



Board of Funeral Service

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DRAFT BOARD MINUTES FOR NOVEMBER 12, 2025 BOARD MEETING/TELECONFERENCE

Members Present: James Jones, President
Michael Carlsen, Member
Daniel Rush, Member
Sharel Delzer, Lay Member
Shawna Flax, Dept. of Health (Non-voting member)

Members Absent: Chad Osthus, Vice-President

Others Present: Brooke Tellinghuisen Geddes, Executive Secretary;
Megan Borchert, General Counsel; Katie Funke, Executive
Assistant; Katie Sieverding, SDFDA; Aubrey Hofmeister,
SDFDA.

Call to Order/Welcome and Introductions: Jones called the meeting to order at 2:01 p.m. MST. Jones welcomed new Board member Daniel (DJ) Rush.

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

Corrections or additions to the agenda: None

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

Public Comment: There was no public comment.

Approval of the minutes from May 7, 2025: Carlsen made a motion to approve the minutes from May 7, 2025. Delzer seconded the motion. **MOTION PASSED** by unanimous voice vote.

FY Financial Update: Tellinghuisen Geddes reported fiscal year-end figures as of June 30, 2025: revenue of \$75,245.55; expenditures of \$96,041.65 and a cash balance of \$60,661.95.

Inspection Update: Jones reported inspections assigned to him are complete. Carlsen is in the process of completing the last of his assignments for the year. There were two violations thus far that needed corrected. They have since been corrected and are in compliance.

Tellinghuisen Geddes reminded the board that they will need to start thinking about who will be doing inspections when Jones and Carlsen go off the board next year. If board member(s) are not willing, the board may need to contract with an outside funeral director to complete inspections.

Trainee Updates: Tellinghuisen Geddes presented the updated trainee instructions based on changes that were made to administrative rules. Although basic requirements for the traineeship such as case reports, arrangements, etc. did not change, the process of when reports are submitted was updated.

Jones mentioned questions he received from a funeral home about scope of practice for trainees. Borchert advised that it may be helpful to add a statement to the trainee instructions. Borchert reminded the board that ultimately licensees have a duty to comply with the law but that it would be advisable to add the information to the instructions.

Re-Entry Applications (Out-of-State vs. SD Licensee) Discussion: Tellinghuisen Geddes reported that there have been recent inquiries regarding licensure for individuals who have let their license lapse. Based on South Dakota law, someone who does not have an active license would not be eligible for endorsement and would need to apply, and meet, all requirements of a new licensee- including a traineeship completed in SD. For an licensee who has never completed a traineeship in SD and is not eligible for endorsement, a SD traineeship may need to be completed before they would be eligible for licensure.

ICFSEB 122nd Annual Meeting- February 24-26, 2026, Louisville, Kentucky: Tellinghuisen Geddes reported that The Conference is funding two delegates to attend this meeting. Borchert and Jones expressed interest in attending. Delzer made a motion to send two delegates to the ICFSEB Annual Meeting, if available. Carlsen seconded the motion. **MOTION PASSED** by unanimous voice vote. Tellinghuisen Geddes will be in contact with Borchert and Jones about attending. If they are unable to attend for any reason, Tellinghuisen Geddes will check with other members.

Annual Review of Open Meeting Laws (SDCL 1-25-13): Borchert presented an overview of the guide to South Dakota's Open Meeting Laws, prepared by the Attorney General's Office as required by SDCL 1-25-13.

Executive Session Pursuant to SDCL 1-25-13: Rush made a motion to enter Executive Session at 2:36 p.m. MST. Carlsen seconded the motion. **MOTION PASSED** by unanimous voice vote. Jones declared an end to Executive Session at 2:52 p.m. CDT.

Complaints/Investigations: None.

Honorarium Contract Policy: Delzer made a motion to require written requests for all future board funded honorariums. Rush seconded the motion. **MOTION PASSED** by unanimous voice vote. Tellinghuisen Geddes and Borchert will draft a form for such requests and provide it to the board members as well as notify the SD Funeral Director's Association of such policy so that they may make their request for FY 27.

Schedule Next Meeting: The next meeting is tentatively scheduled for April 15, 2026, at 2:00 MST/3:00 CST via Microsoft Teams.

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

Carlsen made a motion to adjourn the meeting at 3:00 p.m. MST. 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.