

**FUNERAL DIRECTORS EXAMINING BOARD  
MINUTES  
FEBRUARY 23, 2010**

- PRESENT:** J.C. Frazier, Michele Moore, Rosalie Murphy, David Olsen and Connie Ryan
- EXCUSED:** Pat Thornton
- STAFF PRESENT:** Yolanda McGowan, Bureau Director; Colleen Baird, Legal Counsel; Michelle Solem, Bureau Assistant; other Department staff were present during portions of meeting
- GUESTS:** Erin Krueger, Funeral Service/Cremation Alliance and Scott Peterson, WI Funeral Director Association (WFDA)

**CALL TO ORDER**

David Olsen, Chair, called the meeting to order at 9:34 a.m. A quorum of five (5) members was present.

**AGENDA**

- MOTION:** Rosalie Murphy moved, seconded by Connie Ryan, to adopt the Agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES (NOVEMBER 10, 2009)**

- MOTION:** J.C. Frazier moved, seconded by Rosalie Murphy, to approve the Minutes of November 10, 2009, as published. Motion carried unanimously.

**Welcome and Introduction of Public Attendees**

The Board introduced themselves and invited introductions of public attendees.

**ADMINISTRATIVE REPORT  
YOLANDA MCGOWAN, BUREAU DIRECTOR**

Yolanda McGowan provided the Board with a Department staffing update that included her announcement that she has been offered and accepted the position as Legal Counsel for the Business and Design Bureau. Ms. McGowan also informed the Board of changes related to the checked baggage reimbursement limits and the new accommodations for board members needing lodging.

**SUMMARY REPORTS ON PENDING COURT CASES, DISCIPLINARY  
CASES AND ADMINISTRATIVE RULES AND PRESS RELEASES**

None.

**PRESENTATION OF PROPOSED STIPULATIONS  
BY DIVISION OF ENFORCEMENT**

None.

**LEGISLATION/ADMINISTRATIVE RULES**

None

**EDUCATION AND EXAMINATION**

None

**PRACTICE ISSUES**

None.

**TRAVEL**

None.

**MISCELLANEOUS CORRESPONDENCE/INFORMATION**

The Board briefly discussed a potential new type of cremation and asked that information be gathered and that this topic be placed on the next agenda for discussion.

**BOARD MEMBER ACTIVITY**

The members of the Board provided updates regarding activities in which they have participated since the last meeting.

**PUBLIC COMMENTS**

None.

**CLOSED SESSION**

**MOTION:** J.C. Frazier moved, seconded by Michele Moore, to convene to Closed Session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.; to consider licensure or discipline (s. 19.85(1)(b), 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: J.C. Frazier-yes; Michele Moore-yes; Rosalie Murphy-yes; David Olsen-yes; Connie Ryan-yes. Motion carried unanimously.

Open Session recessed at 10:20 a.m.

**RECONVENE TO OPEN SESSION**

**MOTION** Rosalie Murphy moved, seconded by Michele Moore, to reconvene into Open Session at 11:56 a.m. Motion carried unanimously.

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

**APPLICATION REVIEW OR  
ANY SUBMITTED AFTER PRINTING OF AGENDA**

**MOTION:** Rosalie Murphy moved, seconded by Connie Ryan, to deny renewal of the Funeral Director Apprentice Permit for Justin Mann (Permit 4392-700). Motion carried unanimously.

**DELIBERATION ON CASE CLOSINGS, CITATIONS  
AND ANY RECEIVED AFTER PRINTING OF AGENDA**

**06 FDR 011**

**MOTION:** Michele Moore moved, seconded by J.C. Frazier, to close case 06 FDR 011 for prosecutorial discretion (P5). Motion carried unanimously.

**07 FDR 005**

**MOTION:** J. C. Frazier moved, seconded by Michele Moore, to close case 07 FDR 005 for prosecutorial discretion (P6). David Olsen recused himself from the deliberation and abstained from the vote. Motion carried.

**09 FDR 001**

**MOTION:** Michele Moore moved, seconded by Rosalie Murphy, to close case 09 FDR 001 for insufficient evidence. Motion carried unanimously.

**09 FDR 005**

**MOTION:** J.C. Frazier moved, seconded by Connie Ryan, to close case 09 FDR 005 for prosecutorial Discretion (P5). Motion carried unanimously.

**DELIBERATION ON PROPOSED DECISIONS OR  
ANY SIGNED AFTER PRINTING OF AGENDA**

None.

**DELIBERATION ON PROPOSED ADMINISTRATIVE WARNINGS  
OR ANY SIGNED AFTER PRINTING OF AGENDA**

**07 FDR 001 D.R.**

**MOTION:** J.C. Frazier moved, seconded by Michele Moore, to issue the Administrative Warning in the matter of 07 FDR 001 D.R.. Motion carried unanimously.

**07 FDR 001 L.F.S.**

**MOTION:** Rosalie Murphy moved, seconded by Michele Moore, to issue the Administrative Warning in the matter of 07 FDR 001 L.F.S.. Motion carried unanimously.

**08 FDR 013 J.C.V.**

**MOTION:** Michele Moore moved, seconded by Connie Ryan, to deny the Administrative Warning in the matter of 08 FDR 013 J.C.V. and refer the matter back to Division of Enforcement. Motion carried unanimously.

**08 FDR 013 K.F.H.I.**

**MOTION:** Connie Ryan moved, seconded by J. C. Frazier, to issue the Administrative Warning in the matter of 08 FDR 013 K.F.H.I.. Motion carried unanimously.

**08 FDR 013 M.J.K.**

**MOTION:** Michele Moore moved, seconded by Connie Ryan, to deny the Administrative Warning and issue a letter of education in the matter of 08 FDR 013 M.J.K.. Motion carried unanimously.

**EXAMINATION ISSUES**

None

**CONSULTING WITH LEGAL COUNSEL**

On behalf of the Board, David Olsen thanked Yolanda McGowan for her outstanding service to the Board as Bureau Director and welcomed her as new legal counsel.

**DOE – Signatures for Proposed Stipulations, Orders, and Administrative Warnings**

Signatures were collected for all required documentation.

**ADJOURNMENT**

**MOTION:** Connie Ryan moved, seconded by Michele Moore, to adjourn the meeting at 12:06 p.m. Motion carried unanimously.