

State Board of Finance Minutes

Tuesday, May 15, 2018
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; Leah Svendsen, Bureau of Administration; and Colin Keeler, Bureau of Finance and Management. Guests included Kellie Beck, Department of Transportation; Chris Petersen; Department of Game, Fish, & Parks/Department of Agriculture; and Bob Mercer, Newspapers.

Call to order: Tony Venhuizen called the meeting to order at 2:02 p.m.

Agenda: Colin Keeler moved and Rich Sattgast seconded to approve the agenda as presented. A voice vote was taken. Motion carried.

Minutes: Dennis Keith moved and Leah Svendsen seconded to approve the minutes from the meeting on April 17, 2018. A voice vote was taken. Motion carried.

Professional Recruitment: Rich Sattgast moved and Colin Keeler seconded to approve the following Professional Recruitments. A roll call vote was taken and the motion carried unanimously.

- Dakota State University
 - Andrew Behrens
- South Dakota State University
 - Debra Gay Anderson
 - Robert Lonsinger
 - Melinda M Tinkle
- University of South Dakota
 - Susan Strobel

Home Station Per Diem Reimbursement Request – SDCL 3-9-2.2: A motion was made Leah Svendsen and seconded by Rich Sattgast 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 –
 - Law enforcement training reimbursements for Kendyll Jones, Daniel Dirks and Spencer Carstens for the month of March 2018.

Action Items: Colin Keeler moved and Leah Svendsen seconded to approve the request from South Dakota Veterans Home for above state rates lodging expense for Keaton Cummings who stayed at the Deadwood Lodge on April 7-8, 2018 for a conference. A roll call vote was taken and the motion carried unanimously.

Colin Keeler moved and Rich Sattgast seconded to approve the request from Department of Corrections for above state rates lodging expense for employees who attended the EPICS conference on April 24-27, 2018 in Pierre. A discussion was held regarding the Ramkota not having state rates on the weekends. A roll call vote was taken and the motion carried unanimously. It was also noted that should a similar situation at the Ramkota where state rates are not provided on weekends, contact is to be made with the hotel.

Rich Sattgast moved and Colin seconded to approve the request from Department of Transportation for one-night stay request for Al Zenz in Mitchell on April 13, 2018. It was noted that the reason this came before the Board was because Mitchell was listed as Zenz's home station and not regarding state rates. ARSD 3-9-2 gives the Board to review and authority to approve such requests if it is in the state's interest. Zenz's stay in Mitchell was at the request of the department for weather related reasons. A roll call vote was taken and the motion carried unanimously.

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.*

Debt Write Offs: Leah Svendsen moved and Colin Keeler seconded to approve the following debt write off requests. A roll call vote was taken and the motion carried unanimously.

- South Dakota State University, 27 debt write offs totaling \$99,910.72.
- South Dakota School of Mines and Technology, 15 debt write offs totaling \$15,048.63.

The Board was asked whether any administrative rule changes needed to be made. A discussion was held regarding the fees being charged by lodging establishments. Dennis Keith stated this has been an issue their office has been dealing with for some time. Many of these charges are self-imposed fees from the hotel, such as the Alex Johnson and Holiday Inn in Rapid City. These fees are not always taxes where they can be reimbursed, and yet the state employee must pay them. No decision was made for action at this time.

Adjournment: Leah Svendsen moved and Colin Keeler seconded to adjourn the meeting. The meeting was adjourned at 2:23 p.m.

Shantel Krebs, Secretary of State