

# State Board of Finance Minutes

Tuesday, September 15, 2015  
2:00 p.m.

Governor's Small Conference Room  
Capitol Building

**Board members present:** Liza Clark, Office of the Governor; Teresa Bray, Office of the Secretary of State; Ann Holzhauser, Office of the Attorney General; Steve Barnett, State Auditor, Rich Sattgast, State Treasurer; Ryan Brunner, Commissioner of School & Public Lands; Leah Svendsen, Bureau of Administration; and Ron Wire, Bureau of Finance and Management. Also in attendance were Dennis Keith, Office of the State Auditor; Marianne Gabriel, Office of the State Treasurer; and Chris Peterson, Department of Game, Fish and Parks.

**Call to order:** Liza Clark called the meeting to order at 2:00 pm.

**Agenda:** Rich Sattgast asked that an additional action item be added to the agenda for the Office of the State Treasurer, regarding lodging higher than the state rate during the State Fair. Ryan Brunner moved and Leah Svendsen seconded to accept the agenda as amended. A voice vote was taken. Motion carried.

**Minutes:** Rich Sattgast moved and Ron Wire seconded to approve the minutes from the meeting on August 18, 2015. A voice vote was taken. Motion carried.

**State Transfers:** Ron Wire moved and Rich Sattgast seconded to approve the following state transfer. A roll call vote was taken and the motion carried unanimously.

- South Dakota School for the Blind and Visually Impaired
  - Claudean Hluchy

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

- Dakota State University
  - Eric Ruffolson
- South Dakota State University
  - Timmithea Tin Bik Chan
  - Megan Erickson
  - Timothy Hansen
  - Steve Meek
  - Kumar Mullangi
  - Zhen Ni
  - Jessica D. Ulrich Schad
  - Adam Varenhorst
  - Tanesha Walker
  - Myounggyu Won
  - Hyeun Joong Yoon
- University of South Dakota
  - Chanho Cho
  - Myanna Dellinger
  - Daniel Gaston
  - Benjamin Hagen
  - Howard Haines
  - Zhongkui Hong
  - Daniel Huston
  - Sonya Miller

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.*

- Julia Puckett
- Caitlin Quinn
- Akshaya Vijayalakshmi
- Department of Veterans affairs
  - David Schiefen
- South Dakota Board of Regents
  - Guilherme Maurell Costa
- Department of Game, Fish and Parks
  - Cody Grewing

\*Reimbursement amount is calculated based on annual salary amount submitted with the above requests.

**State Hosting Reimbursement Request – SDCL 3-9-2.1:** Ron Wire moved and Rich Sattgast seconded to approve the following state hosting reimbursement requests. A roll call vote was taken and the motion carried unanimously.

- Governor's Office of Economic Development
  - Eric Fosheim
  - Alissa Vanmeeteren
- Department of Tourism
  - Austin Kaus

**Home Station Per Diem Reimbursement Request – SDCL 3-9-2.2:** Rich Sattgast moved and Leah Svendsen seconded to approve the following home station reimbursement request. A roll call vote was taken and the motion carried unanimously.

- Department of Tourism
  - Combined request for meeting with Lawrence and Schiller staff to discuss 2016 marketing on August 17, 2015
- South Dakota Retirement System
  - Combined request for Joint Retirement Laws and SDRS Board of Trustees meeting in Sioux Falls on September 2, 2015
- Department of Game, Fish and Parks
  - Combined request for Division of Wildlife leadership program meeting on August 31, 2015

Regarding the home station reimbursement request submitted by the Governor's Office of Economic Development for Mike Turnwall, it was determined that this should have been submitted as a state hosting reimbursement request. (Following the meeting it was determined that the filing from the Governor's Office of Economic Development for Alissa Vanmeeteren was also submitted on the wrong form.) The filings are to be returned to the submitter and resubmitted on the correct form for consideration at the next month's meeting.

**Action Items:**

- South Dakota Animal Industry Board
  - Todd Tedrow request for approval of excess lodging expense on September 6, 2015

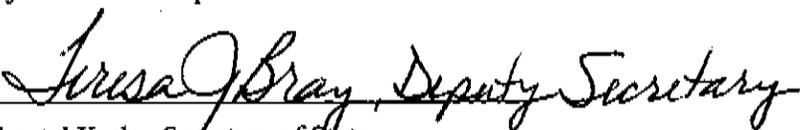
A motion was made by Leah Svendsen and seconded by Steve Barnett to approve the request from the South Dakota Animal Industry Board. A review of the request noted that the request was correctly submitted. A roll call vote was taken and the motion carried unanimously.

