



Board of Funeral Service

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OFFICIAL BOARD MINUTES FOR January 12, 2021 TELECONFERENCE BOARD MEETING

Members Present: Randy Brennick (newly elected President)
James Jones, (newly elected Vice-President)
Chad Osthus, (newly elected Secretary/Treasurer)
Bart Fredericksen, Member
Michael Carlsen, Member
Tony Farmen, Lay Member
Sharel Delzer, Lay Member
Mariah Pokorny, Dept. of Health (Non-voting member)

Members Absent: None

Others Present: Carol Tellinghuisen, Executive Secretary
Jill Lesselyoung, Executive Assistant
Megan Borchert, DOH Board Attorney

Call to Order/Welcome and Introductions: President Pro Tempore, Brennick called the meeting to order at 3:00 PM MT. He welcomed new Board members, Michael Carlsen and Bart Fredericksen.

Roll Call: Brennick asked Lesselyoung to call the roll. Fredericksen, yes; Carlsen, yes; Brennick, yes; Jones, yes; Osthus, yes; Pokorny, yes; Delzer, yes; Farmen, yes.

Corrections or additions to the agenda: Tellinghuisen requested to move executive session up to follow approval of the agenda due to time constraints for a member.

Public Comment: Brennick called for any comments from the public. There were no public comments.

Approval of the agenda: Farmen moved to approve the agenda with the change as requested by Tellinghuisen. Osthus seconded the motion. **MOTION PASSED** by roll call vote. Fredericksen, yes; Carlsen, yes; Brennick, yes; Jones, yes; Osthus, yes; Delzer, yes; Farmen, yes.

Executive Session-Pursuant to SDCL 1-25-2: Brennick called for a motion to enter executive session at 3:06pm to discuss the executive secretary contract renewal. He advised there are no pending complaints. Osthus made a motion to enter executive session. Jones seconded the motion. **MOTION PASSED** by roll call vote. Fredericksen, yes; Carlsen, yes; Brennick, yes; Jones, yes; Osthus, yes; Delzer, yes; Farnen, yes. The Board exited executive session at 3:12pm.

Delzer made a motion to renew the contract with Tellinghuisen with a state cost of living increase if implemented. Osthus seconded the motion. **MOTION PASSED** by roll call vote. Fredericksen, yes; Carlsen, yes; Brennick, yes; Jones, yes; Osthus, yes; Delzer, yes; Farnen, yes

Election of Officers: Jones made a motion to elect Brennick for President. Carlsen seconded the motion. **MOTION PASSED** by roll call vote. Fredericksen, yes; Carlsen, yes; Brennick, abstain; Jones, yes; Osthus, yes; Delzer, yes; Farnen, yes. Pokorny made a motion to elect Jones for Vice-President. Farnen seconded the motion. **MOTION PASSED** by roll call vote. Fredericksen, yes; Carlsen, yes; Brennick, yes; Jones, abstain; Osthus, yes; Delzer, yes; Farnen, yes. Jones made a motion to elect Osthus as Secretary/Treasurer. **MOTION PASSED** by roll call vote. Fredericksen, yes; Carlsen, yes; Brennick, yes; Jones, yes; Osthus, abstain; Delzer, yes; Farnen, yes.

Trainee review officer: Brennick asked for volunteers to review and approve the trainee reports and act as education review/approval officer for applications. The role had previously been split between two Board members. Jones volunteered to do both.

New legal counsel for DOH-Borchert, Williams: Brennick welcomed Borchert and Williams to the Board.

Review-Role of Board Member and Conflict of Interest: Borchert advised her role for the Board is to handle complaints and settlements and Justin Williams will assist with meetings and provide legal advice as general counsel. Borchert advised a Board member's role is to protect the health and safety of the consumers. It is a distinct purpose from the association's role of expansion of the practice and promotion of the profession. She advised members to keep the public protection in the back of their minds. She discussed the Code of Conduct and Conflict of Interest Policy that is a part of the Boards and Commissions Meeting Guidelines; a Board member must not use information for personal gain. She discussed the Anti-Harassment Policy and the Open Meeting Laws. All are encouraged to reach out with any questions.

Approval of the minutes from March 3, 2020: Osthus made a motion to approve the minutes from March 3, 2020. Delzer seconded the motion. **MOTION PASSED** by roll call vote. Fredericksen, yes; Carlsen, abstain; Brennick, yes; Jones, yes; Osthus, yes; Delzer, yes; Farnen, yes. Osthus exited the meeting at 3:33pm.

FY Financial Update: Lesselyoung reported fiscal year-end figures as of June 30, 2020: revenue of \$70,707.72; expenditures of \$66,245.81 and cash balance of \$115,876.24 and year to date figures as of November 30, 2020: revenue of \$56,689.95, expenditures of \$28,280.38 and cash balance of \$144,285.81.

Update on Inspections/Executive Orders: Pokorny asked if Daryl Isburg's inspection contract had expired. Tellinghuisen confirmed it had and he did not inspect in 2020 due to COVID. The

executive order was issued waiving inspections for calendar year 2020 and has been extended until June 30, 2021. Going forward the Board discussed whether to have members inspect or hire an outside inspector. Pokorny advised the Board would need to address fairly soon if an RFP is needed. The Board will address at the meeting in March.

Legislative Update: Tellinghuisen advised HB1014 has been introduced to create a standardized complaint procedure. Pokorny advised there may a bill coming that could affect the Board. If introduced, she will notify the Board office.

Renewal Update: Lesselyoung reported there are currently 329 actively licensed embalmers and 10 embalmers showing non-renewed. The Board office has sent non-renewal notices. All 93 homes and 12 crematories have renewed.

Schedule next meetings: The next meeting is set for March 9th at 4:00CT/3:00MT. The Board plans to meet with the SDFDA when the May date is set. The following meeting will be held on September 9th at 4:00CT/3:00MT.

Any other business coming in between date of mailing and date of meeting: There was no other business.

Farmen made a motion to adjourn at 3:56PM MT. Jones seconded the motion. **MOTION PASSED** by roll call vote. Fredericksen, yes; Carlsen, yes; Brennick, yes; Jones, yes; Osthus, yes; Delzer, yes; Farmen, yes.

Respectfully submitted,



Carol Tellinghuisen
Executive Secretary

1-27-1.17. Draft minutes of public meeting to be available--Exceptions--Violation as misdemeanor. The unapproved, draft minutes of any public meeting held pursuant to § 1-25-1 that are required to be kept by law shall be available for inspection by any person within ten business days after the meeting. However, this section does not apply if an audio or video recording of the meeting is available to the public on the governing body's website within five business days after the meeting. A violation of this section is a Class 2 misdemeanor. However, the provisions of this section do not apply to draft minutes of contested case proceedings held in accordance with the provisions of chapter 1-26.