State Board of Finance
Minutes

Tuesday, August 16, 2016
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; Ann Holzhauser, Office of the Attorney General; Dennis Keith, Office of the State Auditor; Rich Sattgast, State Treasurer; Ryan Brunner, Commissioner of School and Public Lands; Leah Svendsen, Bureau of Administration, and Ron Wire, Bureau of Finance and Management. Guests included Kayla Dowling, Office of the Secretary of State; Kari Williams, Department of Health; Jan Talley, Department of Transportation; and Michele Brich, SD Hotel and Lodging Association.

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

Agenda: A motion was made by Teresa Bray to amend the agenda to add Michele Brich, SD Hotel and Lodging Association, under action items. Ron Wire seconded. A voice vote was taken. The motion carried.

Minutes: Dennis Keith moved and Rich Sattgast seconded to approve the minutes from the meeting on July 19, 2016. A voice vote was taken. Motion carried.

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

- Bureau of Human Resources
  - Kersten Johnson
- Department of Education
  - Travis Jordan
- Department of Health
  - Janelle Adler
- Dakota State University
  - Beom Soo Kim
- Northern State University
  - Kenneth O. Boulton
  - Leigh Neys
- South Dakota School of Mines and Technology
  - Graham R. Davis
  - Rebecca Pinkelman
  - Scott Wood
- South Dakota State University
  - Kristi Cammack
  - Charles B. Fenster
  - Judson Kyle Grubbs
  - Hailong Jin
  - Hung-Ling (Stella) Liu
  - Matthew Maher
  - Kristine Ramsay-Seaner
  - Katelyn Romsa
  - Michaela Willis
  - Jonathan Wood
  - Christin Carotta

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.*

- University of South Dakota
  - William Sullivan
  - Robert M. Wagner
  - Ashley Hartnett
  - Daniel Palmer
  - Kiho Lim
  - Ahyoung Lee
  - Hannah Haksgaard
  - Travis Lee Letellier
  - Christopher V. Anderson
  - Andrea L. Leibl
  - Annie Lockwood
  - Peter Lillpopp
  - Jonathan Allender-Zivic
  - Joseph Stollenwerk

State Hosting Reimbursement Request – SDCL 3-9-2.1: A motion was made by Ron Wire and seconded by Dennis Keith to approve the following State Hosting Reimbursement Requests. A roll call vote was taken and the motion carried unanimously.

- Department of Tourism
  - James Hagen
  - Austin Kaus
  - Eric Fosheim

Home Station Per Diem Reimbursement Request – SDCL 3-9-2.2: A motion was made by Rich Sattgast and seconded by Ryan Brunner to approve the following Home Station Per Diem Reimbursement Requests. A roll call vote was taken and the motion carried unanimously.

- Department of Tourism
  - Familiarization Tour, April 29, 2016
- Game Fish and Parks
  - Parks Operations Meeting, July 14, 2016
  - Parks Division Special Events Committee Meeting, July 12, 2016
  - Deer Stakeholder Meeting, June 27, 2016
- Department of Education
  - South Dakota Teacher of the Year meeting, July 22, 2016
- Department of Labor and Regulation
  - WIOA One Stop Service Delivery, July 19, 2016
  - Youth JSAP Class, July 21, 2016

Action Item: A discussion was held regarding the request from July from the Department of Health for the Eagleson Biosafety Workshop held on June 19-21, 2016 in Sioux Falls and on June 13-16, 2016 in Rapid City. The request was for lodging expenses above state rate. At the request of the board, Kari Williams, Department of Health explained that there had been a miscommunication regarding obtaining prior approval, which ultimately was not obtained. A motion was made by Ron Wire and seconded by Rich Sattgast to approve the lodging expense above state rate. There was no discussion. A roll call vote was taken and the motion carried unanimously.

A discussion was held regarding the request from the Department of Game Fish and Parks for lodging expenses above state rate for Ryan Raynor and Shannon Percy in Rapid City for International Association of Snowmobile

Administrators annual meeting from June 9-12, 2016. A motion was made by Ron Wire and seconded by Ryan Brunner to approve the lodging expense above state rate. There was no discussion. A roll call vote was taken and the motion carried unanimously.

A discussion was held regarding the request from the Department of Transportation for lodging expenses above state rate for Justin Till and Bryce Matthews in Spearfish who were hauling asphalt from Spearfish to Hwy 212 work from June 13-16, 2016. A motion was made by Ryan Brunner and seconded by Rich Sattgast to approve the lodging expense above state rate. Jan Talley, Department of Transportation stated that the secretary in Belle Fourche did not obtain a quote for state rates. When the lodging was obtained, the hotel would not lower the rate. There was no further discussion. A roll call vote was taken and the motion carried unanimously.

A discussion was held regarding the request from Department of Public Safety for lodging expenses above state rate for Jon Farrer attending the assistance review for LIVE Center for Department of Education on May 3, 2016. A motion was made by Dennis Keith and seconded by Leah Svendsen to approve the lodging expense above state rate. There was no discussion. A roll call vote was taken and the motion carried unanimously.

A discussion was held regarding the request from the Department of Human Services for lodging expenses above state rate for Julie Hand who was attending the Portland, OR PCT Gathering from July 24-28, 2016. A motion was made by Ryan Brunner and seconded by Rich Sattgast to approve the lodging expense above state rate. There was no discussion. A roll call vote was taken and the motion carried unanimously.

A discussion was held regarding the draft of the revisions to the State Board of Finance administrative rules. With regards to the definition for signatures, it was felt that leaving signatures undefined could allow BIT to develop electronic signatures. It would keep forms with electronic signatures from having to be returned without action. It was pointed out that this would not apply to the requirement for Home Station Per Diem Reimbursement requests to have signatures of those in attendance. A typed list could not be submitted as electronic signatures. A motion was made by Ryan Brunner and seconded by Ron Wire to approve moving forward with the administrative rules process for the revisions as presented. A roll call vote was taken and the motion carried unanimously.

The Obligatory Recovery Center's recommendation for the Debt Write Off Request form was reviewed. Clarification was made on the reasons. It was requested that a notation be made below the "Date Debt Became Delinquent" that the debt must be two years from that date in order to be submitted for consideration. The board approved the form with the revision.

Michele Brich, SD Hotel and Lodging Association, spoke. She was representing over 200 members from across the state. She requested that the board consider increases to the state lodging rates at their January 2017 meeting. The last increase went into effect January 2015. It was discussed that it could be beneficial to review all state rates at the same time to be more time and cost effective.

Adjournment: Rich Sattgast moved and Leah Svendsen seconded to adjourn the meeting. The meeting was adjourned at 2:37 p.m.

Teresa J Bray, Deputy Secretary

Shantel Krebs, Secretary of State