

State Board of Finance Minutes

Tuesday, October 20, 2015
2:00 p.m.

Governor's Large Conference Room
Capitol Building

Board members present: Tony Venhuizen, Office of the Governor; Teresa Bray, Office of the Secretary of State; Ann Holzhauser, Office of the Attorney General; Jason Lutz, Office of the State Auditor, Marianne Gabriel, Office of the State Treasurer; Ryan Brunner, Commissioner of School & Public Lands; and Ron Wire, Bureau of Finance and Management.

Call to order: Tony Venhuizen called the meeting to order at 2:00 pm.

Agenda: Jason Lutz moved and Ryan Brunner seconded to accept the agenda as presented. A voice vote was taken. Motion carried.

Minutes: Ryan Brunner moved and Jason Lutz seconded to approve the minutes from the meeting on September 15, 2015. A voice vote was taken. Motion carried.

Professional Recruitment: Ryan Brunner moved and Marianne Gabriel seconded to approve the following professional recruitments. A roll call vote was taken and the motion carried unanimously.

- Black Hills State University
 - Robert Blake
- South Dakota School of Mines & Technology
 - Kelsie D. Abrams
- South Dakota State University
 - Glendy Hoang
 - Adam Hall Skogland
- University of South Dakota
 - Kimberly R. Albracht
 - Yu Huang
 - Sheilynda Stewart
- Department of Agriculture
 - Kyle Holt
- Department of Game, Fish and Parks
 - Tyler Ritchie
- Department of Health
 - Jennifer Uthe

Additional discussion was held regarding the Household Moving Allowance form. Ann Holtzhauser recommended that the authorization section be revised to more clearly reflect that the employee is in a full-time position. It was also recommended to add the pay scale threshold for the annual salary. Tony Venhuizen requested that Ann Holzhauser work with Teresa Bray to make the change on the form. It was also discussed that the administrative rule regarding the salary threshold needs to be updated to reflect the current pay scale level. This revision will be addressed at a later time.

State Hosting Reimbursement Request – SDCL 3-9-2.1: Ryan Brunner moved and Ron Wire seconded to approve the state hosting reimbursement requests. Under discussion, Jason Lutz noted that two of the requests from the Governor's Office of Economic Development included tips that were over

NOTE: *This meeting is being held in a physically accessible place. Individuals needing assistance, pursuant to the Americans with Disabilities Act, should contact the Secretary of State's Office at (605) 773.3537 in advance of the meeting to make any necessary arrangements.*

the threshold of 18% as per state statute. This included one request from Mike Turnvoll, which was over by \$.24, reducing the amount of reimbursement to \$33.32, and one request from Alissa Vanmeeteren, which was over by \$2.79, reducing the amount of reimbursement to \$77.21. In addition Jason noted that one of the requests from the Department of Tourism for James Hagen was for the purchase of gifts, which does not require board approval and should be returned for normal processing. The motion was amended to approve the following reimbursements, which included the adjustments to the two requests noted above. A roll call vote was taken and the motion carried unanimously. It was requested that the Secretary of State's office make the adjustments on the forms, along with a notation of the board's decision.

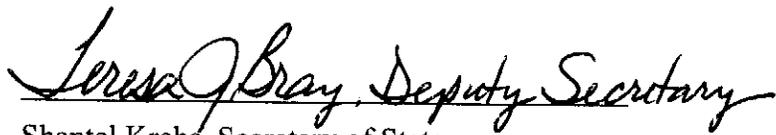
- Governor's Office of Economic Development
 - Alex Smith
 - Mike Turnvoll (2 requests)
 - Alissa Vanmeeteren (2 requests)
- Department of Tourism
 - James Hagen (2 requests)
 - Austin Kaus

Home Station Per Diem Reimbursement Request – SDCL 3-9-2.2: Ron Wire moved and Ryan Brunner seconded to approve the following home station reimbursement request. A roll call vote was taken and the motion carried unanimously.

- State Brand Board
 - Combined request for training meetings for the brand inspectors at various locations between September 22, 2015 and October 2, 2015

Before adjourning, Teresa Bray noted that much confusion exists for state agencies regarding the State Hosting Reimbursement and the Home Station Per Diem Reimbursement. The Secretary of State's office has been fielding numerous calls with questions regarding both. Tony Venhuizen recommended that calls regarding these questions should be referred to the State Auditor's office. Jason Lutz and Teresa Bray agreed.

Adjournment: Ryan Brunner moved and Jason Lutz seconded to adjourn the meeting. The meeting was adjourned at 2:13 p.m.


Teresa Bray, Deputy Secretary

Shantel Krebs, Secretary of State