- State Treasurer's Office
  - Rich Sattgast request for approval of excess lodging expense for office staff during State Fair in Huron from September 4 and 5, 2015

A motion was made by Rich Sattgast and seconded by Steve Barnett to discuss the request. A roll call vote was taken and the motion carried unanimously. Rich Sattgast explained that prior authorization for the excess lodging had been received; however, the employee that had received the authorization was no longer with the office and the email was not available. He asked that consideration be given based on past practices to always obtain prior authorization. Dennis Keith stated that the State Auditor's Office does not retain a copy of the email prior authorizations.

A second motion was made by Ryan Brunner and seconded by Steve Barnett to approve the request from the State Treasurer's Office. A roll call vote was taken and the motion carried unanimously.

**Adjournment:** Rich Sattgast moved and Leah Svendsen seconded to adjourn the meeting. The meeting was adjourned at 2:17 p.m.

AUSA J. Bray, Deputy Secretary

Shantel Krebs, Secretary of State

# State Board of Finance Meeting Agenda

Tuesday, September 15, 2015  
2:00 p.m.

Governor's Small Conference Room  
Capitol Building

- A) Call to order
- B) Agenda
- C) Approve minutes from the meeting on August 18, 2015.
- D) State Transfers
  - South Dakota School for the Blind and Visually Impaired
    - Claudean Hluchy
- E) Professional Recruitments
  - Dakota State University
    - Eric Rufolson
  - South Dakota State University
    - Timmithea Tin Bik Chan
    - Megan Erickson
    - Timothy Hansen
    - Steve Meek
    - Kumar Mullangi
    - Zhen Ni
    - Jessica D. Ulrich Schad
    - Adam Varenhorst
    - Tanesha Walker
    - Myounggyu Won
    - Hyeun Joong Yoon
  - University of South Dakota
    - Chanho Cho
    - Myanna Dellinger
    - Daniel Gaston
    - Benjamin Hagen
    - Howard Haines
    - Zhongkui Hong
    - Daniel Huston
    - Sonya Miller
    - Julia Puckett
    - Caitlin Quinn
    - Akshaya Vijayalakshmi
  - Department of Veterans affairs
    - David Schiefen
  - South Dakota Board of Regents
    - Guilherme Maurell Costa
  - Department of Game, Fish and Parks
    - Cody Grewing

\*Reimbursement amount is calculated based on annual salary amount denoted in above requests.

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.*

F) State Hosting Reimbursement Request – SDCL 3-9-2.1

- Governor's Office of Economic Development
  - Eric Fosheim
  - Alissa Vanmeeteren
- Department of Tourism
  - Austin Kaus

G) Home Station Per Diem Reimbursement Request – SDCL 3-9-2.2

- Department of Tourism
  - Combined request for meeting with Lawrence and Schiller staff to discuss 2016 marketing on August 17, 2015
- Governor's Office of Economic Development
  - Alissa Vanmeeteren
  - Mike Turnwall
- South Dakota Retirement System
  - Combined request for Joint Retirement Laws and SDRS Board of Trustees meeting in Sioux Falls on September 2, 2015
- Department of Game, Fish and Parks
  - Combined request for Division of Wildlife leadership program meeting on August 31, 2015

H) Action Item

- South Dakota Animal Industry Board
  - Todd Tedrow request for approval of excess lodging expense on September 6, 2015

I) Adjournment



South Dakota Secretary of State  
SHANTEL KREBS

State Board of Finance

Tuesday September 15, 2015  
2:00 p.m.

Governor's Small Conference Room  
Capitol Building

Office of the Governor:

*Viv Clark*

Office of the Secretary of State:

*Terese Gray*

Office of the Attorney General:

*John M. Peterson*

Office of the State Auditor:

*Steve Barnett*

Office of the State Treasurer:

*Philip J. Sattler* *Margaine Gabriel*

Office of School & Public Lands:

*Phyllis R.*

Bureau of Administration:

*John M. Peterson*

Bureau of Finance & Management:

*John M. Peterson*

Guests

*Ronni Keith*  
*Chris L. Peterson*

Representing

*Auditor's Office*  
*Game, Fish + Parks*

Blank lines for additional guests and representatives.



*South Dakota Secretary of State*  
SHANTEL KREBS

September 18, 2015

Terry Johnson  
South Dakota Animal Industry Board  
411 S. Fort St.  
Pierre, SD 57501

Terry:

The South Dakota State Board of Finance held their monthly meeting on September 15, 2015, at which time approval was given for the request from Dr. Todd Tedrow for excess lodging on September 6, 2015.

Please attach a copy of this approval to the vouchers when they are submitted for payment to the State Auditor's Office.

Should you have any questions, please let us know.

