

# State Board of Finance Minutes

Tuesday, November 17, 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; Dennis Keith, Office of the State Auditor, Marianne Gabriel, Office of the State Treasurer; Mike Mehlhaff, Office of School & Public Lands; and Ron Wire, Bureau of Finance and Management. Also attending was Kevin Forsch, Bureau of Human Resources.

**Call to order:** Tony Venhuizen called the meeting to order at 2:03 pm.

**Agenda:** Dennis Keith moved and Ron Wire seconded to accept the agenda as presented. A voice vote was taken. Motion carried.

**Minutes:** Ron Wire moved and Marianne Gabriel seconded to approve the minutes from the meeting on October 20, 2015. A voice vote was taken. Motion carried.

**State Transfers:** Mike Mehlhaff moved and Ann Holzhauser seconded to approve the following state transfer. A roll call vote was taken and the motion carried unanimously.

- South Dakota Game, Fish and Parks
  - Josh Thompson

**Professional Recruitment:** Ron Wire moved and Mike Mehlhaff seconded to approve the following professional recruitments. A roll call vote was taken and the motion carried unanimously.

- Dakota State University
  - Laure Hoffman
  - Kelli Whiteing
- Northern State University
  - Keith Griebel
- Department of Health
  - Janelle Davis
- South Dakota State University
  - Travis Hoffman
  - Inhyun (Thomas) F. Choi
  - Pei-Yu Sun
- University of South Dakota
  - Dana Elliott
  - Santosh KC

**State Hosting Reimbursement Request – SDCL 3-9-2.1:** Teresa Bray noted that reimbursement request from the Governor's Office of Economic Development for Mike Turnwall exceeded the gratuity threshold of 18% as per state statute. A motion was made by Ron Wire and seconded by Dennis Keith to approve the reimbursement request for the Department of Tourism and the adjusted reimbursement to decrease the gratuity for the Governor's Office of Economic Development. 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.

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.*

- Governor's Office of Economic Development
  - Mike Turnwall
- Department of Tourism
  - Vicky Engelhaupt

**Home Station Per Diem Reimbursement Request – SDCL 3-9-2.2:** Prior approval was given to the Bureau of Human Resources to direct bill their meeting to be held in Pierre. An email was received and the date of the meeting will change to a day in December. Prior approval was also given for the South Dakota Retirement System Board meeting to direct bill their meeting to be held on December 3, 2015. Both agencies will need to submit the final request and receipts to the Board after their meetings occur.

A motion was made by Mike Mehlhaff and seconded by Ron Wire to approve the following Home Station Per Diem Reimbursement Requests. A roll call vote was taken and the motion carried unanimously.

- Department of Game, Fish and Parks
  - Combined request for reimbursement of meal expense for class on training on Pollinator Plots on October 15, 2015.
- Department of Tourism
  - Combined request for meeting with Lawrence and Schiller staff to discuss 2016 marketing on October 16, 2015.

**Action Items:** Regarding the request from the Governor's Office, Tony Venhuizen asked that the request be deferred pending review.

A motion was made by Dennis Keith and seconded by Marianne Gabriel to approve the request from the Department of Corrections for lodging expenses above state rates for the three Honor Guard members that attended a fight fighter's funeral from August 7-9, 2015. A roll call vote was taken and the motion carried unanimously.

Regarding the request from the South Dakota Highway Patrol, Ann Holzhauser noted that according to SDCL 3-9-2, the request should have been submitted by the department head. The request is to be returned and resubmitted by the department head.

Kevin Forsch then presented the recommendation from Commissioner Laurie Gill to change the Administrative Rule regarding the moving allowance for professionals (5:01:07:07) to place the threshold at Grade GF rather than 13. Grade 13 is no longer used. This would place the minimum threshold at \$26,095.20. Teresa Bray stated that the current threshold that is being used in Grade GH, with a minimum of \$31,964.00. Kevin noted that the salary levels will be correcting in the coming years and Grade GF will be closer to the current threshold. This would keep from having to change the rule again soon. Ann Holzhauser noted that there was one statute reference within the state rates that was incorrect. Tony Venhuizen asked Ann to review the Board of Finance rules to determine whether there are any other changes that could be requested at the same time. Ann will report to the Board next month.

Teresa Bray then presented the revised Household Moving Allowance Form. Revisions were made at the recommendation of Ann Holzhauser to add the date of employment with the state and to include in the attestation that the employee is full-time. The Board agreed that the revisions were fine and the revised form is to be implemented.

Teresa Bray asked Ron Wire whether there were any developments on the new collection agency contract. Ron stated they were meeting with the new agency that day and the Secretary of State's office should contact Jason Dilges for directions on how to handle the write off requests that were being held.

**Adjournment:** Ron Wire moved and Dennis Keith seconded to adjourn the meeting. The meeting was adjourned at 2:21 p.m.

A handwritten signature in blue ink that reads "Teresa Bray, Deputy Secretary". The signature is written in a cursive style and is positioned above a horizontal line.

Shantel Krebs, Secretary of State