



Board of Funeral Service

Mailing Address:
810 North Main Street, Suite 298
Spearfish, SD 57783

Phone: (605) 642-1600

E-Mail: office@sdlicensing.com

Home Page: funeralboard.sd.gov

DRAFT TELECONFERENCE **BOARD MEETING AGENDA**

TO: Board Members

FROM: Carol Tellinghuisen, Executive Secretary

DATE: April 20, 2023

MEETING DATE: May 10, 2023

MEETING TIME: 1:00 p.m. CDT / 12:00 p.m. MDT

MEETING LOCATION: Ramkota Hotel & Watertown Event Center- Prairie Room
1901 9th Ave. SW
Watertown, SD 57201
(605) 886-8011

Persons interested in joining the meeting may do so by calling the teleconference number at 1-866-705-2554. Key in the Guest Passcode: 263756.

Agenda Item Number:

1. Call to order/welcome and introductions-Brennick
2. Roll call-Brennick
3. Corrections or additions to the agenda
4. Approval of the agenda
5. Public testimony/public comment period at 1:05 p.m. CDT-*5 minutes for the public to address the Board*
6. Approval of the minutes from November 17, 2022
7. FY financial update
8. Legislative Updates
 - a. HB 1015
 - b. SB 141
 - c. Other legislative updates
9. Administrative Rules- ARSD 20:45 (Funeral Service) and ARSD 20:45:05 (Crematories and Cremations)
10. Election of Officers
11. ICFSEB Annual Conference Update- Brennick
12. SDFDA FY25 Contract for Speaker (Vote)
13. Cremator Operator Program/Adopt Approved Courses- SDFDA
14. Annual Inspections

15. Pre-Arranged Funeral Trust Reporting Discussion
16. Schedule next meeting
17. Executive Session-pursuant to SDCL 1-25-2
 - a. Executive Secretary Contract Renewal
 - b. Application #2023-1
 - c. Endorsement Applications SDCL 36-1D (Certification vs. Licensure)-Borchert
 - d. Complaints/Investigations
 - i. #170
 - ii. #171
18. Vote on Executive Session items
 - a. Executive Secretary Contract Renewal
 - b. Applications
 - c. Complaints/Investigations-if applicable
19. Any other business coming in between date of mailing and date of meeting
20. Adjourn



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DRAFT BOARD MINUTES FOR NOVEMBER 17, 2022 BOARD MEETING TELECONFERENCE

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

Members Absent: Randy Brennick, President

Others Present: Carol Tellinghuisen, Executive Secretary
Brooke Tellinghuisen Geddes, Executive Assistant
Abby Rehorst, Executive Assistant
Megan Borchert, Attorney General's Office
Jacob Dempsy, Attorney General's Office
Mariah Pokorny, Director of Accreditation and Reporting, DOH
Jasper Diegel, SDFDA

Call to Order/Welcome and Introductions: Vice-President Jones called the meeting to order at 3:02 p.m. MDT.

Roll Call: Jones asked Tellinghuisen Geddes to call the roll. Jones, yes; Osthus, yes; Carlsen, yes; Delzer, yes; Flax, yes; Fredericksen, yes. A quorum was present.

Corrections or additions to the agenda: None

Approval of the agenda: Osthus moved to approve the agenda. Fredericksen seconded the motion. **MOTION PASSED** by unanimous voice vote.

Public Comment: None.

Approval of the minutes from August 25, 2022: Carlsen made a motion to approve the minutes from August 25, 2022. Delzer seconded the motion. **MOTION PASSED** by unanimous voice vote.

Pokorny Announcement: Pokorny announced her new position within the Department of Health as the new liaison between licensure boards and DOH. The Board expressed their gratitude for Pokorny's contributions to the Board. The Board also congratulated Pokorny on her new role with the DOH. Pokorny introduced Flax as the new non-voting member for the Board.

FY Financial Update: Tellinghuisen Geddes reported fiscal year-end figures as of October 31, 2022: revenue of \$30,331.53; expenditures of \$28,607.09 and a cash balance of \$122,842.70. Tellinghuisen Geddes reminded the Board that the bulk of revenue comes in after October due to the timing of the renewal period.

Online Renewal Update: Tellinghuisen Geddes updated the Board on the use of the new online renewal system. The majority of renewals are coming in online and things have been going well with the new system.

Association Cremation Bill: Diegel from the Association presented the Bill to the Board. The Board and legal counsel raised concerns regarding creation of a new certification, the lack of disciplinary authority or references to the Uniform Complaint Procedure, changes in reporting requirements, the lack of clear inspection authority, and general concern relating to the Board's legislative authority to establish standards, provide inspections, and establish licensure standards being usurped. The Board was advised not to take a position from the DOH and Diegel noted the Association will move forward with or without support from the Board. The Board also raised concerns about having to quickly go through the rules promulgation process as a result of the bill if the Association moves forward. Pokorny and the board office reiterated that the Board cannot vote to support the bill without a final introduced bill that has been reviewed by DOH.

Update on Annual Inspections: Jones stated that he is done with his part of the inspections. Fredericksen and Carlsen are actively working on the remaining inspections and are set to be done before the end of the year.

Schedule Next Meeting: The next meeting is scheduled for May 10, 2022 in Watertown, SD.

