



Board of Funeral Service

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DRAFT BOARD MINUTES FOR September 14, 2023 BOARD MEETING-TELECONFERENCE

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

Members Absent: None

Others Present: Carol Tellinghuisen, Executive Secretary
Brooke Tellinghuisen Geddes, Executive Assistant
Katie Funke, Administrative Assistant
Megan Borchert, Attorney General's Office
Mariah Pokorny, Department of Health
Jasper Diegel, SDFDA
Katie Sieverding, SDFDA
Michael Sharkey, SDFDA

Call to Order/Welcome and Introductions: President Brennick called the meeting to order at 4:00 p.m. CDT.

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

Corrections or additions to the agenda: None

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

Public Comment: None.

Approval of the minutes from May 10, 2023: Carlsen made a motion to approve the minutes from May 10, 2023. Jones seconded the motion. **MOTION PASSED** by unanimous voice vote.

FY Financial Update: Tellinghuisen Geddes reported fiscal year-end figures as of June 30, 2023: revenue of \$71,561.53; expenditures of \$97,878.03 and a cash balance of \$94,801.76. Tellinghuisen Geddes advised that the board is likely looking like they need to increase fees. If so, the Board could plan on bringing a bill in 2025.

Administrative Rules- ARSD 20:45 (Funeral Service) and ARSD 20:45:05 (Crematories and Cremations): Osthus made a motion to approve the administrative rules as presented with changes proposed. Jones seconded the motion. **MOTION PASSED** by unanimous voice vote.

Inspection Update: Carlsen and Jones advised they will be starting their inspections this month. Tellinghuisen Geddes updated the Board that with the new law, only one-third of establishments will need to be inspected in 2023. Those have been divided between Carlsen and Jones.

ICFSEB Annual Conference Meeting- Spring 2024: Tellinghuisen Geddes informed the Board that the ICFSEB announced its annual conference will take place in Myrtle Beach, SC on February 28-29, 2024. Tellinghuisen Geddes will check with Board members when the date gets closer to see if there is any interest in attending.

Schedule Next Meeting: The next meeting is tentatively scheduled in conjunction with the South Dakota Funeral Director's Association annual meeting in Sioux Falls on May 8, 2024. The meeting will take place at the Ramkota.

The Board did not have a need to enter Executive Session.

Complaints/Investigations:

Complaint #170 was reported pending.

Complaint #174 was reported as dismissed.

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

Osthus made a motion to adjourn the meeting at 4:32 p.m. CDT. Carlsen 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.