

OFFICIAL BOARD MINUTES
May 11, 2016
Best Western Ramkota Hotel, Sioux Falls, SD

Members Present: Howard Sogn, President
 Stuart W. Barns, Vice-President
 Susan Bentsen, Member
 D. Scott Isburg, Member
 Tim Bachman, Secretary-Treasurer
 Alfred Rude, Lay Member
 David Volk, Lay Member
 Mariah Pokorny, Dept of Health (Non-voting member)

Members Absent: None

Others Present: Carol Tellinghuisen, Executive Secretary
 Brooke Tellinghuisen Geddes, Executive Assistant
 Jill Lesselyoung, Executive Assistant
 John Strohman, Office of the Attorney General
 (Via Teleconference)
 Myron Nohava, Baltic

President Sogn called the meeting to order at 1:03 PM CT.

Corrections or additions to the agenda: None

Election of Officers: Volk moved and Rude seconded to re-elect Sogn as President and Barns as Vice-President. Motion carried by unanimous roll call vote. Isburg moved and Volk seconded to elect Bachman as Secretary-Treasurer. Motion carried by unanimous roll call vote.

Approval of Minutes from April 5, 2016: Volk moved and Isburg seconded to approve the minutes from April 5, 2016. Motion carried by unanimous vote.

FY Financial Update: Lesselyoung reported fiscal year to date figures as of March 31, 2016: year to date revenue of \$70,830.36; expenditures of \$44,363.59 and cash balance of \$128,104.79. Bachman moved and Barns seconded to approve the financial report as presented. Motion carried by unanimous vote.

Complaints/Investigations: None.

**South Dakota Board of Funeral Service
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Nohava joined the meeting at 1:16 PM CT.

Conference Annual Meeting: The Board discussed who could attend the Annual Meeting of The International Conference of Funeral Service Examining Boards, March 1-2, 2017. Strohman is considering attending but will not know until a later date. Tellinghuisen advised the Board usually recommends sending two people, usually a staff member and a Board member but could send our attorney if the Board agrees. Barns moved and Rude seconded to send two people. Motion carried by unanimous vote. The Board agreed to send Strohman if he is available and one other person, a Board or staff member.

DLR Data Collection Application: Board members received a list of data elements to be collected by DLR Licensing Boards and Commissions Data Collection Applications. Lesselyoung explained this data is required by Department of Labor and Department of Health. The Licensing Boards and Commissions Data Collection Application will be accessed by the approved personnel from each Licensing Board, DOH and DLR. Each approved individual will only have access to information for the Board that person works with and no personally identifiable information will be released to the public.

Auchstetter joined the meeting at 1:45 PM CT to take the State examination.

SD Funeral Directors Association Contract: Volk moved and Bentsen seconded to raise the contract to \$1500.00 for FY 17 with the option to review and re-evaluate the amount next year. Motion carried by unanimous vote.

Western Dakota Funeral Science Program: The Board discussed that Western Dakota Tech had been considering implementing an Associate of Applied Science degree in Funeral Service, but decided to table the proposed program, as their research indicated there may not be adequate numbers to make the program feasible. They will notify the Board should they decide to implement a program at a future date.

Any other business coming in between date of mailing and date of meeting: The Board discussed the traineeship program specific to procedure when an applicant has completed the traineeship but has failed the National Examination several times. Since trainee certificates expire after one year, Pokorny suggested an applicant could submit a request for an extension documenting their plan to pass the test. The Board agreed to Pokorny's suggestion.

Schedule Next meeting: The next meeting will be scheduled as needed. Volk moved and Barns seconded to adjourn the meeting at 2:36 PM CT. Motion carried by unanimous vote.

Respectfully submitted,

Timothy Bachman
Secretary/Treasurer