

Meeting Agenda
SOUTH DAKOTA ABSTRACTERS' BOARD OF EXAMINERS
Missouri River Plaza
Sharpe Conference Room
123 W. Missouri Ave.
Pierre, SD

January 31, 2023 – 12:00 p.m. CST

- A. Call to Order
- B. Roll Call/Introductions
- C. Executive Session to administer licensing examinations
- D. Exit Executive Session - Adjourn

Meeting Agenda
SOUTH DAKOTA ABSTRACTERS' BOARD OF EXAMINERS
Drifters Event Center
325 Hustan Avenue
Fort Pierre, SD 57532

February 1, 2023 – 4:00 p.m. CST

Persons wishing to join the meeting by teleconference may do so by calling (866) 705-2554, key in the access code of 263756.

- A. Call to Order
- B. Roll Call/Introductions
- C. Approval of the agenda
- D. Public Comment
- E. Approval of the Minutes of October 17, 2022
- F. FY Financial Update
- G. Plant Exams Update
- H. Discussion on Levying Fines – Legal Counsel
- I. Legislative Updates
- J. Schedule Next Meeting(s)
- K. Executive Session-Pursuant to SDCL 1-25-2
 - a. Complaints/Investigations-If any
 - b. Executive Secretary contract renewal
- L. Other Business
- M. Adjourn

Meeting Minutes
SOUTH DAKOTA ABSTRACTERS BOARD OF EXAMINERS
Missouri River Plaza
Sharpe Conference Room
123 W. Missouri Ave.
Pierre, SD

October 17, 2022 – 2:00 p.m. CDT

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

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

Members Absent: Terra Fisher

Others Present: Carol Tellinghuisen, Executive Secretary; Brooke Tellinghuisen Geddes, Executive Assistant; Abby Rehorst, Executive Assistant.

Tellinghuisen Geddes conducted roll call; Wick, Burtz, Roe, and Wilds were in attendance. A quorum was present.

Approval of the Agenda: Wilds made a motion to approve the agenda as presented. Roe seconded the motion. **MOTION PASSED** by unanimous voice vote.

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

Approval of the Minutes from June 9, 2022: Roe made a motion to approve the minutes from June 9, 2022. Wilds seconded the motion. **MOTION PASSED** by unanimous voice vote.

FY Financial Update: Tellinghuisen Geddes reported fiscal year-end figures as of June 30, 2022: revenue of \$56,484.70, expenditures of \$42,036.07 and cash on hand of \$355,565.32. Tellinghuisen Geddes also reported fiscal year-to-date figures as of August 31, 2022: revenue of \$9,445.23, expenditures of \$8,892.22 and cash on hand of \$359,046.88.

Plant Exams Update: Wilds stated she has one plant that still needs to be examined but it has been postponed due to a delay in the completion of the plant. Tellinghuisen Geddes reported other pending plants.

Discussion on Levying Fines: The Board agreed to table this topic until legal counsel is available to attend a meeting.

Legislative Updates: None.

Schedule Next Meeting: The next meeting was scheduled as follows: Testing on January 31, 2023 at 12:00 p.m. CDT at the Department of Labor; Board Meeting on February 1, 2023 at 4:00 p.m. CDT at Drifters.

Executive Session: The Board did not have a need to enter executive session as there are no pending complaints.

Other Business: Burtz, Roe, Wilds and Wick met with six applicants this morning to administer abstracter licensing examinations.

Burtz made a motion to adjourn. Wilds seconded the motion. **MOTION PASSED** by unanimous voice vote. The meeting adjourned at 2:41 p.m. CDT.

Respectfully submitted,



Carol Tellinghuisen
Executive Secretary
Abstracters Board of Examiners

DRAFT

Testing Meeting Minutes
South Dakota Abstracters' Board of Examiners
Missouri River Plaza, Sharpe Conference Room 123 W. Missouri Ave.
October 17, 2022 – 8:30 a.m. CDT

President Greg Wick called the meeting to order at 8:30 a.m. CDT. President Wick called the roll: Wick, yes; Roe, yes; Wilds, yes; Burtz, yes. A quorum was present.

