



Secretary of State

Jason M. Gant

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State Board of Finance Minutes of the Meeting

Tuesday, December 17, 2013
2:00 p.m.

Governor's Small Conference Room
Capitol Building

Board members present: Tony Venhuizen, Office of the Governor; Patricia Miller, Office of the Secretary of State; Jeff Hallem, Office of the Attorney General; Steve Barnett, Office of the State Auditor; Dennis Keith, Office of the State Auditor; Jason Lutz, Office of the State Auditor; Richard Sattgast, Office of the State Treasurer; Ryan Brunner, Office of School and Public Lands; Jeff Holden, Bureau of Administration; Ron Wire, Bureau of Finance & Management.

Others present: Marla Anderson, Office of the Secretary of State.

Tony Venhuizen called the meeting to order at 2:06 p.m.

Jason Dilges made a motion to add a Discussion on Travel Reimbursement to the agenda. Patricia Miller seconded to approve the Agenda as amended. Motion carried.

Jeff Hallem moved and Ryan Brunner seconded to approve the minutes of the November 19, 2013 Meeting. Motion carried.

Richard Sattgast moved and Jeff Hallem seconded to approve the household moving allowance requests for the state transfers. Motion carried. *

South Dakota Department of Game, Fish & Parks

Jason Bumsted	Resource Biologist	\$30,700.80	Mobridge	Chamberlain	December 2013
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Ryan Brunner moved and Richard Sattgast seconded to approve the household moving allowance requests for the professional recruitments. Motion carried. *

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Black Hills State University					
Gene Bilodeau	Executive Director	\$90,000	Craig, CO	Rapid City	December 2013
Dakota State University					
Bejamin Jastorff	Director of Bookstore	\$44,500	Belle Fourche, SD	Madison	September 2013
South Dakota State University					
Thomas M. Fenner	Minority Student Recruiter	\$40,000	Akron, OH	Brookings	December 2013
Ryan Johnson	Assistant AD -- Marketing	\$40,000	Lehi, UT	Brookings	November 2013
Adam Parsons	Assistant S&C Coach	\$34,842	Grand Forks, ND	Brookings	November 2013
University of South Dakota					
Craig A. Hickie	Director, O&M	\$85,000	Bellevue, NE	Vermillion	October 2013
Maria Slocum	Visiting Assistant Professor	\$50,000	Madison, WI	Vermillion	August 2013

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

Jeff Holden moved and Steve Barnett seconded to approve the debt write-offs for the Department of Corrections in the amount of \$41,979.76. Motion carried.

A discussion was held regarding travel reimbursements. On occasion, travelers on State business do not turn in reimbursement requests in a timely manner or may have misplaced their original receipts, causing additional work for their financial offices and for the Office of the State Auditor. The concern has arisen that delays in processing may create a situation where someone is reimbursed more than once for a travel expense. A discussion on proposed best practices, policies, and statutes continued, and the group concluded that any changes in rule or policy should be made by the Office of the State Auditor, not by the Board of Finance. The Office of the State Auditor and the Bureau of Finance and Management will continue to work with the Office of the Governor to develop procedures and best practices regarding travel reimbursements.

Patricia Miller moved and Richard Sattgast seconded to adjourn the meeting. Motion carried.

The meeting was adjourned at 2:47 p.m.



Jason M. Gant
 Secretary of State
 on behalf of the Board of Finance