



South Dakota Board of Funeral Service

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DRAFT BOARD MEETING AGENDA

TO: Board Members

FROM: Brooke Tellinghuisen Geddes, Executive Secretary

DATE: October 3, 2024

MEETING DATE: October 17, 2024

MEETING TIME: 3:00pm MDT/4:00pm CDT

MEETING LOCATION: Video Conference

The public is invited to attend the meeting via Microsoft Teams at the following link:
https://teams.microsoft.com/l/meetup-join/19%3ameeting_NjQ2YjVkn2YtYzhkNy00NTQ5LTg1OTAtZjMzMmJjNDIzMDU3%40thread.v2/0?context=%7b%22Tid%22%3a%22e69efb98-56ef-4797-a76b-e1ec658a639c%22%2c%22Oid%22%3a%22ee0a24e7-6d2c-4495-ade5-4377098865d2%22%7d

Or by calling: 1-469-770-0416, Passcode: 360911092#

If members of the public would like to be sent the Microsoft Teams invitation to the meeting instead of using the above link, please contact the board office prior to the meeting at office@sdlicensing.com. If you are having issues accessing the link, please contact the board office at 605-642-1600.

Agenda Item Number:

1. Call to order/welcome and introductions-Jones
2. Roll call-Jones
3. Corrections or additions to the agenda
4. Approval of the agenda
5. Public testimony/public comment period -*5 minutes for the public to address the Board*
6. Approval of the minutes from May 8, 2024
7. FY financial update
8. Student and Trainee License Discussion
9. 2025 Legislation Update-Fee Increase

10. Administrative Rules Updates- Fee Increase, Trainee Requirements
11. Inspection Update
12. Election of Officers- Secretary/Treasurer Only
13. Executive Session-pursuant to SDCL 1-25-2
 - a. Complaints/Investigations
 - i. #170
 - ii. Trainee License Updates
 - iii. Conflict of Interest Policy
14. Vote on Complaints
15. Vote on Trainee License Updates
16. Trainee License Update -Policy Going Forward
17. Election of Trainee Review Officer (Trainee Applications/Trainee Reports/Trainee Expiration Updates)
18. Schedule next meeting
19. Any other business coming in between date of mailing and date of meeting
20. Adjourn

STATE OF SOUTH DAKOTA
 REVENUE SUMMARY BY BUDGET UNIT
 FOR PERIOD ENDING: 06/30/2024

AGENCY 09 HEALTH
 BUDGET UNIT 09204 BOARD OF FUNERAL SERVICE - INFO

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
COMPANY NO 6503					
COMPANY NAME PROFESSIONAL & LICENSING BOARDS					
092040061812	6503	4293955	FUNERAL LICENSE FEE	550.00	70,725.00
ACCT: 4293			BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)	550.00	70,725.00 *
ACCT: 42			LICENSES, PERMITS & FEES	550.00	70,725.00 **
092040061812	6503	4920045	NONOPERATING REVENUES	.00	2,650.68
ACCT: 4920			NONOPERATING REVENUE	.00	2,650.68 *
092040061812	6503	4950000000000000000	REFUND OF PRIOR YEARS EXP	.00	119.94
ACCT: 4950			REFUND OF PRIOR YEARS EXPENDITURES	.00	119.94 *
ACCT: 49			OTHER REVENUE	.00	2,770.62 **
CNTR: 092040061812				550.00	73,495.62 ***
CNTR: 092040061				550.00	73,495.62 ****
CNTR: 0920400				550.00	73,495.62 *****
COMP: 6503				550.00	73,495.62 *****
B UNIT: 09204				550.00	73,495.62 *****

STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 06/30/2024

AGENCY	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
09			HEALTH		
BUDGET UNIT 09204			BOARD OF FUNERAL SERVICE - INFO		
CENTER-5 09204			BOARD OF FUNERAL SERVICE - INFO		
CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
	6503	510130000000000000	BOARD & COMM MBR'S FEES	.00	1,140.00
COMPANY NO 6503					
COMPANY NAME			PROFESSIONAL & LICENSING BOARDS		
ACCT: 5101	6503	510201000000000000	EMPLOYEE SALARIES	.00	1,140.00
092040061812	6503	510201000000000000	OASI-EMPLOYER'S SHARE	.00	95.79
ACCT: 5102			EMPLOYEE BENEFITS	.00	95.79
ACCT: 51			PERSONAL SERVICES	.00	1,235.79
092040061812	6503	520302000000000000	AUTO PRIV (IN-ST.) L/RTE	.00	125.44
092040061812	6503	520303000000000000	AUTO-PRIV (IN-ST.) H/RTE	.00	1,956.87
092040061812	6503	520310000000000000	LODGING/IN-STATE	.00	338.03
092040061812	6503	520313000000000000	NON-EMPLOY. TRAVEL-IN ST.	.00	533.82
092040061812	6503	520314000000000000	TAXABLE MEALS/IN-STATE	.00	112.00
092040061812	6503	520315000000000000	NON-TAXABLE MEALS/IN-ST	.00	228.00
ACCT: 5203			TRAVEL	.00	3,294.16
092040061812	6503	520402000000000000	DUES & MEMBERSHIP FEES	.00	250.00
092040061812	6503	520405000000000000	COMPUTER CONSULTANT	361.00	4,104.75
092040061812	6503	520408000000000000	LEGAL CONSULTANT	1,890.50	4,536.80
092040061812	6503	520409000000000000	MANAGEMENT CONSULTANT	430.33	65,004.54
092040061812	6503	520413000000000000	OTHER CONSULTING	.00	1,500.00
092040061812	6503	520418100000000000	BIT DEVELOPMENT COSTS	.00	200.64
092040061812	6503	520420000000000000	CENTRAL SERVICES	.00	2,483.05
092040061812	6503	520420400000000000	RECORDS MGMT SERVICES	.00	263.81
092040061812	6503	520420700000000000	HUMAN RESOURCES SERVICES	115.04	546.12
092040061812	6503	520443000000000000	PUBLISHING	.00	169.21
092040061812	6503	520458000000000000	TRUCK-DRAYAGE & FREIGHT	.00	252.27
092040061812	6503	520459000000000000	INS PREMIUMS & SURETY BDS	.00	1,368.00
092040061812	6503	520496000000000000	OTHER CONTRACTUAL SERVICE	7.00	1,469.76
ACCT: 5204			CONTRACTUAL SERVICES	2,803.87	82,148.95
092040061812	6503	520531000000000000	PRINTING-STATE	.00	149.25
092040061812	6503	520535000000000000	POSTAGE	.00	11.18
ACCT: 5205			SUPPLIES & MATERIALS	.00	160.43
ACCT: 52			OPERATING EXPENSES	2,803.87	85,603.54
COMP: 6503			PROFESSIONAL & LICENSING BOARDS	2,803.87	86,839.33
CENTER: 092040061812				2,803.87	86,839.33
B UNIT: 09204				2,803.87	86,839.33



