

**VIRTUAL/TELECONFERENCE  
FUNERAL DIRECTORS EXAMINING BOARD  
MEETING MINUTES  
AUGUST 25, 2020**

**PRESENT:** A. Dawn Adams, Marc Eernisse, Marla Michaelis, Joseph Schinkten

**EXCUSED:** Eric Lenggell

**STAFF:** Christian Albouras, Executive Director; Jameson Whitney, Legal Counsel; Jon Derenne, Administrative Rules Coordinator; Kimberly Wood, Program Assistant Supervisor-Adv; Megan Glaeser, Bureau Assistant; Daniel Betekhtin, Bureau Assistant; and other Department Staff

**CALL TO ORDER**

Marc Eernisse, Chairperson, called the meeting to order at 9:41 a.m. A quorum was confirmed with four (4) members present.

**ADOPTION OF AGENDA**

**MOTION:** Joseph Schinkten moved, seconded by Marla Michaelis, to adopt the Agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF MAY 19, 2020**

**MOTION:** Marla Michaelis moved, seconded by Marc Eernisse, to approve the Minutes of May 19, 2020 as published. Motion carried unanimously.

**ADMINISTRATIVE RULE MATTERS**

**Discussion of Clearinghouse Comments and Public Hearing Comments for CR # 20-026 and EmR2019, Relating to Certification Courses for Funeral Director Apprentices**

**MOTION:** Joseph Schinkten moved, seconded by A. Dawn Adams, to accept all Clearinghouse comments for Clearinghouse Rule CR 20-026, relating to certification courses for funeral director apprentices. Motion carried unanimously.

**MOTION:** Joseph Schinkten moved, seconded by A. Dawn Adams, to authorize the Chairperson to approve the Legislative Report and Draft for Clearinghouse Rule CR 20-026, relating to certification courses for funeral director apprentices, for submission to the Governor's Office and Legislature. Motion carried unanimously.

**Preliminary Rule Draft for FD 1 and 4, Relating to Education Requirements for Licensure and Continuing Education Requirements – Emergency and Permanent Rules**

**MOTION:** Joseph Schinkten moved, seconded by Marla Michaelis, to authorize the Chair to approve the emergency rule for FD 1 and 4, relating to education requirements for licensure and continuing education requirements, for

emergency rule submission to the governor, publication in an official newspaper, and for the permanent rule posting of economic impact comments and submission to the Clearinghouse. Motion carried unanimously.

**Adoption Order CR # 19-161, Relating to Burial Agreements Funded with Life Insurance**

**MOTION:** Marc Eernisse moved, seconded by Joseph Schinkten, to approve the Adoption Order for Clearinghouse Rule CR 19-161, relating to burial agreements funded with life insurance. Motion carried unanimously.

**Adoption Order CR # 19-162, Relating to Continuing Education Requirements for Funeral Directors**

**MOTION:** Marla Michaelis moved, seconded by A. Dawn Adams, to approve the Adoption Order for Clearinghouse Rule CR 19-162, relating to continuing education for funeral directors. Motion carried unanimously.

**Adoption Order CR # 19-163, Relating to Licensure and Standards of Practice for Funeral Directors and Funeral Director Apprentices**

**MOTION:** Joseph Schinkten moved, seconded by Marc Eernisse, to approve the Adoption Order for Clearinghouse Rule CR 19-163, relating to licensure and standards of practice for funeral directors and funeral director apprentices. Motion carried unanimously.

**Preliminary Rule Draft for FD 1, Relating to Application Requirements for Licensure**

**MOTION:** Joseph Schinkten moved, seconded by Marla Michaelis, to approve the preliminary rule draft of FD 1, relating to application requirements, for posting for economic impact comments and submission to the Clearinghouse. Motion carried unanimously.

**CLOSED SESSION**

**MOTION:** Marla Michaelis moved seconded by A. Dawn Adams, 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.). Marc Eernisse, Chairperson, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: A. Dawn Adams-yes; Marc Eernisse-yes; Marla Michaelis-yes; and Joseph Schinkten-yes. Motion carried unanimously.

The Board convened into Closed Session at 11:51 a.m.

**DELIBERATION ON DLSC MATTERS**

**Proposed Stipulations, Final Decisions, and Orders**

***18 FDR 010 – Jeffry B. Fredrickson, Jandt-Fredrickson Funeral Homes and Crematory,  
Jordan M. Wegner, and Jake C. Zimmer***

**MOTION:** Marla Michaelis moved, seconded by A. Dawn Adams, to adopt the Findings of Fact, Conclusions of Law and Orders in the matter of disciplinary proceedings against Jeffry B. Fredrickson, Jandt-Fredrickson Funeral Homes and Crematory, Jordan M. Wegner, and Jake C. Zimmer, DLSC Case Number 18 FDR 010. Motion carried unanimously.

**RECONVENE TO OPEN SESSION**

**MOTION:** Joseph Schinkten moved, seconded by Marla Michaelis, to reconvene into open session. Motion carried unanimously.

The Board reconvened into Open Session at 12:02 p.m.

**VOTING ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION**

**MOTION:** Marla Michaelis moved, seconded by Marc Eernisse, to affirm all motions made and votes taken in Closed Session. Motion carried unanimously.

*(Be advised that any recusals or abstentions reflected in the Closed Session motions stand for the purposes of the affirmation vote.)*

**ADJOURNMENT**

**MOTION:** A. Dawn Adams moved, seconded by Joseph Schinkten, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 12:09 p.m.