

State Board of Finance Minutes

Tuesday, July 21, 2015
2:00 p.m.

Governor's Small Conference Room
Capitol Building

Board members present: Tony Venhuizen, Office of the Governor; Teresa Bray, Office of the Secretary of State; Jason Lutz, Office of the State Auditor, Marianne Gabriel, Office of the State Treasurer; Mike Mehlhaff, Office of School & Public Lands; Leah Svendsen, Bureau of Administration; and Jason Dilges, Commissioner for the Bureau of Finance and Management. Also in attendance were Dennis Keith, Office of the State Auditor; Jason Bauder, Office of Emergency Management; Angela Lemieux, Department of Public Safety; and Bob Mercer, Newspapers.

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

Agenda: Jason Lutz moved and Mike Mehlhaff seconded to accept the agenda as presented. Motion carried.

Minutes: Jason Dilges moved and Leah Svendsen seconded to approve the minutes from June 16, 2015. Motion carried.

State Transfers: Mike Mehlhaff moved and Marianne Gabriel seconded to approve the following state transfers. A roll call vote was taken and the motion carried unanimously.

University of South Dakota					
Kody Thompson	Sioux Falls Admissions Regional Director	\$ 43,260	West Des Moines, IA	Vermillion, SD	April-May 2015

Department of Public Safety					
Mark Weibrecht	HP HQ Specialist	\$ 51,959.88	Madison, SD	Pierre, SD	July 2015

Department of Transportation					
Todd Hertel	Project Engineer Supervisor	\$ 79,808.56	Aberdeen, SD	Watertown, SD	July 2015

Professional Recruitment: Jason Dilges moved and Jason Lutz seconded to approve the following professional recruitments. A roll call vote was taken and the motion carried unanimously.

South Dakota State University					
Maria Kalyraki	Learning Media Designer	\$ 51,400	Marshall, MN	Brookings, SD	July 2015
Mostafa Tazarv	Assistant Professor	\$ 80,845	Reno, NV	Brookings, SD	August 2015

Northern University					
Martin L. Sabolo	Director Residence Life	\$ 50,000	Wood River, IL	Aberdeen, SD	June 2015
Joelle L. Lien	Associate Vice President	\$100,000	Salt Lake City, UT	Aberdeen, SD	July 2015

South Dakota School of Mines & Technology					
Liangping Li	Asst. Professor, Geology & Geological Engineering Dept.	\$ 86,000	Austin, TX	Rapid City, SD	August 2015
Paul Hinker	Asst. Professor Mathematics/Computer Science Dept.	\$ 83,000	Longmont, CO	Rapid City, SD	August 2015

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.*

David Gilley	Associate Professor, Chemistry/Applied Biologicals Sciences Dept.	\$ 90,000	Indianapolis, IN	Rapid City, SD	August 2015
Jing Liu	Assistant Professor, Nanotechnology Science & Engineering Program	\$ 72,000	Indianapolis, IN	Rapid City, SD	August 2015

University of South Dakota					
Kris Aric Knisely	Assistant Professor, French	\$ 54,000	Atlanta, GA	Vermillion, SD	May 2015
Donald Easton Brooks	Dean	\$150,000	LaGrande, OR	Vermillion, SD	June 2015
Kylea Sheley	Athletic Trainer	\$ 32,000	DeWitt, IA	Vermillion, SD	June 2015
Ramu Sudhagoni	Assistant Professor	\$ 90,000	Morrisville, NC	Vermillion, SD	September- October 2015
Ibukunola Charles Jegade	Post-Doctoral Fellow	\$ 42,000	Houston, TX	Sioux Falls, SD	August 2015

Black Hills State University					
Brock Anundson	Asst. Director of Athlete Events/Facilities Athletics	\$ 45,000	Castle Rock, CO	Spearfish, SD	June 2015
Katherine L. Wildman	Director	\$ 55,000	Madison, IN	Spearfish, SD	May 2015

Bureau of Regents					
Michael Rush	Executive Director	\$367,069	Boise, ID	Pierre, SD	July 2015

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

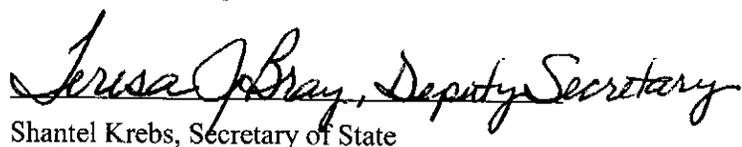
A letter dated June 19, 2015, was received from Governor Dugaard adopting the prescribed forms developed by the State Auditor's Office for State Hosting Reimbursement Request and Home Station Per Diem Reimbursement Request.

A letter date July 16, 2015, was received from the Department of Public Safety (DPS). Jason Bauder stated that additional state employees will be working in Sturgis during the two weeks of this year's rally. Because of time constraints, traffic and the timing for meetings, the decision was made to provide meals for the employees through a caterer. The pricing is under the state rate. Rather than having each individual submit reimbursement forms, it was asked that permission be given to submit a general reimbursement form for all employees, with an attached spreadsheet listing each of the employees and which meals on what day were eaten. This is a proactive means of simplifying the process. Jason Dilges stated that legally this process can be done and it makes sense to simplify the process and minimize paperwork. It will be necessary for DPS to work hand in hand with the Auditor's Office to ensure individual reimbursements are not also submitted. Jason Lutz stated his office could work with this process. Jason Dilges moved and Leah Svendsen seconded that DPS submit a general reimbursement form and backup lists justifying each person to the Board of Finance for approval. A roll call vote was taken and the motion carried unanimously.

