



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 BOARD MINUTES FOR MAY 7, 2025 BOARD MEETING/TELECONFERENCE

Members Present: James Jones, President
Chad Osthus, Vice-President
Michael Carlsen, Member
Sharel Delzer, Lay Member (via Microsoft Teams)
Shawna Flax, Dept. of Health (Non-voting member)

Members Absent: Randy Brennick, Secretary/Treasurer

Others Present: Brooke Tellinghuisen Geddes, Executive Secretary;
Megan Borchert, General Counsel; Katie Funke, Executive Assistant; Jasper Diegel, SDFDA; Katie Sieverding, SDFDA; Jonathan Dyck, SDFDA; Michael Sharkey, SDFDA; Shauna Kjos-Miotke, SDFDA; Nic Polly, SDFDA; Aubrey Hofmeister, SDFDA; Tim Bachman, SDFDA; Mitch Steinhoff, SDFDA; Logan Brandriet, SDFDA; Tim Bishop, Kuhler Funeral Home; Kelly Hyke, SDFDA.

Call to Order/Welcome and Introductions: Jones called the meeting to order at 2:02 p.m. MDT.

Roll Call: Jones, yes; Osthus, yes; Carlsen, yes; Delzer, yes; Flax, yes; Brennick, absent. A quorum was present.

Public Hearing to Adopt Proposed Rules: The public rules hearing was conducted by Jones. Borchert provided a report on the draft rules and recommendations from LRC and requested two corrections for typographical errors. Carlsen made a motion to adopt the draft rules with LRC edits for form, style, clarity and legality and corrections to typographical errors. Osthus seconded the motion. **MOTION PASSED** by roll call vote: Jones, yes; Carlsen, yes; Delzer, yes; Osthus, yes; Brennick, absent.

The public hearing ended at 2:23 and the board entered into the regularly scheduled meeting at 2:25.

Corrections or additions to the agenda: None

Approval of the agenda: Osthus made a motion to approve the agenda. Carlsen seconded the motion. **MOTION PASSED** by unanimous voice vote.

Public Comment: A member of the public submitted a document to the board members during the meeting. No verbal comments were made.

Approval of the minutes from February 25, 2025: Osthus made a motion to approve the minutes from February 25, 2025. Carlsen seconded the motion. **MOTION PASSED** by unanimous voice vote.

FY Financial Update: Tellinghuisen Geddes reported fiscal year-to-date figures as of March 31, 2025: revenue of \$74,570.55; expenditures of \$73,926.55 and a cash balance of \$82,102.05.

Legislative Updates: Borchert provided an update on HB 1059 which clarifies the meaning of teleconference for purposes of open meetings and SB 74 which will require publication and review of an explanation of open meeting laws of this state.

Election of Officers: Osthus made a motion to keep the current slate of officers. Carlsen seconded the motion. **MOTION PASSED** by unanimous voice vote.

SDFDA FY27 Contract Renewal (Vote): Carlsen made a motion to table this agenda item until a later date. Osthus seconded the motion. **MOTION PASSED** by unanimous voice vote.

ICFSEB Annual Meeting Report-Jones & Borchert: Jones and Borchert attended the 2025 Annual Meeting for the International Conference of Funeral Service Education Examining Boards in Palm Springs, which was fully funded by ICFSEB. Topics included various licensure types, alkaline hydrolysis, changes in state exams, improper disposal of bodies, and FTC Funeral Rule.

Complaints/Investigations: Osthus made a motion to enter executive session at 2:44 pm MDT. Carlsen seconded the motion. **MOTION PASSED** by unanimous voice vote. All others exited the meeting. Jones declared an end to executive session at 3:30 pm MDT.

Schedule Next Meeting: The next meeting is tentatively scheduled for November 12, 2025, at 2:00 MDT/3:00 CDT via Microsoft Teams.

Any other business coming in between date of mailing and date of meeting: None.

Osthus made a motion to adjourn the meeting at 3:35 p.m. MDT. Carlsen seconded the motion. **MOTION PASSED** by unanimous voice vote.

Respectfully submitted,

A handwritten signature in black ink, reading "Brooke Tellinghuisen Geddes". The signature is written in a cursive, flowing style.

Brooke Tellinghuisen Geddes
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.