



## Board of Funeral Service

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### OFFICIAL BOARD MINUTES FOR January 16, 2019 TELECONFERENCE BOARD MEETING

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

Members Absent:                    D. Scott Isburg, Vice-President

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

**Call to Order/Welcome and Introductions:** President Barns called the meeting to order at 4:01 PM CT.

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

**Corrections or additions to the agenda:** Agenda item #10 Executive Session was moved to follow agenda item #5 due to time constraints.

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

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

**Executive Session-Pursuant to SDCL 1-25-2:** Barns made a motion to enter executive session at 4:06 PM CT. Jones seconded the motion. **MOTION PASSED** by roll call vote. Barns, yes; Brennick, yes; Jones, yes; Osthus, yes; Volk, yes; Farmen, yes.

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Volk made a motion to exit executive session at 4:19 PM CT. Jones seconded the motion. **MOTION PASSED** by roll call vote. Barns, yes; Brennick, yes; Jones, yes; Osthus, yes; Volk, yes; Farmen, yes.

**Complaints/Investigations:** None

**Inspector for Funeral Homes and Crematories 2019:** Brennick made a motion to renew the inspector contract with Howard Sogn at the current rate for calendar year 2019. Osthus seconded the motion. **MOTION PASSED** by roll call vote. Barns, yes; Brennick, yes; Jones, yes; Osthus, yes; Volk, yes; Farmen, yes.

**Executive Secretary Contract:** Strohman advised Tellinghuisen and her staff offer excellent services to the Board and he stays on due to quality support. Osthus made a motion to renew the executive secretary contract with a state cost of living increase if implemented. Volk seconded the motion. **MOTION PASSED** by roll call vote. Barns, yes; Brennick, yes; Jones, yes; Osthus, yes; Volk, yes; Farmen, yes.

Strohman advised he is able to attend the ICFSEB annual meeting in February in San Diego. He will see what is new on a national level and continue to make valuable contacts for the Board.

Volk and Strohman exited the meeting at 4:25 PM CT.

**Approval of Minutes from September 20, 2018:** Jones made a motion to approve the minutes. Osthus seconded the motion. **MOTION PASSED** by roll call vote. Barns, yes; Brennick, yes; Jones, yes; Osthus, yes; Farmen, yes.

**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 and year to date figures as of November 30, 2018: revenue of \$50,935.24, expenditures of \$34,717.42 and cash balance of \$132,714.00.

**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. Osthus made a motion to update the examination with Pokorny's suggestions. Farmen seconded the motion. **MOTION PASSED** by roll call vote. Barns, yes; Brennick, yes; Jones, yes; Osthus, yes; Farmen, yes.

**Vote on Code of Conduct:** The Board was presented a copy of the final Code of Conduct and Conflict of Interest Policy for Use By State Authority, Board, Commission, and Committee Members that was approved by the State Board of Internal Control. Brennick made a motion to adopt the Code of Conduct. Osthus seconded the motion. **MOTION PASSED** by roll call vote. Barns, yes; Brennick, yes; Jones, yes; Osthus, yes; Farmen, yes.

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

The next meeting is set for May 9, 2019 at 1:00 PM MT at the Lodge in Deadwood in conjunction with the SD Funeral Director's Association Annual meeting.

Jones made a motion to adjourn at 4:39 PM. Osthus seconded the motion. **MOTION PASSED** by roll call vote. Barns, yes; Brennick, yes; Jones, yes; Osthus, yes; Farmen, yes.

Respectfully submitted,

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

Carol Tellinghuisen  
Executive Secretary