

**OFFICIAL BOARD MINUTES FOR April 5, 2016
BOARD MEETING**

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

Members Absent: Susan Bentsen, Secretary-Treasurer

Others Present: Carol Tellinghuisen, Executive Secretary
 Brooke Tellinghuisen Geddes, Executive Assistant
 Jill Lesselyoung, Executive Assistant
 John Strohman, Office of the Attorney General
 Doug Nohava, Garretson

President Sogn called the meeting to order at 3:03 PM CT.

Corrections or additions to the agenda: None

Approval of Minutes from May 6, 2015: Volk moved and Isburg seconded to approve the minutes from May 6, 2015. Motion carried by unanimous roll call vote.

FY Financial Update: Lesselyoung reported fiscal year to date figures as of February 29, 2016: year to date revenue of \$70,505.36; expenditures of \$36,346.21 and cash balance of \$132,111.91. Lesselyoung reported fiscal year-end figures as of June 30, 2015: revenue of \$72,803.75; expenditures of \$60,360.32 and cash balance of \$ \$97,952.76. Barns moved and Bachman seconded to approve the financial report as presented. Motion carried by unanimous roll call vote.

Renewal Discussion: Discussion was held on the topic of renewals and non renewals. Tellinghuisen advised any non-renewed licensees have received two letters notifying of expired license status. Tellinghuisen-Geddes advised that the initial letter was sent out on January 11th. The Board office will forward a list to the Board and Strohman of any licensees who have not renewed following the meeting. The Board office will forward a list of current trainees to Barnes prior to the next meeting.

Page 2

**South Dakota Board of Funeral Service
Board Meeting Minutes
April 5, 2016**

Any other business coming in between date of mailing and date of meeting: Sogn asked to discuss the possibility of sending a Board member to the annual meeting of the International Conference of Funeral Service Examining Boards. The Board will discuss further at the annual in-person meeting in May. The Board office will furnish details of the meeting. Nohava advised the SD Funeral Directors Association is very appreciative of the Board's sponsorship of the speaker for the annual meeting.

Barns moved and Isburg seconded to enter executive session at 3:27 PM CT to discuss complaints/investigations, and the Executive Secretary contract. Motion carried by unanimous roll call vote. Nohava exited the meeting. Isburg moved and Barns seconded to exit executive session at 3:37 PM CT. Motion carried by unanimous roll call vote.

Complaints/Investigations:

#162: Sogn recommended the Board dismiss the complaint because the situation has been resolved. Volk moved and Bachman seconded to dismiss complaint #162. Motion carried by unanimous roll call vote.

Executive Secretary Contract: Tellinghuisen requested a 2.7% increase on her contract. Volk moved and Bachman seconded to approve the contract as requested. Motion carried by unanimous roll call vote.

Next meeting: The next meeting will be held on May 11, 2016 in Sioux Falls in conjunction with the annual meeting of the SD Funeral Directors Association. Isburg moved and Barns seconded to adjourn. Motion carried by unanimous roll call vote. Meeting adjourned at 3:41 PM CT.

Respectfully submitted,

Carol Tellinghuisen
Executive Secretary