

**Meeting Minutes**  
**SOUTH DAKOTA ABSTRACTERS BOARD OF EXAMINERS**  
South Dakota Department of Labor and Regulation  
123 W Missouri Ave., Pierre, SD  
October 24, 2018 at 2:00 p.m. CDT

President Wick called the meeting to order at 2:01 p.m.

**Members Present:** Yvon Burtz, Dan Roe, Greg Wick, Kara Semmler, Victoria Wilds

**Members Absent:** None

**Others Present:** Carol Tellinghuisen, Executive Secretary, Jill Lesselyoung, Executive Assistant, (Brooke Tellinghuisen Geddes, Executive Assistant and Amber Mulder, Senior Staff Attorney, Department of Labor were present via teleconference).

Lesselyoung conducted roll call; Wick, Burtz, Roe, Semmler and Wilds in attendance. A quorum was present.

Roe made a motion to approve the agenda as presented. Wilds seconded the motion.

**MOTION PASSED.**

Wick asked for comments from the public. There were no comments offered.

Roe made a motion to approve the June 13, 2018 and June 14, 2018 minutes. Semmler seconded the motion. **MOTION PASSED.**

Lesselyoung reported fiscal year-end figures as of June 29, 2018: revenue of \$53,790.37, expenditures of \$40,490.24 and cash on hand of \$294,052.85 and year to date figures as of August 31, 2018: revenue of \$3,823.85, expenditures of \$7,383.00 and cash on hand of \$290,493.70. Discussion was held regarding the cash balance.

Wick advised they have finalized the two chapters being updated on probate law and it is ready for dissemination. Wick expressed his appreciation to Semmler and Bill Van Camp for the time spent on the final revisions. Mulder will research and draft a new contract for services with Bill Van Camp. Following discussion, it was agreed to print and bind the finalized addendum to the Land Title Guide and distribute to all plants at the expense of the Board. Hard copies will be available for licensees at the next meeting held in conjunction with the SDLTA in January.

The Board was presented a copy of the final draft of the Code of Conduct and Conflict of Interest Policy for use By State Authority, Board, Commission, and Committee Members. Mulder advised it is pretty standard and the Board may adopt or acknowledge they have received. Semmler made a motion the Board acknowledge the existence of the Code of Conduct and Conflict of Interest Policy, further acknowledge the obligation to read and understand it as it applies to us. Wilds seconded the motion. **MOTION PASSED.**

Mulder advised the Memorandum of Understanding between the DOL and the Obligation Recovery Center allows the Board to send unpaid debt to the Obligation Recovery Center for collection. The Board can either send the debt to the Executive Secretary to forward to the

ORC or review on a case by case basis prior to sending to the ORC. Semmler made a motion the Board review on a case by case basis to decide to send debt to the ORC. Wilds seconded the motion. **MOTION PASSED.**

Wick advised the Board has received a new complaint. The Board will reference as complaint #2018-1. The licensee has been notified and the Board office is awaiting a written response.

Lesselyoung and Geddes asked the Board to review and clarify the current rosters as posted to the website to see if they could condense into one or more rosters. The Board office will continue to work with the database manager and present further samples for review. There was no other business.

The next meeting date is set in conjunction with the South Dakota Land Title Association in Pierre. Testing will start at 12:00 p.m. CST on January 29<sup>th</sup>. The business meeting is set for January 30<sup>th</sup> at 4:00 p.m. CST.

Burtz made a motion to adjourn. Semmler seconded the motion. **MOTION PASSED.** The meeting adjourned at 2:53 p.m.

Respectfully submitted,

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

---

Carol Tellinghuisen  
Executive Secretary  
Abstracters Board of Examiners