



TELECONFERENCE/VIRTUAL MEETING
CEMETERY BOARD
Room 121B, 1400 E. Washington Avenue, Madison
Contact: Dan Williams (608) 266-2112
April 21, 2016

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

10:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

A. Adoption of Agenda (1-3)

B. Approval of Minutes of February 24, 2016 (4-7)

C. Administrative Matters

- 1) Staff Updates
- 2) Board Members – Term Expiration Dates
 - a) Kathleen Cantu – 07/01/2012
 - b) Patricia Grathen – 07/01/2018
 - c) Francis Groh – 07/01/2016
 - d) John Reinemann – 07/01/2016
 - e) Clyde Rupnow – 07/01/2016
 - f) Bernard Schroedl – 07/01/2018

D. 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)

E. Public Comments

F. 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.).

G. StoneMor Request for Conveyance – Discussion and Consideration (8-31)

H. 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

I. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

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

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

ADJOURNMENT

NEXT MEETING DATE MAY 10, 2016

**CEMETERY BOARD
MEETING MINUTES
February 24, 2016**

PRESENT: Francis Groh, Patricia Grathen (*via GoToMeeting,*) John Reinemann, Clyde Rupnow

EXCUSED: Kathleen Cantu, Bernard Schroedl

STAFF: Brittany Lewin, Executive Director; Nifty Lynn Dio, Bureau Assistant and other Department Staff.

CALL TO ORDER

Clyde Rupnow, called the meeting to order at 9:30 a.m. A quorum of four (4) members was confirmed.

ADOPTION OF AGENDA

Amendments to the Agenda

- *Added item I: Credentialing Matter*

MOTION: John Reinemann moved, seconded by Francis Groh, to approve the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES OF NOVEMBER 12, 2016

MOTION: Francis Groh moved, seconded by John Reinemann, to approve the minutes of November 12, 2015 as published. Motion carried unanimously.

ADMINISTRATIVE MATTERS

ELECTION OF OFFICERS

BOARD CHAIR

NOMINATION: Francis Groh nominated Clyde Rupnow for the Office of Board Chair.

Brittany Lewin called for nominations three (3) times.

Clyde Rupnow was elected as Chair by unanimous consent.

VICE CHAIR

NOMINATION: Clyde Rupnow nominated Francis Groh for the Office of Vice Chair.

Brittany Lewin called for nominations three (3) times.

Francis Groh was elected as Vice Chair by unanimous consent.

SECRETARY

NOMINATION: Francis Groh nominated Patricia Grathen for the Office of Secretary.

Brittany Lewin called for nominations three (3) times.

Patricia Grathen was elected as Secretary by unanimous consent.

2016 ELECTION RESULTS	
Board Chair	Clyde Rupnow
Vice Chair	Francis Groh
Secretary	Patricia Grathen

LIAISON APPOINTMENTS

2016 LIAISON APPOINTMENTS	
Screening Panel	Patricia Grathen, Francis Groh Alternate – Clyde Rupnow
Credentialing Liaisons	Bernard Schroedl Alternate - Clyde Rupnow
Trustee Approval Liaison	John Reinemann
Monitoring Liaison	Bernard Schroedl
Legislative Liaison	Clyde Rupnow
Annual Report Liaison	Clyde Rupnow

MOTION: John Reinemann moved, seconded by Francis Groh, to affirm the Chair's appointment of liaisons for 2016. Motion carried unanimously.

DELEGATION MOTIONS

Delegated Authority for Urgent Matters

MOTION: Francis Groh moved, seconded by John Reinemann, that, in order to facilitate the completion of assignments between meetings, the Board delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Board, to appoint liaisons to the Department to act in urgent matters, make appointments to vacant liaison, panel and committee positions, and to act when knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

Document Signature Delegation

MOTION: John Reinemann moved, seconded by Francis Groh, to delegate authority to the Chair or chief presiding officer, or longest serving member of the Board, by order of succession, to sign documents on behalf of the Board. In order to carry out duties of the Board, the Chair, chief presiding officer, or longest serving member of the Board, has the ability to delegate this signature authority for purposes of facilitating the completion of assignments during or between meetings. The Chair, chief presiding officer, or longest serving member of the Board delegates the authority to Executive Director or designee to sign the name of any Board member on documents as necessary and appropriate. Motion carried unanimously.

Credentialing Authority Delegations

MOTION: Francis Groh moved, seconded by John Reinemann, to delegate authority to the Credentialing Liaisons to make all credentialing decisions. Motion carried unanimously.

Monitoring Delegation

MOTION: John Reinemann moved, seconded by Francis Groh, to affirm the Chair's appointment of Bernard Schroedl as the Monitoring Liaison, to adopt the 'Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor; document as presented. Motion carried unanimously.

Conveyance Delegation

MOTION: John Reinemann moved, seconded by Francis Groh, to delegate authority to Clyde Rupnow to review any requests submitted to the Cemetery Board under Wis. Stats. 157.08(2)(b), request additional information as necessary, and make the final decision to approve or object. Motion carried unanimously.

Legislative Liaison Delegation

MOTION: John Reinemann moved, seconded by Patricia Grathen, to delegate authority to Clyde Rupnow, as legislative liaison and authorize him to speak to members of the legislature on behalf of the Board. Motion carried unanimously.

Annual Report Liaison

MOTION: Patricia Grathen moved, seconded by Francis Groh, to delegate Clyde Rupnow as the Annual Report Liaison and work with DSPS staff to review annual reports. Motion carried unanimously.

CONVENE TO CLOSED SESSION

MOTION: John Reinemann 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: Francis Groh-yes; Patricia Grathen-yes; John Reinemann-yes; Clyde Rupnow-yes. Motion carried unanimously.

The Board convened into Closed Session at 10:04 a.m.

RECONVENE TO OPEN SESSION

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

The Board reconvened into open session at 10:59 a.m.

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

MOTION: Francis Groh moved, seconded by John Reinemann, to affirm all motions made in closed session. Motion carried unanimously.

CONVEYANCE REQUEST

MOTION: John Reinemann moved, seconded by Francis Groh, to approve the conveyance request by Highland Memorial Park submitted on February 11, 2016. Motion carried unanimously.

CASE CLOSINGS

15 RLC 002

MOTION: Francis Groh moved, seconded by John Reinemann, to close DLSC case number **15 RLC 002 (V.T. & V.M.G.I.) for Prosecutorial Discretion (P2)**. Motion carried unanimously.

ADJOURNMENT

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

The meeting adjourned at 11:02 a.m.