Meeting Agenda
SOUTH DAKOTA ABSTRACTERS BOARD OF EXAMINERS
123 W. Missouri Ave., Pierre, SD
February 13, 2019 2:00 p.m. CST

Persons wishing to join the meeting by teleconference may do so by calling the Board office at (605) 642-1600 by February 12, 2019 to arrange for a call-in number.

A. Call to Order
B. Roll Call/Introductions
C. Approval of the agenda
D. Public Comment
E. Approval of the Minutes of October 24, 2018, November 29, 2018
F. FY Financial Update
G. Update on Addendum to South Dakota Land Title Guide
H. Executive Session-Pursuant to SDCL 1-25-2
    a. Complaints/Investigations-If any
    b. Executive Secretary Contract
I. Licensure Mobility
J. Other Business
K. Next Meeting Date
L. Adjourn
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 29th. The business meeting is set for January 30th 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,

Carol Tellinghuisen
Executive Secretary
Abstracters Board of Examiners
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 8:30 a.m. CDT

Meeting called to order at 8:30 a.m. by President Greg Wick, Rapid City, SD.

Members Present: President Wick noted Board members in attendance as Board members Yvon Burtz of Winner, SD, Dan Roe of Spearfish, SD, Secretary-Treasurer Victoria Wilds of Canton, SD and Kara Semmler, Lay Board member from Pierre, SD.

Members Absent: None

At 8:32 a.m. President Wick asked for a motion to adjourn to executive session to conduct abstracter licensing examinations. 7 applicants were present. Roe made a motion to adjourn to executive session. Burtz seconded the motion. MOTION PASSED. Semmler exited the meeting.

At 12:00 p.m. President Wick called for a motion to re-convene the meeting from executive session upon completion of examinations. Roe made a motion to re-convene from executive session. Burtz seconded the motion. MOTION PASSED.

With no other matters before the Board, Roe made a motion to adjourn the meeting. Burtz seconded. MOTION PASSED. Meeting adjourned at 12:03 p.m.

s/ Greg Wick, President
Meeting Minutes
SOUTH DAKOTA ABSTRACTERS BOARD OF EXAMINERS
Teleconference
November 29, 2018 12:00 p.m. CST

President Wick called the meeting to order at 12:01 p.m. Lesselyoung conducted roll call. A quorum was present.

Members Present: Yvon Burtz, Dan Roe, Greg Wick, Kara Semmler (joined at 12:06 p.m.), 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.

Roe made a motion to approve the agenda as presented. Burtz seconded the motion. MOTION PASSED by roll call vote, Burtz, yes; Roe, yes; Wick, yes; Wilds, yes.

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

Burtz made a motion to enter executive session at 12:04 p.m. to discuss complaint #2018-1. Wilds seconded the motion. MOTION PASSED by roll call vote, Burtz, yes; Roe, yes; Wick, yes; Wilds, yes. The Board re-convened from executive session at 12:24 p.m.

Semmler made a motion to dismiss complaint #2018-1 based upon conversation held during executive session and agreed by the Board, consistent with the recommendation made by Wick to dismiss due to lack of substantive evidence. Wilds seconded the motion. MOTION PASSED by roll call vote, Burtz, yes; Roe, yes; Wick, abstain; Semmler, yes; Wilds, yes.

Semmler made a motion to adjourn the meeting at 12:27 p.m. Wilds seconded the motion. MOTION PASSED by roll call vote. Burtz, yes; Roe, yes; Wick, abstain; Semmler, yes; Wilds, yes.

Respectfully submitted,

Carol Tellinghuisen
Executive Secretary
Abstracters Board of Examiners
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**ACCOUNT: 49**

**OTHER REVENUE**

**ACCOUNT: 4900**

**NONOPERATING REVENUE**

**ACCOUNT: 49200**

**OPERATIONS & MAINT 2001**

**ACCOUNT: 49300**

**CHARGES FOR SALES & SERVICES**

**ACCOUNT: 4945**

**EDUCATIONAL MATERIALS-RDA**

**ACCOUNT: 49500**

**COMPANY NAME**

**ACCOUNT**

**CENTRIN**

**DESCRIPTION**

**BUDGET**

**ACCOUNT**

**CENTRIN**

**DESCRIPTION**

**STATE OF SOUTH DAKOTA**

**BROOKS**

**LOCATION**

**BUDGET DATE**

**ACCOUNT**

**CENTRIN**

**DESCRIPTION**

**STATE OF SOUTH DAKOTA**

**BROOKS**

**LOCATION**

**BUDGET DATE**
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**Account:** 5298
**Memo:** Memo to John Smith
**Memo:** Memo to John Smith
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**Memo:** Memo to John Smith
**Memo:** Memo to John Smith
| ACCOUNT CODE | ACCOUNT DESCRIPTION                              | OPEN BALANCE | TRANS AMOUNT | POSTED BALANCE |
|--------------|--------------------------------------------------|--------------|--------------|----------------|----------------|
| 4910         | NONOPERATING REVENUE                             | 1,325.00     | 0.00         | 1,325.00       |
| 4960         | RENTAL REVENUE                                   | 0.00         | 0.00         | 0.00           |
| 4990         | REN RENTATION                                    | 0.00         | 0.00         | 0.00           |
| 5630         | LICENSES, PERMITS & FEES                         | 5,425.00     | 0.00         | 5,425.00       |
| 5690         | LICENSE & OCCUPATION LICENSING (NON-GOVERNMENT)  | 0.00         | 0.00         | 0.00           |
| 5699         | RENEWAL LICENSES                                | 0.00         | 0.00         | 0.00           |
| 5690         | NEW LICENSE FEES                                | 0.00         | 0.00         | 0.00           |
| 5690         | COMPANY NAME PROFессIONAL & LICENSING BODIES    | 0.00         | 0.00         | 0.00           |
| 5690         | COMPANY NAME                                   | 0.00         | 0.00         | 0.00           |
| 5690         | COMPANY NAME                                   | 0.00         | 0.00         | 0.00           |

**REPUBLIC OF SOUTH DAKOTA**

**DEPARTMENT OF LABOR & REGULATION**

**REQUESTED BY:**

- DATE: 06/30/2018

**ACCOUNT NUMBER:** 06/22/2018

**Fiscal Year:** 2019

**PERIOD:** 07/01/2018 - 06/30/2019

**PREVIOUS PERIOD:** 07/01/2017 - 06/30/2018

**DEPARTMENT:**

- LICENSE & OCCUPATION LICENSING (NON-GOVERNMENT)
- RENTAL REVENUE
- LICENSE & OCCUPATION LICENSING (NON-GOVERNMENT)
- RENEWAL LICENSES
- NEW LICENSE FEES
- COMPANY NAME PROFессIONAL & LICENSING BODIES
- COMPANY NAME
- COMPANY NAME
- COMPANY NAME

**DESCRIPTION:**

- NONOPERATING REVENUE
- RENTAL REVENUE
- REN RENTATION
- LICENSES, PERMITS & FEES
- LICENSE & OCCUPATION LICENSING (NON-GOVERNMENT)
- RENEWAL LICENSES
- NEW LICENSE FEES
- COMPANY NAME PROFессIONAL & LICENSING BODIES
- COMPANY NAME
- COMPANY NAME
- COMPANY NAME

**NOTE:**

- This table represents the financial transactions for the fiscal year 2019, from July 1, 2018, to June 30, 2019.
- The transactions include non-operating revenue, rental revenue, renewal of licenses, new license fees, and other government-related income.
- The account numbers and descriptions are specific to the Department of Labor & Regulation.

**REVIEWED BY:**

- Date: 06/30/2018