



Board of Funeral Service

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OFFICIAL BOARD MINUTES

May 10, 2017

Ramkota Hotel & Watertown Event Center, Watertown, SD

Members Present: Howard Sogn, President
Stuart W. Barnes, Vice-President (newly elected President)
D. Scott Isburg, Member (newly elected Vice-President)
Randy Brennick, Member (new elected Sec/Treas)
Tim Bachman, Secretary-Treasurer
Mariah Pokorny, Dept of Health (Non-voting member)

Members Absent: David Volk, Lay Member

Others Present: Carol Tellinghuisen, Executive Secretary
Jill Lesselyoung, Executive Assistant
John Strohman, Office of the Attorney General
Michael Polasky, Miller FH
Josh Fiedler, Dakota Embalming and Trans.
Chad Osthus, Crawford-Osthus FC

President Sogn called the meeting to order at 12:38 PM CDT.

Corrections or additions to the agenda: None

RFP Executive Secretary: Pokorny explained the process for review and approval of the RFP for the Executive Secretary Contract. The Board moved the RFP to the end of the agenda. Strohman exited the meeting at 12:42PM.

Election of officers: Bachman moved and Sogn seconded to elect Barnes as President, Isburg as Vice-President and Brennick as Secretary/ Treasurer. Motion carried by unanimous vote.

Approval of Minutes from April 4, 2017, April 12, 2017: Sogn moved and Isburg seconded to approve the minutes from April 4, 2017. Motion carried by unanimous vote. Isburg moved and Brennick seconded to approve the minutes from April 12, 2017. Motion carried by unanimous vote.

FY Financial Update: Lesselyoung reported fiscal year to date figures as of March 31, 2017: revenue of \$71,562.06, expenditures of \$49,816.89 and cash balance of \$135,428.93 and year end figures as of June 29, 2016: revenue of \$71,570.36, expenditures of \$55,839.36 and cash balance of \$113,683.76. The Board reviewed the financials and approved as presented.

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Dual Licensure discussion-Embalmer/Director (Sogn): The Board discussed the possibility of having a separate level of licensure equivalent to the previous funeral director license. This person would not embalm but would assist with directing funerals. Pokorny advised this is something that should be coming from the Association. Following discussion, the Board advised they were open to having the discussion of another level of licensure with the SD Funeral Director's Association. Osthus advised it would be discussed at the current association meeting.

Establishment Inspectors Discussion: The current inspectors for the Board are Sogn and Bachman, who will both finish their terms the end of October, 2017. Discussion was held on possibly hiring an outside inspector if no Board members are available to do inspections. The discussion was tabled until the new members are appointed.

Complaints/Investigations: None

SD Funeral Director's Association Contract: Bachman moved and Isburg seconded to renew the contract for the technical speaker for \$1500.00 for FY 18.

Board Member Recommendations: Pokorny explained the appointments can be made at anytime by the Governor and encouraged anyone to contact the Governor's Office, the Department of Health or the Board office by correspondence if they are interested in serving on the Board.

Schedule Next Meeting: The next meeting is scheduled by teleconference for September 21, 2017 at 3:00CT, 2:00MT.

Any Other Business: Barnes gave a brief update on the trainee process. It was agreed that Barnes will continue to oversee the trainees until the next meeting at which time it will be assigned to another Board member.

RFP Executive Secretary: Sogn moved and Isburg seconded to enter executive session at 2:23PM CDT. Motion carried by unanimous vote. Tellinghuisen and Lesselyoung exited the meeting. Bachman and Isburg seconded to exit executive session at 2:30PM CDT. Motion carried by unanimous vote. Sogn moved and Isburg seconded to approve the RFP as presented. Motion carried by unanimous vote.

Sogn moved and Isburg to adjourn the meeting at 2:39 PM CDT. Motion carried by unanimous vote.

Respectfully submitted,

Randy Brennick
Secretary/Treasurer