Osthus made a motion to enter executive session at 3:53 p.m. MST. Fredericksen seconded the motion.

MOTION PASSED by unanimous voice vote.

The Board exited executive session at 4:04 p.m. MST.

Delzer made a motion to approve the consent order presented by Borchert to accept the voluntary surrender of Taylor C. Oster's South Dakota Funeral Director/Embalmer license and to accept the transfer of funeral establishment licenses to Charles R. Rooks. Osthus seconded the motion. **MOTION PASSED** by roll call vote Jones, abstain; Osthus, yes; Carlsen, yes; Delzer, yes; Fredericksen, yes.

Complaint #170 is pending.

Carlsen exited the call at 4:06 p.m. MST.

Dempsey asked the Board to take a vote on whether to include the Board Office as part of the investigative committee on complaints. Osthus made a motion to include the Board Office as part of the investigative committee. Fredericksen seconded the motion. **MOTION PASSED** by roll call vote: Jones, yes; Osthus, yes; Fredericksen, yes; Delzer, yes.

Osthus made a motion to adjourn the meeting at 4:09 p.m. MST. Frederickson seconded the motion. **MOTION PASSED** by unanimous voice vote.

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.

STATE OF SOUTH DAKOTA
REVENUE SUMMARY BY BUDGET UNIT
FOR PERIOD ENDING: 03/31/2023

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	465.00	69,806.25
ACCT: 4293			BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)	465.00	69,806.25 *
ACCT: 42			LICENSES, PERMITS & FEES	465.00	69,806.25 **
092040061812	6503	4920045	NONOPERATING REVENUES	.00	1,130.28
ACCT: 4920			NONOPERATING REVENUE	.00	1,130.28 *
ACCT: 49			OTHER REVENUE	.00	1,130.28 **
CNTR: 092040061812				465.00	70,936.53 ***
CNTR: 092040061				465.00	70,936.53 ****
CNTR: 0920400				465.00	70,936.53 *****
COMP: 6503				465.00	70,936.53 *****
B UNIT: 09204				465.00	70,936.53 *****

STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 03/31/2023

AGENCY	BUDGET UNIT	CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
09	HEALTH						
09204	BOARD OF FUNERAL SERVICE - INFO						
09204	BOARD OF FUNERAL SERVICE - INFO						
COMP							
COMPANY NO	6503						
COMPANY NAME	PROFESSIONAL & LICENSING BOARDS						
092040061812	6503	510103000000000000	BOARD & COMM MERS FEES		2,040.00		
ACCT: 5101			EMPLOYEE SALARIES				
092040061812	6503	510201000000000000	OASI-EMPLOYER'S SHARE		2,040.00	*	
ACCT: 5102			EMPLOYEE BENEFITS				
ACCT: 51			PERSONAL SERVICES		169.21	*	
					2,209.21	**	
092040061812	6503	520303000000000000	AUTO-PRIV (IN-ST.) H/RTE		1,860.18		
092040061812	6503	520310000000000000	LODGING/IN-STATE		183.86		
092040061812	6503	520313000000000000	NON-EMPLOY. TRAVEL-IN ST.		965.68		
092040061812	6503	520314000000000000	TAXABLE MEALS/IN-STATE		234.00		
092040061812	6503	520315000000000000	NON-TAXABLE MEALS/IN-ST		108.00		
ACCT: 5203			TRAVEL				
092040061812	6503	520405000000000000	COMPUTER CONSULTANT		3,351.72	*	
092040061812	6503	520408000000000000	LEGAL CONSULTANT		280.00		
092040061812	6503	520409000000000000	MANAGEMENT CONSULTANT		3,514.80		
092040061812	6503	520418000000000000	COMPUTER SERVICES-STATE		5,544.11		
092040061812	6503	520420000000000000	CENTRAL SERVICES		51,578.09		
092040061812	6503	520420000000000000	RECORDS MGMT SERVICES		1,560.00		
092040061812	6503	520420700000000000	HUMAN RESOURCES SERVICES		1,688.71		
092040061812	6503	520496000000000000	OTHER CONTRACTUAL SERVICE		172.14		
ACCT: 5204			CONTRACTUAL SERVICES		601.06		
092040061812	6503	520531000000000000	PRINTING-STATE		1,521.61		
092040061812	6503	520535000000000000	POSTAGE		65,916.51	*	
ACCT: 5205			SUPPLIES & MATERIALS		135.90		
ACCT: 52			OPERATING EXPENSES		7.31		
					203.21	*	
COMP: 6503	PROFESSIONAL & LICENSING BOARDS				69,471.44	**	
CENTER: 092040061812					71,680.65	***	
B UNIT: 09204					71,680.65	****	
					71,680.65	*****	

STATE OF SOUTH DAKOTA
CASH CENTER BALANCES
AS OF: 03/31/2023

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AGENCY: 09 HEALTH

BUDGET UNIT: 09204 BOARD OF FUNERAL SERVICE - INFO

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	092000061812	1140000	120,374.14	DR	BOARD OF FUNERAL SERVICES
COMPANY/SOURCE TOTAL 6503 618			120,374.14	DR *	
COMP/BUDG UNIT TOTAL 6503 09204			120,374.14	DR **	
BUDGET UNIT TOTAL 09204			120,374.14	DR ***	