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**FUNERAL DIRECTORS EXAMINING BOARD**  
**Room 121A, 1400 East Washington Avenue, Madison**  
**Contact: Brittany Lewin (608) 266-2112**  
**February 23, 2016**

*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**

**B. Approval of Minutes of December 21, 2015**

**C. 9:30 A.M.: Public Hearing on Clearinghouse Rule 16-011, FD 1 and 4, Relating to Applications, Exams, Renewals and Approved Continuing Education Courses**

- 1) Review and Respond to Clearinghouse Report and Public Hearing Comments

**D. 9:30 A.M.: Public Hearing on Clearinghouse Rule CR 16-010, FD 5, Relating to Reciprocity**

- 1) Review and Respond to Clearinghouse Report and Public Hearing Comments

**E. Administrative Updates**

- 1) Staff Updates
- 2) Election of Board Officers
- 3) Appointment of Liaison and Delegation of Authorities
  - a. Delegation to Monitoring Liaison and Department Monitor

**F. Legislative/Administrative Rule Matters**

- 1) Drafting for FD 1 and 2, Relating to Education and Apprenticeships and FD 4 Continuing Education Requirements
- 2) Update on Legislation and Pending or Possible Rulemaking Projects

**G. Credentialing Matters**

- 1) Apprenticeship
- 2) Funeral Establishment Licenses

**H. Education and Examination Matters**

- 1) Continuing Education Audit Request

I. Deliberation on Items Added After Preparation of Agenda:

- 1) Introductions, Announcements and Recognition
- 2) Election of Board Officers
- 3) Appointment of Board Liaison(s)
- 4) Administrative Updates **or** Administrative Matters
- 5) Education and Examination Matters
- 6) Credentialing Matters
- 7) Practice Matters
- 8) Legislative/Administrative Rule Matters
- 9) Liaison Reports
- 10) Informational Items
- 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)

J. 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.).**

K. Case Closings

- 1) 15 FDR 001 – S.M.
- 2) 15 FDR 002 – D.N and J.M.
- 3) 15 FDR 004 – Q.A.W.
- 4) 15 FDR 005 – P.Z. and Z.F.H.I.

L. Consultation with Legal Counsel

M. 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**

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

**ADJOURNMENT**

**NEXT MEETING DATE MAY 24, 2016**

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MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held at 1400 East Washington Avenue, Madison, Wisconsin, unless otherwise noted. In order to confirm a meeting or to request a complete copy of the board's agenda, please call the listed contact person. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. Interpreters for the hearing impaired provided upon request by contacting the Affirmative Action Officer, 608-266-2112.