



Board of Funeral Service

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DRAFT OFFICIAL BOARD MINUTES FOR September 20, 2018 TELECONFERENCE BOARD MEETING

Members Present: Stuart W. Barns, President
 James Jones, Member
 Chad Osthus, Member
 David Volk, Lay Member
 Tony Farnen, Lay Member
 Mariah Pokorny, Dept. of Health (Non-voting member)

Members Absent: D. Scott Isburg, Vice-President
 Randy Brennick, Secretary-Treasurer

Others Present: Carol Tellinghuisen, Executive Secretary
 Jill Lesselyoung, Executive Assistant
 Brooke Tellinghuisen Geddes, Executive Assistant
 John Strohman, Office of the Attorney General

Call to Order/Welcome and Introductions: President Barns called the meeting to order at 3:01 PM CT.

Roll Call: Barns asked Lesselyoung to call the roll. Barns, yes; Jones, yes; Osthus, yes; Volk, yes; Farnen, yes; Pokorny, yes. A quorum was present.

Corrections or additions to the agenda: None.

Approval of the agenda: Jones made a motion to approve the agenda. Farnen seconded the motion. **MOTION PASSED** by roll call vote. Barns, yes; Jones, yes; Osthus, yes; Volk, yes; Farnen, yes.

Public Comment: Barns called for any comments from the public. There were no public comments.

Approval of Minutes from May 2, 2018: Osthus made a motion to approve the minutes. Jones seconded the motion. **MOTION PASSED** by roll call vote. Barns, yes; Jones, yes; Osthus, yes; Volk, yes; Farnen, yes.

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FY Financial Update: Lesselyoung reported fiscal year-end figures as of June 29, 2018: revenue of \$71,674.10; expenditures of \$73,056.89 and cash balance of \$116,496.18.

Update on Establishment/Crematory Inspections: Sogn advised to date, he has inspected (49)-funeral homes, (7)-crematories and has done (1)- re-inspection.

Revisions to State Examination: Pokorny advised she has reviewed the state examination for those questions pertinent to vital records. She is suggesting to re-word several of the questions as there is an area that is one of constant confusion of funeral directors and may cause confusion for new applicants. The Board office will make changes suggested by Pokorny and send to members for review. The Board will need to vote at a future meeting on the changes. Strohman advised he will not be involved in legal questions regarding the examination but will work with the Board office on procedural questions.

Question 10-2018-Traineeship: The Board discussed a traineeship that was completed in 2003. The individual did not pursue licensure at the time. The Board office noted there is nothing in the law regarding expiration of a traineeship. Strohman advised an applicant must meet all licensing and traineeship requirements as specified, however there is currently nothing in the statutes or rules that states the traineeship must be completed within a specified time of applying for licensure. If the Board would like to add a timeframe for expiration it would require legislative changes. Following discussion, the Board agreed there is no timeline. All applicants must complete the necessary paperwork and examinations to become licensed and meet all licensure requirements.

Vote on Code of Conduct: The Board was presented a copy of the final Code of Conduct that was approved by the State Board of Internal Control. The Board will review for any questions and will vote to adopt at a future meeting.

Complaints/Investigations: None

NCSB Conference February 27-28, 2019, San Diego: Strohman advised the conference is very worthwhile and he is able to attend.

Any other business coming in between date of mailing and date of meeting: There was no other business.

Schedule Next Meeting: The Board office will send dates if a meeting is needed prior to the annual meeting with the SD Funeral Director's Association Annual Meeting in May.

Volk made a motion to adjourn at 3:50PM. Osthus seconded the motion. **MOTION PASSED** by roll call vote. Barns, yes; Jones, yes; Osthus, yes; Volk, yes; Farmen, yes. Barns adjourned the meeting.

Respectfully submitted,

A handwritten signature in cursive script, reading "Carol Tellinghuisen", is displayed on a light yellow rectangular background.

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.

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