



Board of Funeral Service

Mailing Address:
810 North Main Street, Suite 298
Spearfish, SD 57783

Phone: (605) 642-1600 E-Mail: proflic@rushmore.com
Home Page: funeralboard.sd.gov

OFFICIAL BOARD MINUTES

May 2, 2018

Best Western Plus Ramkota Hotel, Sioux Falls, SD

Members Present: Stuart W. Barns, President
D. Scott Isburg, Vice-President
Randy Brennick, Secretary-Treasurer
Chad Osthus, Member
James Jones, Member
David Volk, Lay Member
Tony Farmen, Lay Member
Mariah Pokorny, Dept of Health (Non-voting member)

Members Absent: None

Others Present: Jill Lesselyoung, Executive Assistant
John Strohmman, Office of the Attorney General
Howard Sogn

President Barns called the meeting to order at 1:01 PM CDT.

Corrections or additions to the agenda: None

ICFSEB Annual Meeting Update-Strohmman: Strohmman updated the Board on the annual conference. He advised they covered multiple licensing and legal issues as well as profession specific issues. He advised it was very worthwhile and he would like to continue to attend in the future.

Update on Applicant for Licensure #2017-1: Strohmman advised since the applicant did not appeal within the specified time period, the matter is closed.

Election of officers: Isburg moved and Osthus seconded to retain the current slate of officers with Barns as President, Isburg as Vice-President and Brennick as Secretary/ Treasurer. Motion carried by unanimous roll call vote.

Approval of Minutes from January 17, 2018, March 21, 2018: Volk moved and Isburg seconded to approve the minutes from January 17, 2018 and March 21, 2018. Motion carried by unanimous vote.

**South Dakota Board of Funeral Service
Board Meeting Minutes-May 2, 2018**

FY Financial Update: Lesselyoung reported fiscal year-end figures as of June 29, 2017: revenue of \$71,847.06, expenditures of \$67,651.85 and cash balance of \$117,878.97 and year to date figures as of March 31, 2018: revenue of \$70,574.10, expenditures of \$52,699.30 and cash balance of \$135,753.77. The Board reviewed the financials. Volk moved and Isburg seconded to approve as presented.

Renewal Update: The Board reviewed the rosters of current embalmers, homes and crematories as well as the roster of non-renewals. Brennick questioned the possibility of having a separate level of licensure equivalent to the previous funeral director license the Board had discussed at a previous meeting. Strohmman advised this is an issue that would need to go before the Funeral Directors Association and not the Board. The Board's role is regulation of health, safety and protection of the public. Osthus advised it would be discussed at the current association meeting.

Update on Establishment/Crematory Inspections: Sogn was present to discuss with the Board his procedure and timeline for inspections for calendar year 2018. Strohmman advised it would be necessary for a Board member to inspect the facilities in Watertown so there would not be a potential conflict of interest for Sogn.

Funeral Director Filing Times: Pokorny updated the Board on the filing times for fact of death. She advised there have been some delays with compliance. She questioned if the state licensing examination had questions relevant to the filing time laws. She will review the current tests and advise the Board office of any requested changes. The Board office will work with Pokorny to facilitate updates on new licensees.

Complaints/Investigations: Barns advised the Board had received three complaints in the last year that were not within the Board's jurisdiction. There are no complaints pending.

SD Funeral Directors Association Contract: The Board discussed the current contract amount for the technical speaker. Strohmman reminded the Board's role is not to make a general donation but to sponsor a speaker for a regulatory issue. Isburg moved and Jones seconded to renew the contract for the technical speaker for \$1500.00 for FY 19. Motion carried by unanimous vote.

Schedule Next Meeting: The next meeting is scheduled by teleconference for September 20, 2018 at 3:00CT, 2:00MT.

Any Other Business: There was no other business.

Volk moved and Farmen seconded to adjourn the meeting at 2:03 PM CDT. Motion carried by unanimous vote.

Respectfully submitted,

Randy Brennick
Secretary/Treasurer

Page 3

**South Dakota Board of Funeral Service
Board Meeting Minutes-May 2, 2018**

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.