Sincerely,

Teresa J. Bray  
On behalf of the Board of Finance

## Schmidt, Rachel

---

**From:** Johnson, Terry (DOA)  
**Sent:** Tuesday, September 08, 2015 11:14 AM  
**To:** Schmidt, Rachel  
**Subject:** FW: Request for excess lodging during State Fair

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good Morning Rachel,

Dr Todd Tedrow is requesting approval for excess lodging for Sunday, September 6<sup>th</sup>. The Animal Industry Board is required to be at the State Fair for the entire week. Dr Tedrow was able to get a room at the Crossroads because of a cancellation. Room was \$114.99 plus tax. Totaling \$126.77. Dr Tedrow paid for it with his personal credit card.

Other Hotels contacted – no rooms available for Sunday, September 6th.  
Super 8 (605) 352-0740

1. Quality Inn (605) 352-6655
2. Dakota Inn (605) 352-1400

**Terry Johnson**  
**SD Animal Industry Board**  
411 South Fort Street  
Pierre, SD 57501  
605-773-3321  
605-773-5459 fax  
AIB Website: [www.aib.sd.gov](http://www.aib.sd.gov)

Terry



*South Dakota Secretary of State*  
SHANTEL KREBS

September 18, 2015

The Honorable Rich Sattgast  
State Treasurer's Office  
500 E. Capitol Ave.  
Pierre, SD 57501

Treasurer Sattgast:

The South Dakota State Board of Finance held their monthly meeting on September 15, 2015, at which time approval was given for the request for excess lodging expense for your office staff who worked at the State Fair from September 4 to 5, 2015.

Please attach a copy of this approval to the vouchers when they are submitted for payment to the State Auditor's Office.

Should you have any questions, please let us know.

Sincerely,

Teresa J. Bray

On behalf of the Board of Finance

Best Western of Huron  
 2000 Dakota Ave. S  
 Huron, SD 57350  
 605-352-2000

**SD State Treasurer**

500 E Capital Rm 212

PIERRE, SD 57501

**STATEMENT**

**Customer#: 295**

**Date Printed: 9/9/2015**

**Phone:**

**Fax:**

Invoice# Transaction#	Invoice Date	Description	Reference	Original Amount	Current Balance
6988	09/06/15	Folio #52021 - Total Folio		\$208.00	\$208.00
<b>8858</b>	<b>09/06/15</b>	<b>Folio #52021 - Total Folio (State Treasurer, Sigred-Wald)</b>		<b>\$208.00</b>	
	09/04/15	Rm: 121 Copy Of State Fair	\$104.00		
	09/05/15	Rm: 121 Copy Of State Fair	\$104.00		

Transaction#	Transaction Date	Transaction Description	Reference	Original Amount	Current Balance
--------------	---------------------	-------------------------	-----------	-----------------	-----------------

**Un-Invoiced Transactions:**

**Un-Applied Credits:**

Current	1-30 Days	31-60 Days	61-90 Days	91-120+ Days	Balance Due
\$0.00	\$208.00	\$0.00	\$0.00	\$0.00	\$208.00



*South Dakota Secretary of State*  
SHANTEL KREBS

September 18, 2015

Karen Hirsch  
Governor's Office of Economic Development  
Dolly Reed Plaza  
711 E. Wells Ave.  
Pierre, SD 57501

Dear Karen:

Enclosed please find the Home Station Per Diem Reimbursement Requests for Mike Turnwall and Alissa VanMeeteren. The Board of Finance determined that this request should have been submitted as a State Hosting Reimbursement Request. The Board has asked that the new form be completed and the request be resubmitted for inclusion on the October Board agenda.

If you have any questions, please feel free to call our office at (605) 773-3537.

Sincerely,

Teresa J. Bray  
Office of Secretary of State  
For the State Board of Finance



*South Dakota Secretary of State*  
SHANTEL KREBS

September 18, 2015

Kacie Fodness  
Dakota State University  
820 N. Washington Ave.  
Madison, SD 57041

Kacie:

Enclosed please find the Professional Recruitment Household Moving Allowance Request for Kimberly Leibel. The request is being returned to you because the yearly salary amount does not meet the required threshold to qualify for this reimbursement.

According to ARSD 5:01:07:07, the rule states "Moving expenses may be paid to any person recruited and hired to fill a position which has been defined as a professional position by the Board of Finance. The conditions are as follows:

- (1) A professional is an employee receiving an annual salary equal to or greater than the minimum annual salary for Grade 13 as set forth in the pay grade schedules filed with the Bureau of Human Resources pursuant to ARSD 55:10:11:02.

I have also included a copy of the FY 2016 General Pay Structure from the Bureau of Human Resources. The grades on this structure have been revised and Grade 13 is now reflected as Grade GH. As noted the minimum annual salary threshold is \$31,964.00.

Should you have any questions, please let us know.

Sincerely,

Teresa J. Bray

On behalf of the Board of Finance