



## Board of Funeral Service

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### DRAFT BOARD MINUTES FOR OCTOBER 17, 2024 BOARD MEETING/TELECONFERENCE

Members Present: James Jones, President  
Chad Osthus, Vice-President  
Randy Brennick, Secretary/Treasurer  
Michael Carlsen, Member (joined at 4:05 p.m. CDT)  
Sharel Delzer, Lay Member  
Shawna Flax, Dept. of Health (Non-voting member)

Members Absent: None

Others Present: Brooke Tellinghuisen Geddes, Executive Secretary  
Megan Borchert, General Counsel, Attorney General's Office  
Jacob Dempsy, Prosecuting Counsel, Attorney General's Office  
Mariah Pokorny, Department of Health  
Jasper Diegel, SDFDA  
Katie Sieverding, SDFDA  
Michael Sharkey, SDFDA  
Shauna Kjos-Miotke, Fiksdal Funeral Service

**Call to Order/Welcome and Introductions:** Jones called the meeting to order at 4:03 p.m. CDT.

**Roll Call:** Jones, yes; Osthus, yes; Carlsen, absent; Delzer, yes; Flax, yes; Brennick, yes. A quorum was present. Carlsen joined at 4:05 p.m. CDT.

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

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

**Public Comment:** None.

**Approval of the minutes from May 8, 2024:** Carlsen made a motion to approve the minutes from May 8, 2024. Osthus seconded the motion. **MOTION PASSED** by unanimous voice vote.

**FY Financial Update:** Tellinghuisen Geddes reported fiscal year-end figures as of June 30, 2024: revenue of \$73,495.62; expenditures of \$86,839.33 and a cash balance of \$81,458.05.

**Student and Trainee License Discussion:** Tellinghuisen Geddes addressed the topic of students being able to complete mortuary school while not being licensed as a trainee considering the recent repeal in administrative rules of student licenses and certain language in the trainee administrative rules. She indicated that the board office has been working with the Department of Health, who had been in touch with the Governor's Office and the Association regarding the issue. Everyone is in agreement that the long-term fix will require legislation and re-writing ARSD 20:45:03:02. The board is waiting for further direction from the Department of Health on whether the board will need to bring a bill in 2025. Diegel with the SDFDA indicated they would be willing to bring legislation if needed. The board office will keep the Board updated. The short-term fix is to look at each trainee individually to update expiration dates on their trainee license.

**2025 Legislation Update-Fee Increase:** Tellinghuisen Geddes reported that the board is still waiting for approval from DOH-LTF to bring the 2025 bill for a fee increase.

**Administrative Rules Updates-Fee Increase, Trainee Requirements:** Tellinghuisen Geddes informed the board that if legislation is passed for the fee increase, the next step will be setting the fee in administrative rules. The trainee piece will also need to be addressed in rules. Depending on the outcome of legislation for fees and students/trainees, the board will plan to vote on a draft of updated administrative rules to bring forward this spring.

**Inspection Update:** Carlsen reported that all 2024 inspections assigned to him have been completed. Jones reported he has two more inspections left and will also be completed for 2024.

**Election of Officers- Secretary/Treasurer Only:** Carlsen made a motion to elect Brennick as Secretary/Treasurer. Delzer seconded the motion. **MOTION PASSED** by unanimous voice vote.

**Executive Session:** Osthus made a motion to enter executive session at 4:27 p.m. CDT. Carlsen seconded the motion. **MOTION PASSED** by unanimous voice vote. All others exited the meeting. Jones declared an end to executive session at 5:07 p.m. CDT.

**Vote on Complaints:** Osthus made a motion to adopt the stipulation to resolve complaint #170 in which Jessica Scott has agreed to surrender her license to practice funeral service. Delzer seconded the motion. **MOTION PASSED** by roll call vote: Jones, yes; Osthus, yes; Carlsen, abstain; Delzer, yes; Brennick, yes.

#### **Vote on Trainee License Updates:**

**Anderson, J:** Brennick made a motion to update the expiration date of the trainee license to December 31, 2024. Delzer seconded the motion. **MOTION PASSED** by roll call vote: Jones, yes; Osthus, abstain; Carlsen, yes; Delzer, yes; Brennick, yes.

**Laframboise, K:** Brennick made a motion to update the expiration date of the trainee license to July 1, 2025. Osthus seconded the motion. **MOTION PASSED** by unanimous voice vote.

**Borchard, C:** Carlsen made a motion to update the expiration date of the trainee license to May 1, 2025. Osthus seconded the motion. **MOTION PASSED** by unanimous voice vote.

**Fiedler, S:** Delzer made a motion to update the expiration date of the trainee license to July 1, 2025. Osthus seconded the motion. **MOTION PASSED** by unanimous voice vote.

**Schroeder, E:** Osthus made a motion to update the expiration date of the trainee license to July 1, 2025. Carlsen seconded the motion. **MOTION PASSED** by unanimous voice vote.

**Schriver, J:** Delzer made a motion to update the expiration date of the trainee license to October 31, 2024. Carlsen seconded the motion. **MOTION PASSED** by unanimous voice vote.

**Dykstra, T:** Osthus made a motion to issue the trainee license with an expiration date of July 1, 2025. Delzer seconded the motion. **MOTION PASSED** by unanimous voice vote.

**Pavao, K:** Osthus made a motion to issue the trainee license with an expiration date of July 1, 2025. Delzer seconded the motion. **MOTION PASSED** by unanimous voice vote.

**Trainee License Update- Policy Going Forward:** Osthus made a motion to allow the elected trainee review officer to review and approve future requests for trainee license updates utilizing the updated form. Carlsen seconded the motion. **MOTION PASSED** by unanimous voice vote.

**Election of trainee Review Officer:** Brennick made a motion to elect Osthus as the trainee review officer to review and approve trainee applications, trainee reports and trainee expiration update requests. Carlsen seconded the motion. **MOTION PASSED** by unanimous voice vote.

**Schedule Next Meeting:** The next meeting is tentatively scheduled for February 25, 2025, at 4:00 p.m. CST/ 3:00 p.m. MST via Microsoft Teams. One additional meeting is tentatively scheduled for May 7, 2025 at the Lodge in Deadwood, and in conjunction with the South Dakota Funeral Directors Association Convention.

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

Osthus made a motion to adjourn the meeting at 5:21p.m. CDT. Delzer seconded the motion. **MOTION PASSED** by unanimous voice vote.

Respectfully submitted,



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.

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