



## Board of Funeral Service

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### OFFICIAL BOARD MINUTES FOR March 9, 2021 TELECONFERENCE BOARD MEETING

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

Members Absent: Randy Brennick, President  
Tony Farnen, Lay Member

Others Present: Carol Tellinghuisen, Executive Secretary  
Jill Lesselyoung, Executive Assistant  
Brooke Tellinghuisen Geddes, Executive Assistant

**Call to Order/Welcome and Introductions:** Vice-President Jones called the meeting to order at 3:02 PM MST.

**Roll Call:** Jones asked Lesselyoung to call the roll. Jones, yes; Osthus, yes; Fredericksen, yes; Carlsen, yes; Delzer, yes; Pokorny, yes. A quorum was present.

**Corrections or additions to the agenda:** None

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

**Approval of the agenda:** Carlsen moved to approve the agenda. Delzer seconded the motion. **MOTION PASSED** by roll call vote. Jones, yes; Osthus, yes; Fredericksen, yes; Carlsen, yes; Delzer, yes.

**Approval of the minutes from January 12, 2021:** Delzer made a motion to approve the minutes from January 12, 2021. Osthus seconded the motion. **MOTION PASSED** by roll call vote. Jones, yes; Osthus, yes; Fredericksen, yes; Carlsen, yes; Delzer, yes.

**FY Financial Update:** Lesselyoung reported fiscal year-to-date figures as of January 31, 2021: revenue of \$70,864.95; expenditures of \$38,297.53 and cash balance of \$148,443.66.

**Discussion Annual Inspections:** Tellinghuisen advised the executive order waiving the annual inspections has been extended until June 30, 2021. Going forward, the Board needs to decide whether to hire the outside inspector or have the Board members conduct the inspections. Following discussion and review of prior contracts, Board members, Jones, Carlsen and Fredericksen volunteered to conduct inspections and will split the State.

**Legislative Update:** : Tellinghuisen advised HB 1014, an act to establish uniform complaint and declaratory ruling procedures for agencies regulating certain professions and occupations passed and becomes effective July 1, 2021. The bill standardizes the complaint procedure for all Boards. Tellinghuisen advised it is similar to what the Board already has in place and unifies procedures across all Boards. Lesselyoung advised HB 1077, an act to provide for licensure by endorsement for certain licensed professionals and occupations passed and was amended to include Funeral Embalmers/Directors. The bill is to address licensure from other states. The purpose of the bill is to expedite licensure. They must still become licensed through our current mechanism; apply, pay the required fees, and be licensed in another state with like standards. The bill is meant to simplify the process.

**Online Renewal System:** The Board office advised they are moving to a new system with Albertson Consulting for online renewals and credit card payments for those Boards under DSS. The Board office requested a bid to include all the health Boards administered by Professional Licensing in the new system. The costs will be shared by the health boards based on the number of licensees. Once the new system is operational, Albertson Consulting will submit an additional bid to import the old records into their electronic data management system for records retention. Jones and Carlsen advised they use an online renewal system in neighboring states. Pokorny advised Vital Records made the transition to an online system in recent years. The fees associated with a credit card payment are absorbed by the consumer. Following discussion, Osthus made a motion to proceed forward using the online renewal system with Albertson Consulting with credit card service fees to be paid by the consumer. Carlsen seconded the motion. **MOTION PASSED** by roll call vote. Jones, yes; Osthus, yes; Fredericksen, yes; Carlsen, yes; Delzer, yes.

**There was no need to enter Executive Session.** Jones advised there is one new complaint which is pending.

**Schedule next meetings/SD Funeral Director's Association:** The next meeting is an in-person meeting in conjunction with the SD Funeral Director's Association set for May 12, 2021 starting 1:00PM CDT at the Best Western PLUS Ramkota Hotel & Conference Center in Sioux Falls. The Board agreed to have an exhibitor booth to provide general information relating to the Board.

**Any other business coming in between date of mailing and date of meeting:** Carlsen voiced concerns if a licensee has a number of felony charges pending. He questioned if a complaint was not filed, when would the Board take action. Tellinghuisen advised if a complaint is not filed, we would need to speak with our legal counsel about options. Carlsen was advised to send any information to the Board office, and it will be sent to legal counsel in advance of the next meeting. There was no other business.

Osthus made a motion to adjourn at 3:51PM MST. Delzer seconded the motion. **MOTION PASSED** by roll call vote. Jones, yes; Osthus, yes; Fredericksen, yes; Carlsen, yes; Delzer, yes.

Respectfully submitted,

A handwritten signature in cursive script that reads "Carol Tellinghuisen". The signature is written in black ink on a light-colored background.

Carol Tellinghuisen  
Executive Secretary