Members Present in-person: Greg Wick, Yvon Burtz, Dan Roe, Victoria Wilds

Members Absent: Terra Fisher

Burtz motioned to enter executive session at 8:35 a.m. CDT. Wilds seconded the motion. Motion passed by unanimous voice vote. Six applicants were present.

At 11:20 a.m. CDT President Wick declared executive session over.

With no matters before the Board, Burtz made a motion to adjourn the meeting. Wilds seconded. Motion passed. Meeting adjourned at 11:20 a.m. CDT.

STATE OF SOUTH DAKOTA
 REVENUE SUMMARY BY BUDGET UNIT
 FOR PERIOD ENDING: 06/30/2022

AGENCY 10 LABOR & REGULATION
 BUDGET UNIT 1038 ABSTRACTERS BD OF EXAMINERS - INFO

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
COMPANY NO		6503				
COMPANY NAME		PROFESSIONAL & LICENSING BOARDS				
1038000698	6503	4293920	NEW LICENSE FEES	.00	1,176.72	
1038000698	6503	4293921	REEXAMINATION FEES	75.00	825.00	
1038000698	6503	4293922	EXAMINATION FEES	750.00	6,000.00	
1038000698	6503	4293923	RENEWAL FEES	4,550.00	41,930.00	
ACCT:	4293	BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)		5,375.00	49,931.72	*
ACCT:	42	LICENSES, PERMITS & FEES		5,375.00	49,931.72	**
1038000698	6503	4596001	EDUCATIONAL MATERIAL-NHA	.00	1,200.00	
ACCT:	4596			.00	1,200.00	*
ACCT:	45	CHARGES FOR SALES & SERVICES		.00	1,200.00	**
1038000698	6503	4920045	NONOPERATING REVENUES	.00	5,009.81	
ACCT:	4920	NONOPERATING REVENUE		.00	5,009.81	*
1038000698	6503	49500000	REFUND OF PRIOR YEARS EXP	.00	343.17	
ACCT:	4950	REFUND OF PRIOR YEARS EXPENDITURES		.00	343.17	*
ACCT:	49	OTHER REVENUE		.00	5,352.98	**
CNTR:	1038000698			5,375.00	56,484.70	***
COMP:	6503			5,375.00	56,484.70	****
B UNIT:	1038			5,375.00	56,484.70	*****

STATE OF SOUTH DAKOTA
 MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
 FOR PERIOD ENDING: 06/30/2022

AGENCY 10 LABOR & REGULATION
 BUDGET UNIT 1038 ABSTRACTERS BD OF EXAMINERS - INFO
 CENTER-5 10380 ABSTRACTERS BOARD OF EXAMINERS