An email message was received from the South Dakota Retirement System (SDRS) dated July 9, 2015. Jason Dilges stated that the request was very similar to the request from DPS. It was agreed that the request for the South Dakota Investment Council meeting would be held until the August Board meeting. The DPS request will serve as a test for the procedures and will be reviewed in August. A discussion will be held regarding implementation with other agencies.

A discussion was held regarding the format of the Board of Finance agenda and minutes. Teresa Bray asked that the format for state transfers and professional recruitment be limited to the name of the agency, name of the individuals and the total salaries for the agency that are being reviewed. The format for the Reimbursement Requests will be limited to the agency and individual(s) names. The backup detail for all the requests are provided to the Board members to review prior to the meeting. It was agreed that the Secretary of State's Office would prepare the agenda and minutes in the suggested format for the next meeting and the Board would review it to determine whether the information was sufficient or needed to be changed.

Adjournment: Mike Mehlhaff moved and Jason Lutz seconded to adjourn the meeting. The meeting was adjourned at 2:21 p.m.


Teresa J. Bray, Deputy Secretary

Shantel Krebs, Secretary of State



STATE OF SOUTH DAKOTA
DENNIS DAUGAARD, GOVERNOR

RECEIVED

JUN 19 2015

S.D. SEC. OF STATE

June 19, 2015

State Board of Finance
c/o Office of the Secretary of State
500 East Capitol Avenue
Pierre, SD 57501

Dear Board of Finance,

This year, the Legislature passed and I signed House Bill 1048. Two sections of this bill add new statutory sections that require the Governor to prescribe forms for implementation of these provisions. The relevant sections of the bill will be codified at SDCL 3-9-2.2 and SDCL 3-9-2.3.

Under the provisions of this, I am hereby prescribing the attached forms for use by the Board of Finance for these purposes.

Sincerely,

A handwritten signature in cursive script that reads "Dennis Daugaard".

Dennis Daugaard

DD:ke

Enclosures

cc: State Auditor Steve Barnett

State Hosting Reimbursement Request – SDCL 3-9-2.2

When Application and Authorization sections are completed, please submit the original to:

State Board of Finance
Office of Secretary of State
Capitol Building - 500 E Capitol Ave
Pierre, SD 57501 Phone: 605-773-3537

Application

Date: _____ Agency: _____

Agency Address: _____

Agency Phone Number: _____

Employee Requesting Reimbursement: _____

Total Amount of Reimbursement: _____

Date(s) of Hosting Expense: _____ Receipts Attached: Y / N

Explanation of official business performed: _____

I hereby request authorization and approval for reimbursement of expenses, set forth in the voucher attached hereto, that were incurred while hosting a prospect for business development, trade, or a tourism promotional activity. I certify that the expenses were incurred through necessary duties of my employment with the State of South Dakota and in the furtherance of state's interests, concerns, and activities and are supported by the attached receipts. I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Signature of Employee

Date

Authorization

I hereby certify that the above employee was authorized to incur the claimed expenses while performing necessary duties of their employment on behalf of the State of South Dakota. I attest that the employee's claims were in the furtherance of state interests relating to hosting a prospect for business development, trade, or a tourism promotional activity.

Name of Department/Office Head

Position/Title of Agency Official

Signature of Department/Office Head

Date

State Board of Finance Approval

Approval Date: _____

Signature of Secretary, State Board of Finance

Note: When completed, attach the original form and receipts to voucher to be sent to the State Auditor's Office.

Home Station Per Diem Reimbursement Request – SDCL 3-9-2.3

When Application and Authorization sections are completed, please submit the original to:

State Board of Finance
Office of Secretary of State
Capitol Building - 500 E Capitol Ave
Pierre, SD 57501 Phone: 605-773-3537

Application

Date: _____ Agency: _____

Agency Address: _____

Agency Phone Number: _____

Employee Requesting Reimbursement: _____

Total Amount of Reimbursement: _____

Date(s) of Expense: _____

Event Leave Time: _____ Event Return Time: _____

Explanation of official business performed: _____

I hereby request authorization and approval for reimbursement of expenses, set forth in the voucher attached hereto, that were incurred while conducting state business at my headquarters station or place of residence. I certify that the event extended entirely through a meal time without interruption and included a meal provision for which I was billed. I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Signature of Employee

Date

Authorization

I hereby certify that the above employee was authorized to incur the claimed expenses at their headquarters station or place of residence while performing necessary duties of their employment on behalf of the State of South Dakota. I attest that the employee's participation in the event was in the furtherance of state interests.

Name of Department/Office Head

Position/Title of Agency Official

Signature of Department/Office Head

Date

State Board of Finance Approval

Approval Date: _____

Signature of Secretary, State Board of Finance

Note: When completed, attach the original form to voucher to be sent to the State Auditor's Office.