



FUNERAL DIRECTORS EXAMINING BOARD
Room 121A, 1400 East Washington Avenue, Madison
Contact: Brittany Lewin (608) 266-2112
August 4, 2015

The following agenda describes the issues that the Funeral Directors Examining 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 record of the actions of the Funeral Directors Examining Board.

AGENDA

9:30 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

A. Adoption of Agenda (1-2)

B. Approval of Minutes of May 19, 2015 (3-5)

C. Administrative Matters

- 1) Staff and Administrative Updates

D. Education and Examination Matters – Discussion and Consideration

- 1) **APPEARANCE:** Milwaukee Area Technical College Representatives (6-7)

E. Legislative and Rule Matters- Discussion and Consideration (8)

- 1) Scope for FD 1 Relating to Education and Apprenticeship
- 2) Scope for FD 5 Relating to Reciprocity
- 3) Update on FD 1,4 Relating to Licensure and Continuing Education
- 4) Update on Pending and Possible Rulemaking Projects

F. Practice Matters – Discussion and Consideration

G. Items Added After Preparation of Agenda:

- 1) Introductions, Announcements and Recognition
- 1) Administrative Updates
- 2) Education and Examination Matters
- 3) Credentialing Matters
- 4) Legislation/Administrative Rule Matters
- 5) Liaison Reports
- 6) Informational Items
- 7) Disciplinary Matters
- 8) Presentations of Petitions for Summary Suspension
- 9) Presentation of Proposed Stipulations, Final Decisions and Orders
- 10) Presentation of Proposed Decisions
- 11) Presentation of Interim Orders
- 12) Petitions to Vacate Orders
- 13) Petitions for Designation of Hearing Examiner

- 14) Requests for Disciplinary Proceeding Presentations
- 15) Motions
- 16) Petitions
- 17) Speaking Engagement(s), Travel, or Public Relation Request(s)

H. Public Comments

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) 14 FDR 012 – O.F.H.I.; J.O. (9-12)

J. Consultation with Legal Counsel

K. Deliberation of Items Added After Preparation of the Agenda

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) Application Matters
- 4) Disciplinary Matters
- 5) Monitoring Matters
- 6) Professional Assistance Procedure (PAP) Matters
- 7) Petitions for Summary Suspensions
- 8) Proposed Stipulations, Final Decisions and Order
- 9) Administrative Warnings
- 10) Proposed Decisions
- 11) Matters Relating to Costs
- 12) Case Closings
- 13) Petitions for Extension of Time
- 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

RECONVENE INTO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

L. Vote on Items Deliberated Upon in Closed Session if Voting is Appropriate

ADJOURNMENT

**FUNERAL DIRECTORS EXAMINING BOARD
MEETING MINUTES
May 19, 2015**

PRESENT: Thomas Bradley, Eric Lengell, Marla Michaelis, Marc Eernisse, Dean Stensberg

ABSENT: Kristen Piehl

STAFF: Brittany Lewin, Executive Director; Kelly Williams, Bureau Assistant; Sharon Henes, Rules Coordinator

Thomas Bradley, Chair, called the meeting to order at 9:30 A.M. A quorum of five (5) members was confirmed.

ADOPTION OF AGENDA

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

APPROVAL OF MINUTES

Amendments to the Minutes:

- Page 3 of the Minutes: Amend the Case Closing motion for DLSC case number 14FDR001 to read as: “Dean Stensberg moved, seconded by Marla Michaelis, to close DLSC case number 14FDR001, against M.H. **and R.N.G.G.F.H.**, for Insufficient Evidence. Motion carried unanimously.”

MOTION: Eric Lengell moved, seconded by Marc Eernisse, to approve the minutes of February 25, 2015 as amended. Motion carried unanimously.

LEGISLATIVE AND RULE MATTERS

MOTION: Marc Eernisse moved, seconded by Eric Lengell to authorize Marla Michaelis to approve the revision of rule FD 1, 4 relating to Applications, Exams, Renewal and Continuing Education for posting of economic impact comments and submission to the Clearinghouse. The public hearing will take place on August 4, 2015. Motion carried unanimously.

MOTION: Marla Michaelis moved, seconded by Eric Lengell, to request DSPS staff draft a Scope Statement relating to reciprocity. Motion carried unanimously.

MOTION: Marc Eernisse moved, seconded by Dean Stensberg, to request DSPS staff draft a Scope Statement relating to education and apprenticeship. Motion carried unanimously.

CLOSED SESSION

MOTION: Eric Lengell moved, seconded by Marla Michaelis, 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.). Thomas Bradley, Chair, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Thomas Bradley – yes; Marc Eernisse – yes; Eric Lengell – yes; and Marla Michaelis – yes; Dean Stensberg – yes. Motion carried unanimously.