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
COMPANY NO		6503				
COMPANY NAME		PROFESSIONAL & LICENSING BOARDS				
1038000698	6503	51010100	F-T EMP SAL & WAGES	143.94	2,269.83	
1038000698	6503	51010300	BOARD & COMM MBRS FEES	120.00	600.00	
ACCT: 5101		EMPLOYEE SALARIES		263.94	2,869.83	*
1038000698	6503	51020100	OASI-EMPLOYER'S SHARE	19.71	207.34	
1038000698	6503	51020200	RETIREMENT-ER SHARE	8.63	136.18	
1038000698	6503	51020600	HEALTH/LIFE INS.-ER SHARE	7.71	247.54	
1038000698	6503	51020800	WORKER'S COMPENSATION	.73	4.21	
1038000698	6503	51020900	UNEMPLOYMENT COMPENSATION	.00	.11	
ACCT: 5102		EMPLOYEE BENEFITS		36.78	595.38	*
ACCT: 51		PERSONAL SERVICES		300.72	3,465.21	**
1038000698	6503	52030100	AUTO-STATE OWNED-IN STATE	.00	42.12	
1038000698	6503	52030300	AUTO-PRIV (IN-ST.) H/RTE	594.72	2,230.62	
1038000698	6503	52031000	LODGING/IN-STATE	630.90	1,718.64	
1038000698	6503	52031500	NON-TAXABLE MEALS/IN-ST	334.00	1,073.50	
ACCT: 5203		TRAVEL		1,559.62	5,064.88	*
1038000698	6503	52040900	MANAGEMENT CONSULTANT	2,321.73	28,018.98	
1038000698	6503	52042000	CENTRAL SERVICES	.00	1,716.03	
1038000698	6503	52044900	RENTS-PRIVATE OWNED PROP.	100.00	1,200.00	
1038000698	6503	52045100	RENTS-OTHER	200.00	200.00	
1038000698	6503	52045300	TELECOMMUNICATIONS SRVCS	.00	15.95	
1038000698	6503	52045800	TRUCK-DRAYAGE & FREIGHT	.00	750.67	
1038000698	6503	52045900	INS PREMIUMS & SURETY BDS	.00	914.50	
1038000698	6503	52049600	OTHER CONTRACTUAL SERVICE	.00	527.32	
ACCT: 5204		CONTRACTUAL SERVICES		2,621.73	33,343.45	*
1038000698	6503	5228000	OPER TRANS OUT -NON BUDGT	15.55	162.53	
ACCT: 5228		NONOP EXP/NONBGTD OP TR		15.55	162.53	*
ACCT: 52		OPERATING EXPENSES		4,196.90	38,570.86	**
COMP: 6503		PROFESSIONAL & LICENSING BOARDS		4,497.62	42,036.07	***
CENTER: 1038000698				4,497.62	42,036.07	****
B UNIT: 1038				4,497.62	42,036.07	*****

STATE OF SOUTH DAKOTA
CASH CENTER BALANCES
AS OF: 06/30/2022

AGENCY: 10 LABOR & REGULATION
BUDGET UNIT: 1038 ABSTRACTERS BD OF EXAMINERS - INFO

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	1038000698	1140000	355,565.32	DR	ABSTRACTERS BOARD OF EXAMINERS
COMPANY/SOURCE TOTAL 6503 698			355,565.32	DR *	
COMP/BUDG UNIT TOTAL 6503 1038			355,565.32	DR **	
BUDGET UNIT TOTAL 1038			355,565.32	DR ***	

STATE OF SOUTH DAKOTA
 REVENUE SUMMARY BY BUDGET UNIT
 FOR PERIOD ENDING: 12/31/2022

AGENCY 10 LABOR & REGULATION
 BUDGET UNIT 1038 ABSTRACTERS BD OF EXAMINERS - INFO

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
COMPANY NO		6503				
COMPANY NAME		PROFESSIONAL & LICENSING BOARDS				
1038000698	6503	4293920	NEW LICENSE FEES	.00	700.00	
1038000698	6503	4293921	REEXAMINATION FEES	.00	200.00	
1038000698	6503	4293922	EXAMINATION FEES	.00	1,500.00	
1038000698	6503	4293923	RENEWAL FEES	.00	3,150.00	
ACCT:	4293	BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)		.00	5,550.00	*
ACCT:	42	LICENSES, PERMITS & FEES		.00	5,550.00	**
1038000698	6503	4539001	OTHER CHARGES	.00	521.38	
ACCT:	4539	OTHER CHARGES (STATE INTRA-GOVERNMENT)		.00	521.38	*
1038000698	6503	4596001	EDUCATIONAL MATERIAL-NHA	100.00	500.00	
ACCT:	4596			100.00	500.00	*
ACCT:	45	CHARGES FOR SALES & SERVICES		100.00	1,021.38	**
1038000698	6503	4920045	NONOPERATING REVENUES	.00	2,923.18	
ACCT:	4920	NONOPERATING REVENUE		.00	2,923.18	*
1038000698	6503	49500000	REFUND OF PRIOR YEARS EXP	.00	750.67	
ACCT:	4950	REFUND OF PRIOR YEARS EXPENDITURES		.00	750.67	*
ACCT:	49	OTHER REVENUE		.00	3,673.85	**
CNTR:	1038000698			100.00	10,245.23	***
COMP:	6503			100.00	10,245.23	****
B UNIT:	1038			100.00	10,245.23	*****

