

**FUNERAL DIRECTOR EXAMINING BOARD  
MEETING MINUTES  
November 8, 2011**

Present: Thomas Bradley

Present by Live Meeting: Brian Langendorf

Present by Teleconference: Pat Thornton, Michele Moore and Kristen Piehl

Not Present: Dean Stensberg

Staff: Denise Aviles, Executive Director; Yolanda McGowan, Legal Counsel; Michelle Solem, Bureau Assistant; and other Department staff

Michele Moore, Board Vice-Chair, called the meeting to order at 9:44 a.m. A quorum of 5 members was confirmed.

**ADOPTION OF AGENDA**

**Amendments**

- Add application matters under K(12)
  - B) Ryan Engh
  - C) Tammy Prasnik
  - D) Theodore Jackan

**MOTION:** Brian Langendorf moved, seconded by Pat Thornton, to adopt the Agenda as amended. Motion carried unanimously.

**APPROVAL OF MINUTES**

**MOTION:** Brian Langendorf moved, seconded by Pat Thornton, to approve the minutes of August 16, 2011 as published. Motion carried unanimously.

**EXECUTIVE DIRECTOR MATTERS**

Denise Aviles introduced Thomas Bradley as the newest Board member. The members of the Board introduced themselves and provided a brief autobiography. Ms. Aviles reviewed the meeting dates for 2012. She noted that the meetings will be scheduled as virtual "Live Meetings" unless otherwise specified.

**BOARD DISCUSSION**

**LEGISLATION/ADMINISTRATIVE RULE MATTERS**

- a. Discussion of Scope Statement Regarding Wis. Stat. § 445.105(2m) Involving Funeral Establishment Preparation Rooms.

Yolanda McGowan indicated that we cannot change statutes but we can write a rule to clarify a statute. She also noted that a white paper may be an appropriate course of action. It was noted that the information that was written by T. Scott Gilligan and submitted by Scott Peterson related to Funeral Director In Charge was not included in the agenda and the members have asked that they have time to review the information that was submitted before making a recommendation and moving forward with the clarification. Thomas Bradley suggested that Yolanda McGowan review the document and provide feedback to the Board prior to the meeting scheduled in March. Discussion and action on this item is tabled to a future meeting.

**Elections**

**NOMINATION:** Brian Langendorf nominated Dean Stensberg as chairperson. Pat Thornton nominated Michele Moore as chairperson. Michele Moore nominated Brian Langendorf as chairperson. Brian Langendorf withdrew the nomination of Dean Stensberg as chairperson. Michele Moore declined the nomination. The chair called for additional nominations three times before calling the vote. Brian Langendorf was elected chairperson for the 2012 calendar year.

**NOMINATION:** Michele Moore nominated Dean Stensberg as vice-chairperson. The chair called for additional nominations three times before calling the vote. Dean Stensberg was elected vice-chairperson for the 2012 calendar year.

**NOMINATION:** Michele Moore nominated Pat Thornton as secretary. The chair called for additional nominations three times before calling the vote. Pat Thornton was elected secretary for the 2012 calendar year.

**Board Appointments**

Michele Moore appointed Thomas Bradley to the Screening Panel joining Michele Moore and Pat Thornton.

**CLOSED SESSION**

**MOTION:** Michele Moore moved, seconded by Thomas Bradley, to convene to closed session to deliberate on cases following hearing (s. 19.85(1) (a), Stats.; 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.). Roll Call Vote: Thomas Bradley - yes; Brian Langendorf - yes; Michele Moore - yes; Kristen Piehl - yes; Pat Thornton - yes. Motion carried unanimously. Open session recessed at 10:35 a.m.

**RECONVENE TO OPEN SESSION**

**MOTION:** Thomas Bradley moved, seconded by Kristen Piehl, to reconvene in open session at 1:37 p.m. Motion carried unanimously.

**VOTING ON ITEMS CONSIDERED/DELIBERATED IN CLOSED SESSION****PROPOSED STIPULATIONS, FINAL DECISIONS AND ORDERS****11 FDR 010**

**MOTION:** Brian Langendorf moved, seconded by Pat Thornton, to reject the Findings of Fact, Conclusions of Law, Stipulation and Order, in the matter of 11 FDR 010 – Robert J. Kratz, Lori L. McConochie, and Kratz-Smedema Funeral Home. Motion carried unanimously.

**11 FDR 015**

**MOTION:** Kristen Piehl moved, seconded by Thomas Bradley, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the matter of 11 FDR 015 – Thomas P. Holtz. Motion carried unanimously.

**CASE CLOSINGS**

**MOTION:** Brian Langendorf moved, seconded by Pat Thornton, to close case 11 FDR 011 according to the recommendations by the Division of Enforcement. Motion carried unanimously.

**APPLICATION MATTERS**

The Board took no action in the matter of G. Curt Borgwardt due to lack of jurisdiction.

**MOTION:** Michele Moore moved, seconded by Thomas Bradley, to approve the application for funeral director apprentice for Tammy Prasnik. Motion carried unanimously.

The Board tabled this matter and requests additional information from Theodore Jackan as well as an appearance of the applicant (and/or supervisor at the discretion of the Board designee) at the March Board meeting. Motion carried unanimously.

**MOTION:** Brian Langendorf moved, seconded by Pat Thornton, to grant Ryan Engh a permit to practice as a funeral director apprentice subject to limitations upon receipt of additional information satisfactory to the Board's designee. Limitations and conditions authorized by the board's designee to include no further law violations, absolute sobriety, participation in weekly support group meetings and provision of quarterly reports from supervisor. Motion carried unanimously.

**MOTION:** Thomas Bradley moved, seconded by Brian Langendorf, to delegate authority to credentialing staff to act in accord with the procedure for reinstating an expired license as detailed on the Department's website. Motion carried unanimously.

Michele Moore granted signature authority relative to today's actions to Denise Aviles.

**ADJOURNMENT**

**MOTION:** Pat Thornton moved, seconded by Thomas Bradley, to adjourn the meeting at 1:47 p.m. Motion carried unanimously.