The Board convened into Closed Session at 10:55 A.M.

RECONVENE TO OPEN SESSION

MOTION: Eric Lengell moved, seconded by Marc Eernisse, to reconvene in Open Session at 11:19 A.M. Motion carried unanimously.

PROPOSED STIPULATION AND FINAL DECISION AND ORDER

13 FDR 007

MOTION: Marc Eernisse moved, seconded by Marla Michaelis, to adopt the Findings of Fact, Conclusions of Law, and Proposed Decision and Order in the matter of disciplinary proceedings against Carl A. Schilling and Maurina-Schilling Funeral Home, Respondent – DLSC case number 13 FDR 007. Motion carried unanimously.

13 FDR 007

MOTION: Marc Eernisse moved, seconded by Marla Michaelis, to adopt the Findings of Fact, Conclusions of Law, and Proposed Decision and Order in the matter of disciplinary proceedings against Chadd J. Kunze; Respondent – DLSC case number 13 FDR 007. Motion carried unanimously.

13 FDR 016

MOTION: Dean Stensberg moved, seconded by Marla Michaelis, to adopt the Findings of Fact, Conclusions of Law, and Proposed Decision and Order in the matter of disciplinary proceedings against Marion Holley and Reid's New Golden Gate Funeral Home, Respondent – DLSC case number 13 FDR 016. Motion carried unanimously.

VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION

MOTION: Eric Lengell moved, seconded by Marla Michaelis to affirm all motions made in closed session. Motion carried unanimously.

ADJOURNMENT

MOTION: Marc Eernisse moved, seconded by Dean Stensberg, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:20 A.M.

DRAFT

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Brittany Lewin Executive Director		2) Date When Request Submitted: 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: Funeral Directors Examining Board			
4) Meeting Date: 8/4/15	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Education and Examination Matters Appearance by Milwaukee Area Technical College Representatives	
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 checked="" 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: <p>Dr. Dessie Levy, PhD, RN, and Mr. Julian Jasper, Jr., Program Director, from MATC will share input with the Board regarding the required curriculum.</p> <p>The Board may receive input and ideas from the public; however, before the Board can discuss details of specific rule changes that the Board may want to make, a scope statement must be implemented according to Wis. Stats. Chapter 227.</p>			
11) Signature of person making this request _____ Supervisor (if required) _____ Bureau Director signature (indicates approval to add post agenda deadline item to agenda) _____		Authorization _____ Date _____ Date _____ Date _____	
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.			

Exploration of Curriculum Changes for MATCs Funeral Service Program

The Funeral Services program at Milwaukee Area Technical College (MATC) has a long history of preparing funeral directors in the State of Wisconsin. As the only Funeral Services program in the state, MATC has a unique obligation to assure that Wisconsin's workforce demands in the profession are met with qualified graduates.

Currently, the Funeral Services program is accredited by the American Board of Funeral Services Education (ABFSE) and as such has specific curriculum requirements to incorporate in the program to maintain accreditation. In addition, there are course requirements imposed on the program by the state of Wisconsin via legislative rule and by the Wisconsin Technical College System (WTCS). The result has driven the total credits required to meet all of the curriculum expectations to 91 credits—well above the typical 60-70 credit requirements for an associate degree.

This total credit load has been a challenge for students from both a time and financial aid perspective. Due to the length of time from program beginning to end, students often struggle in recall of course content necessary for the licensing exams. Often by the time students are qualified to begin their core technical courses in mortuary science, they have exhausted their financial aid.

Many states have had similar issues and have addressed this by modifying the regulations and deferring to the ABFSE and their expertise on which courses to require. Wisconsin, per the ABFSE, is currently the only state which has not modified the requirements and modeled them after the ABFSE. MATC seeks your advice and support of beginning a process to change the legislative rules to mirror the course requirements of the ABFSE.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Sharon Henes Administrative Rules Coordinator		2) Date When Request Submitted: 8 July 2015	
		Items will be considered late if submitted after 12:00 p.m. on the deadline date: ▪ 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections: Funeral Directors Examining Board			
4) Meeting Date: 4 August 2015	5) Attachments: <input type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Legislation and Rule Matters – Discussion and Consideration 1. Scope for FD 1 Relating to Education and Apprenticeship 2. Scope for FD 5 Relating to Reciprocity 3. Update on FD 1, 4 Relating to Licensure and Continuing Education 4. Update on Pending and Possible Rulemaking Projects	
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? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed:			
11) Authorization			
<i>Sharon Henes</i>		<i>8 July 2015</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	
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.			