



CEMETERY BOARD
Room 121A, 1400 E. Washington Avenue, Madison
Contact: Brittany Lewin (608) 266-2112
March 16, 2015

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

2:00 PM

OPEN SESSION – CALL TO ORDER – ROLL CALL

A. Adoption of Agenda

B. Approval of Minutes of November 11, 2014 (3-4)

C. Administrative Matters

- 1) Staff Updates
- 2) Elections of Board Officers **(5)**
- 3) Appointment of Liaison and Delegation of Authorities **(5)**
- 4) Subcommittee to Review Annual Reports of Cemetery Authorities

D. DLSC Matters (6)

- 1) **APPEARANCE-** Division of Legal Services and Compliance Attorney Supervisor Sarah Norberg

E. Legislative and Administrative Rule Matters – Discussion and Consideration

- 1) Cemetery Modernization Legislative Proposal and Recommendations

F. Discussion and Consideration of Items Received After Preparation of the Agenda

- 1) Introductions, Announcements and Recognition
- 2) Presentations of Petition(s) for Summary Suspension
- 3) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)
- 4) Presentation of Final Decisions
- 5) Disciplinary Matters
- 6) Administrative Matters
- 7) Education and Examination Matters
- 8) Credentialing Matters
- 9) Class 1 Hearing(s)
- 10) Practice Matters
- 11) Legislation/Administrative Rule Matters

- 12) Liaison Report(s)
- 13) Informational Item(s)
- 14) Speaking Engagement(s), Travel, or Public Relation Request(s)
- 15) Requests for Disciplinary Proceeding Presentations
- 16) Appearances from Requests Received or Renewed

G. Public Comments

H. **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.).**

I. **Case Closing**

- 1) 13 RLC 004 (**8-13**)
- 2) 14 RLC 011 (**14-20**)

J. **Monitoring (21-29)**

- 1) Kenosha Cemetery Association – Requesting Full Licensure

K. Deliberation of Items Received After Preparation of the Agenda

- 1) Disciplinary Matters
- 2) Education and Examination Matters
- 3) Credentialing Matters
- 4) Class 1 Hearings
- 5) Monitoring Matters
- 6) Professional Assistance Procedure (PAP) Matters
- 7) Petition(s) for Summary Suspensions
- 8) Proposed Stipulations, Final Decisions and Orders
- 9) Administrative Warnings
- 10) Proposed Decisions
- 11) Matters Relating to Costs
- 12) Motions
- 13) Petitions for Rehearing
- 14) Case Closings
- 15) Appearances from Requests Received or Renewed
- 16) Case Status Report

L. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

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

ADJOURNMENT

**CEMETERY BOARD
MEETING MINUTES
November 11, 2014**

PRESENT: Kathleen Cantu, Patricia Grathen, Ed Greenfield, Francis Groh (*via GoToMeeting*), Clyde Rupnow

STAFF: Brittany Lewin, Executive Director; Taylor Thompson, Bureau Assistant; and other Department Staff

CALL TO ORDER

The Chair, called the meeting to order at 9:30 a.m. A quorum of five (5) members was confirmed.

ADOPTION OF AGENDA

MOTION: Ed Greenfield moved, seconded by Kathleen Cantu, to approve the Agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF FEBRUARY 11, 2014

MOTION: Ed Greenfield moved, seconded by Kathleen Cantu, to approve the Minutes of February 11, 2014 as published. Motion carried unanimously.

PRACTICAL MATTERS

USE OF PERPETUAL CARE FUND

MOTION: Kathleen Cantu moved, seconded by Patricia Grathen, to request a letter from the Board be sent to cemetery authorities stating the statutory language regarding the appropriate use of care funds. Motion carried unanimously.

MOTION: Ed Greenfield moved, seconded by Francis Groh, to delegate Clyde Rupnow to work with staff to update practice questions and the website in accordance with Wisconsin Statutes and Administrative Code. Motion carried unanimously.

CONVENE TO CLOSED SESSION

MOTION: Kathleen Cantu moved seconded by Patricia Grathen, 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.). Clyde Rupnow read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Kathleen Cantu-yes; Patricia Grathen-yes; Ed Greenfield-yes; Francis Groh-yes; Clyde Rupnow-yes. Motion carried unanimously.

The Board convened into Closed Session at 10:06 a.m.

RECONVENE TO OPEN SESSION

MOTION: Kathleen Cantu moved, seconded by Ed Greenfield, to reconvene in open session. Motion carried unanimously.

The Board reconvened into open session at 10:15 a.m.

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

MOTION: Ed Greenfield moved, seconded by Francis Groh, to reaffirm all motions made in closed session. Motion carried unanimously.

CASE CLOSINGS

MOTION: Ed Greenfield moved, seconded by Kathleen Cantu, to close DLSC case number **14 RLC 005, against W.C.C., for Prosecutorial Discretion (P2)**. Motion carried unanimously.

MOTION: Patricia Grathen moved, seconded by Kathleen Cantu, to close DLSC case number **14 RLC 009, against D.U.C., for No Violation (NV)**. Motion carried unanimously.

ADJOURNMENT

MOTION: Kathleen Cantu moved, seconded by Patricia Grathen, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:16 a.m.

CEMETERY BOARD

2014 ELECTED BOARD MEMEBERS AND APPOINTMENT OF ASSIGNMENTS

ELECTION OF OFFICERS

2014 OFFICER ELECTION RESULTS	
Board Chair	Clyde Rupnow
Vice Chair	Francis Groh
Secretary	Ed Greenfield

APPOINTMENT OF LIAISONS AND DELEGATED AUTHORITIES

2013 LIAISON APPOINTMENTS	
Credentialing Liaison	Ed Greenfield (Alternate: Clyde Rupnow)
Conveyance/Sales Liaison	Ed Greenfield (Alternate: Francis Groh)
Trustee Approval Liaison	Kathleen Cantu
Screening Panel	Ed Greenfield, Francis Groh, (Alternate: Clyde Rupnow)
Monitoring Liaison	Ed Greenfield (Alternate: Clyde Rupnow)
Legislative Liaison	Clyde Rupnow

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Teresa Houfe, on behalf of Attorney Sarah Norberg, Division of Legal Services and Compliance		2) Date When Request Submitted: March 4, 2015 Items will be considered late if submitted after 12:00 p.m. and less than: ▪ 8 work days before the meeting													
3) Name of Board, Committee, Council, Sections: Cemetery Board															
4) Meeting Date: March 16, 2015	5) Attachments: <input type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Appearance – DLSC Attorney Supervisor Sarah Norberg													
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? If yes, who is appearing? <input type="checkbox"/> Yes by _____ (name) <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:													
10) Describe the issue and action that should be addressed: Discussion with Attorney Sarah Norberg regarding Wis. Stats. Ch. 157 and the Cemetery Board's disciplinary authority.															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; border-bottom: 1px solid black;"> 11) Signature of person making this request </td> <td style="width: 20%; text-align: center; border-bottom: 1px solid black;"> Authorization </td> <td style="width: 40%; border-bottom: 1px solid black;"> Date </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> Supervisor (if required) </td> <td></td> <td style="border-bottom: 1px solid black;"> Date </td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black;"> Bureau Director signature (indicates approval to add post agenda deadline item to agenda) </td> </tr> <tr> <td colspan="3"> Date </td> </tr> </table>				11) Signature of person making this request	Authorization	Date	Supervisor (if required)		Date	Bureau 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 Board Services Bureau Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.															