STATE OF SOUTH DAKOTA
 MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
 FOR PERIOD ENDING: 12/31/2022

AGENCY 10 LABOR & REGULATION
 BUDGET UNIT 1038 ABSTRACTERS BD OF EXAMINERS - INFO
 CENTER-5 10380 ABSTRACTERS BOARD OF EXAMINERS

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
COMPANY NO		6503				
COMPANY NAME		PROFESSIONAL & LICENSING BOARDS				
1038000698	6503	51010100	F-T EMP SAL & WAGES	15.29	352.40	
1038000698	6503	51010300	BOARD & COMM MERS FEES	.00	240.00	
ACCT: 5101		EMPLOYEE SALARIES		15.29	592.40	*
1038000698	6503	51020100	OASI-EMPLOYER'S SHARE	2.11	46.81	
1038000698	6503	51020200	RETIREMENT-ER SHARE	1.02	21.22	
1038000698	6503	51020600	HEALTH/LIFE INS.-ER SHARE	1.62	39.80	
1038000698	6503	51020800	WORKER'S COMPENSATION	.03	.82	
1038000698	6503	51020900	UNEMPLOYMENT COMPENSATION	.05	.08	
ACCT: 5102		EMPLOYEE BENEFITS		4.83	108.73	*
ACCT: 51		PERSONAL SERVICES		20.12	701.13	**
1038000698	6503	52030300	AUTO-PRIV (IN-ST.) H/RTE	322.32	521.28	
1038000698	6503	52031000	LODGING/IN-STATE	83.76	251.27	
1038000698	6503	52031400	TAXABLE MEALS/IN-STATE	14.00	34.00	
1038000698	6503	52031500	NON-TAXABLE MEALS/IN-ST	60.00	180.00	
ACCT: 5203		TRAVEL		480.08	986.55	*
1038000698	6503	52040500	COMPUTER CONSULTANT	235.00	635.00	
1038000698	6503	52040900	MANAGEMENT CONSULTANT	2,815.83	16,015.53	
1038000698	6503	52042000	CENTRAL SERVICES	126.52	928.95	
1038000698	6503	52045300	TELECOMMUNICATIONS SRVCS	33.27	66.55	
ACCT: 5204		CONTRACTUAL SERVICES		3,210.62	17,646.03	*
1038000698	6503	5228000	OPER TRANS OUT -NON BUDGT	10.94	27.04	
ACCT: 5228		NONOP EXP/NONEGTD OP TR		10.94	27.04	*
ACCT: 52		OPERATING EXPENSES		3,701.64	18,659.62	**
COMP: 6503		PROFESSIONAL & LICENSING BOARDS		3,721.76	19,360.75	***
CENTER: 1038000698				3,721.76	19,360.75	****
B UNIT: 1038				3,721.76	19,360.75	*****

STATE OF SOUTH DAKOTA
CASH CENTER BALANCES
AS OF: 12/31/2022

AGENCY: 10 LABOR & REGULATION
BUDGET UNIT: 1038 ABSTRACTERS BD OF EXAMINERS - INFO

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	1038000698	1140000	346,799.80	DR	ABSTRACTERS BOARD OF EXAMINERS
COMPANY/SOURCE TOTAL 6503 698			346,799.80	DR *	
COMP/BUDG UNIT TOTAL 6503 1038			346,799.80	DR **	
BUDGET UNIT TOTAL 1038			346,799.80	DR ***	