BA1409R1

STATE OF SOUTH DAKOTA
CASH CENTER BALANCES
AS OF: 06/30/2024

AGENCY: 09 HEALTH
BUDGET UNIT: 09204 BOARD OF FUNERAL SERVICE - INFO

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	092000061812	1140000	81,458.05	DR	BOARD OF FUNERAL SERVICES
COMPANY/SOURCE TOTAL 6503 618			81,458.05	DR *	
COME/BUDG UNIT TOTAL 6503 09204			81,458.05	DR **	
BUDGET UNIT TOTAL 09204			81,458.05	DR ***	

20:45:03:02. **Traineeship in funeral service.** For purposes of this section, one year's work is twelve months, either consecutive or non-consecutive, and in no event may the traineeship be less than two thousand eighty hours. Although the twelve-month period is not required to be completed in consecutive succession, a trainee must reapply for registration if the trainee seeks to resume duties after being terminated by a sponsor, or if the trainee changes sponsors for any reason. The traineeship may be served under different funeral service licensees licensed in accordance with SDCL chapter [36-19](#) and in different funeral establishments licensed in accordance with SDCL chapter [36-19](#). The trainee must be a citizen of the United States or a resident of South Dakota. The traineeship must be completed in one-month segments, unless the board finds good cause for shorter segments.

A funeral service licensee may not sponsor more than one trainee at a time. The sponsoring funeral service licensee is fully responsible for the trainee's actions and work in funeral service. The sponsor and the trainee shall notify the board immediately of the termination or temporary discontinuance of supervision of a trainee.

To maintain registration, the trainee must file with the board at least twenty-five acceptable embalming case reports on forms provided by the board, along with twelve monthly report cards. The trainee shall assist in the direction of at least twenty-five funerals and present five sets of arrangements. The trainee must perform all work as a trainee under the supervision of the trainee's funeral service sponsor.

A terminated traineeship may be reinstated if the trainee applies again to the board. A traineeship may be completed before or after completing mortuary college.

Any funeral service licensee, including a sponsor or the owner of a funeral establishment, who allows a person to do the work of a trainee when that person is not registered with the board or when that person has completed the traineeship program, is subject to license revocation or suspension.

Source: SL 1975, ch 16, § 1; 9 SDR 59, effective November 14, 1982; 12 SDR 151, 12 SDR 155, effective July 1, 1986; 19 SDR 35, effective August 27, 1992; 21 SDR 118, effective January 2, 1995; 30 SDR 215, effective July 14, 2004; 50 SDR 157, effective July 2, 2024.

General Authority: SDCL [36-19-12.1](#).

Law Implemented: SDCL [36-19-18](#), [36-19-21](#)(5), [36-19-38](#)(7)(13).

20:45:03:02.01. **Mortuary student trainee.** Repealed.

Source: 37 SDR 237, effective June 30, 2011; 50 SDR 157, effective July 2, 2024.

36-19-21. Funeral service--License requirements.

The board may issue a license to practice funeral service to any person who:

- (1) Is at least eighteen years of age;
- (2) Submits an application on a form prescribed by the board;
- (3) Pays the application fee established by the board, in accordance with § [36-19-12.1](#);
- (4) Has completed at least ninety credit hours offered by an accredited institution of higher education and obtained a degree or a certificate from a mortuary science or funeral service program that is accredited by the American Board of Funeral Service Education;
- (5) Has completed one year as a trainee under a person licensed pursuant to this chapter;
- (6) Has passed the national board examination, administered by the International Conference of Funeral Service Examining Board; and
- (7) Has not committed any act that constitutes a ground for denying, suspending, or revoking a license under this chapter.

Source: SDC 1939, § 27.1406 as amended by SL 1939, ch 102, § 4; SL 1951, ch 132, § 1; SL 1963, ch 154, § 3; revised pursuant to SL 1972, ch 15, § 4; SL 2020, ch 168, § 8; SL 2023, ch 137, § 11.