



CEMETERY BOARD
Room 121C, 1400 E. Washington Avenue, Madison
Contact: Brittany Lewin (608) 266-2112
November 12, 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

9:30 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

A. Adoption of Agenda (1-3)

B. Approval of Minutes of August 11, 2015 (4-5)

C. Administrative Matters

- 1) New Board Members and Recognition
 - a) John Reinemann
 - b) Bernard Schroedl
- 2) Staff Updates

D. Legislative and Administrative Rule Matters

- 1) Update from Legislative Liaison
- 2) Pending Legislation Update

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

- 1) Introductions, Announcements and Recognition
- 2) Election of Board Officers
- 3) Appointment of Board Liaison(s)
- 4) Administrative Matter
- 5) Education and Examination Matters
- 6) Credentialing Matters
- 7) Practice Matters
- 8) Legislation/Administrative Rule Matters
- 9) Liaison Report(s)
- 10) Informational Item(s)
- 11) Disciplinary Matters
- 12) Presentations of Petitions for Summary Suspension
- 13) Petitions for Designation of Hearing Examiner
- 14) Presentation of Proposed Stipulations, Final Decisions and Orders

- 15) Presentation of Proposed Final Decision and Orders
- 16) Presentation of Interim Orders
- 17) Petitions for Re-Hearing
- 18) Petitions for Assessments
- 19) Petitions to Vacate Orders
- 20) Requests for Disciplinary Proceeding Presentations
- 21) Motions
- 22) Petitions
- 23) Appearances from Requests Received or Renewed
- 24) Speaking Engagement(s), Travel, or Public Relation Request(s)

F. Public Comments

G. **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.).**

H. **Case Closing**

- 1) 14 RLC 010 (A.C.A.) **(6-10)**
- 2) 14 RLC 012 (B.C.A.) **(11-13)**
- 3) 14 RLC 014 (G.C.A.) **(14-16)**

I. Deliberation of Items Received After Preparation of the Agenda

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) Disciplinary 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) Administrative Warnings
- 10) Review of Administrative Warnings
- 11) Proposed Final Decision and Orders
- 12) Matters Relating to Costs/Orders Fixing Costs
- 13) Case Closings
- 14) Proposed Interim Orders
- 15) Petitions for Assessments and Evaluations
- 16) Petitions to Vacate Orders
- 17) Remedial Education Cases
- 18) Motions
- 19) Petitions for Re-Hearing
- 20) Appearances from Requests Received or Renewed

J. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

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

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

ADJOURNMENT

NEXT MEETING DATE FEBRUARY 24, 2016

**CEMETERY BOARD
MEETING MINUTES
August 11, 2015**

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

STAFF: Brittany Lewin, Executive Director; Kelly Williams, Bureau Assistant and other Department Staff.

CALL TO ORDER

Clyde Rupnow, called the meeting to order at 9:34 a.m. A quorum of four (4) members was confirmed.

ADOPTION OF AGENDA

MOTION: Patricia Grathen moved, seconded by Ed Greenfield, to approve the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF JUNE 24, 2015

MOTION: Patricia Grathen moved, seconded by Francis Groh, to approve the Minutes of June 24, 2015 as published. Motion carried unanimously.

CONVENE TO CLOSED SESSION

MOTION: Francis Groh 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: Ed Greenfield-yes, Clyde Rupnow-yes; Francis Groh-yes; Patricia Grathen-yes. Motion carried unanimously.

The Board convened into Closed Session at 9:44 a.m.

RECONVENE TO OPEN SESSION

MOTION: Patricia Grathen moved, seconded by Francis Groh, to reconvene in open session. Motion carried unanimously.

The Board reconvened into open session at 10:01 a.m.

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

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

CASE CLOSINGS

MOTION: Ed Greenfield moved, seconded by Francis Groh, to close DLSC case number **14 RLC 003 for Prosecutorial Discretion (P2)**. Motion carried unanimously.

**CHANGE OF TRUSTEE OF A CARE FUND OR A PRENEED TRUST FUND
REQUESTS**

MOTION: Ed Greenfield moved, seconded by Francis Groh to approve the application for change of trustee of a care fund or a preneed trust fund submitted by Wisconsin Cemeteries Holdings, LLC and Nashotah Granite Holdings LLC once the applications are complete and all legal requirements are met. Motion carried unanimously.

MOTION: Ed Greenfield moved, seconded by Francis Groh to appoint the Chair to review and approve the transfer of care funds and preneed trust funds for Wisconsin Cemeteries Holdings, LLC and Nashotah Granite Holdings, LLC according to the information provided on the application forms once all requirements are met. Motion carried unanimously.

ADJOURNMENT

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

The meeting adjourned at 10:03 a.m.