
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <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: 1) The Board should conduct Election of Officers to elect a new Secretary due to the departure of Aziz Al-Sager 2) The Chairperson should then review and appoint/reappoint Liaisons and Alternates as appropriate																		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">11)</td> <td style="width: 60%; text-align: center;">Authorization</td> <td style="width: 30%;"></td> </tr> <tr> <td></td> <td style="text-align: center;"><i>Kimberly Wood</i></td> <td style="text-align: center;"><i>8/26/19</i></td> </tr> <tr> <td></td> <td style="text-align: center;">Signature of person making this request</td> <td style="text-align: center;">Date</td> </tr> <tr> <td></td> <td style="text-align: center;">Supervisor (if required)</td> <td style="text-align: center;">Date</td> </tr> <tr> <td></td> <td colspan="2" style="text-align: center;">Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date</td> </tr> </table>				11)	Authorization			<i>Kimberly Wood</i>	<i>8/26/19</i>		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	
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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.																		

FUNERAL DIRECTORS EXAMINING BOARD

2019 Elections and Liaison Appointments

2019 ELECTION RESULTS	
Chairperson	Marc Eernisse
Vice Chairperson	Marla Michaelis
Secretary	Aziz Al-Sager
2019 LIAISON APPOINTMENTS	
Credentialing Liaison	Marla Michaelis <i>Alternate: Marc Eernisse</i>
Monitoring and Professional Assistance Procedure (PAP) Liaison	Aziz Al-Sager <i>Alternate: Marc Eernisse</i>
Legislative Liaison	Marc Eernisse <i>Alternate: Marla Michaelis</i>
Continuing Education Liaison	Aziz Al-Sager <i>Alternate: Marc Eernisse</i>
Travel Liaison	Marc Eernisse <i>Alternate: Marla Michaelis</i>
Screening Panel	Eric Lengell, Aziz Al-Sager , Marla Michaelis <i>Alternate: Marc Eernisse</i>