



South Dakota 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 MEETING AGENDA

TO: Board Members

FROM: Brooke Tellinghuisen Geddes, Executive Secretary

MEETING DATE: April 15, 2026

MEETING TIME: 2:00pm MDT/3:00pm CDT

MEETING LOCATION: Video Conference

The public is invited to attend the meeting via Microsoft Teams at the following link:
https://teams.microsoft.com/l/meetup-join/19%3ameeting_NGlyODc4YmYtYTQxMy00NzE2LTkzY2UtM2JlZml0ZmJjNDJl%40thread.v2/0?context=%7b%22Tid%22%3a%22e69efb98-56ef-4797-a76b-e1ec658a639c%22%2c%22Oid%22%3a%22ee0a24e7-6d2c-4495-ade5-4377098865d2%22%7d

Or by calling: 1-469-770-0416, Passcode: 204708505#

If members of the public would like to be sent the Microsoft Teams invitation to the meeting instead of using the above link, please contact the board office prior to the meeting at office@sdlicensing.com. If you are having issues accessing the link, please contact the board office at 605-642-1600.

Note: Individuals needing assistance, pursuant to the Americans with Disabilities Act, should contact the Board office at office@sdlicensing.com or 605-642-1600 in advance of the meeting to make any necessary arrangements.

Agenda Item Number:

1. Call to order -Jones
2. Roll call-Jones
3. Corrections or additions to the agenda
4. Approval of the agenda
5. Public testimony/public comment period
6. Approval of the minutes from November 12, 2025
7. FY financial update
8. Board Member Update
9. Election of Officers
10. Inspection Update
11. ICFSEB 122nd Annual Meeting Report- Jones

12. Executive Session-pursuant to SDCL 1-25-2
 - a. Complaints/Investigations
 - b. General Contract Review with counsel
13. Vote on Complaints-if necessary
14. Vote on Contracts
 - a. Honorarium Contract
 - b. Executive Secretary Contract Renewal
15. Schedule next meeting
16. Any other business coming in between date of mailing and date of meeting
17. Adjourn



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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 inquires 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.

STATE OF SOUTH DAKOTA
 REVENUE SUMMARY BY BUDGET UNIT
 FOR PERIOD ENDING: 02/28/2026

AGENCY 09 HEALTH
 BUDGET UNIT 09204 BOARD OF FUNERAL SERVICE - INFO

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
COMPANY NO 6503					
COMPANY NAME PROFESSIONAL & LICENSING BOARDS					
092040061812	6503	4293955	FUNERAL LICENSE FEE	225.00	114,350.00
ACCT:	4293		BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)	225.00	114,350.00 *
ACCT:	42		LICENSES, PERMITS & FEES	225.00	114,350.00 **
092040061812	6503	4920045	NONOPERATING REVENUES	.00	3,622.38
ACCT:	4920		NONOPERATING REVENUE	.00	3,622.38 *
ACCT:	49		OTHER REVENUE	.00	3,622.38 **
CNTR:	092040061812			225.00	117,972.38 ***
CNTR:	092040061			225.00	117,972.38 ****
CNTR:	0920400			225.00	117,972.38 *****
COMP:	6503			225.00	117,972.38 *****
B UNIT:	09204			225.00	117,972.38 *****

STATE OF SOUTH DAKOTA
 MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
 FOR PERIOD ENDING: 02/28/2026

AGENCY	BUDGET UNIT	CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
09	HEALTH							
09204	BOARD OF FUNERAL SERVICE - INFO							
09204	BOARD OF FUNERAL SERVICE - INFO							
092040061812	5101	5101	5101	5101	BOARD & COMM MBR'S FEES	.00	2,490.00	*
092040061812	5101	5101	5101	5101	EMPLOYEE SALARIES	.00	2,490.00	*
092040061812	5101	5101	5101	5101	OASI-EMPLOYER'S SHARE	.00	198.45	**
092040061812	5102	5102	5102	5102	EMPLOYEE BENEFITS	.00	198.45	**
092040061812	51	51	51	51	PERSONAL SERVICES	.00	2,688.45	**
092040061812	5203	5203	5203	5203	AUTO-PRIV (IN-ST.) H/RTE	.00	2,238.64	
092040061812	5203	5203	5203	5203	LODGING/IN-STATE	.00	238.00	
092040061812	5203	5203	5203	5203	NON-EMPLOY. TRAVEL-IN ST.	.00	278.62	
092040061812	5203	5203	5203	5203	TAXABLE MEALS/IN-STATE	.00	104.00	
092040061812	5203	5203	5203	5203	NON-TAXABLE MEALS/IN-ST	.00	94.00	
092040061812	5203	5203	5203	5203	TRAVEL	.00	2,953.26	*
092040061812	5203	5203	5203	5203	DUES & MEMBERSHIP FEES	.00	250.00	
092040061812	5203	5203	5203	5203	COMPUTER CONSULTANT	280.00	2,361.50	
092040061812	5203	5203	5203	5203	MANAGEMENT CONSULTANT	5,094.19	48,468.14	
092040061812	5203	5203	5203	5203	CENTRAL SERVICES	.00	831.54	
092040061812	5203	5203	5203	5203	RECORDS MGMT SERVICES	.00	227.37	
092040061812	5203	5203	5203	5203	HUMAN RESOURCES SERVICES	30.00	330.02	
092040061812	5203	5203	5203	5203	OTHER CONTRACTUAL SERVICE	70.68	2,689.66	
092040061812	5204	5204	5204	5204	CONTRACTUAL SERVICES	5,474.87	55,158.23	*
092040061812	5203	5203	5203	5203	PRINTING-STATE	.00	79.90	
092040061812	5203	5203	5203	5203	POSTAGE	.00	23.69	
092040061812	5205	5205	5205	5205	SUPPLIES & MATERIALS	.00	103.59	*
092040061812	52	52	52	52	OPERATING EXPENSES	5,474.87	58,215.08	**
092040061812	6503	6503	6503	6503	PROFESSIONAL & LICENSING BOARDS	5,474.87	60,903.53	***
092040061812	09204	09204	09204	09204		5,474.87	60,903.53	****
092040061812	09204	09204	09204	09204		5,474.87	60,903.53	*****

AGENCY: 09 HEALTH
BUDGET UNIT: 09204 BOARD OF FUNERAL SERVICE - INFO

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	092000061812	1140000	117,730.80	DR	BOARD OF FUNERAL SERVICES
COMPANY/SOURCE TOTAL		6503 618	117,730.80	DR *	
COMP/BUDG UNIT TOTAL		6503 09204	117,730.80	DR **	
BUDGET UNIT TOTAL		09204	117,730.80	DR ***	