

State Board of Finance Meeting Agenda

Tuesday, April 21, 2020

2:00 p.m.

Call in information: 1-669-900-6833

Meeting ID: 127 920 243

Governor's Small Conference Room
Capitol Building

- A) Call to order
- B) Approve monthly meeting agenda
- C) Approve minutes from the meeting on March 17, 2020
- D) Professional Recruitment
 - Bureau of Human Resources
 - Kimberly Buck
 - Bureau of Information and Telecommunications
 - Jeff A. Clines
- E) Public Comment
- F) Adjournment

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.*

Household Moving Allowance State of South Dakota

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

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

Please check one:

- State Transfer (SDCL 3-9-9)
Full-time continuous employment for 6 months.
- Professional Recruitment (SDCL 3-9-12)
Attach a written copy of the offer of employment and of payment of moving expenses

PLEASE NOTE: The request and all supporting documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT eight days prior to the Board of Finance meeting on the third Tuesday of the month. Documentation received after that time will be processed at the next Board of Finance meeting. All documentation MUST comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

Application

| | | |
|---|---|---|
| <u>Kimberly Buck</u> Name of Applicant | <u>Asst Director</u> New Position Title | <u>BHRC</u> Agency Employed By |
| <u>\$68500</u> Yearly Salary | <u>Rapid City SD</u> City, State Moving From | <u>Pierre SD</u> New Post of Duty (City) |
| Bureau of Human Resources Class Code | <u>12/14/2020</u> Employment Date with the State | <u>12/2019</u> Expected Month/Year of Move |

I hereby request authorization and approval to submit a voucher for reimbursement of actual household moving expenses subject to the limitations established by South Dakota law. I shall attach to said voucher evidence of actual household moving expenses.

I understand that household moving allowance is considered taxable income according to IRS regulations, and I am responsible for all applicable payroll taxes. I know I may contact my agency's finance officer for options.

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| <u>Kimberly Buck</u> Signature of Applicant | <u>3/3/2020</u> Date |
|--|-------------------------|

Authorization

The undersigned agent hereby certifies that the above individual is employed in a full-time position with the above agency, that the agency ordered the applicant to move as indicated, and that the move will be for the benefit of the State of South Dakota. The Agent further declares that, to the best of the Agent's knowledge and belief, the request and authorization for reimbursement of actual household moving expenses are true and correct.

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| <u>Tom Steckel</u> Name of Authorized Agent | <u>Director of Employee Benefits</u> Position/Title of Authorized Agent |
| <u>Tom Steckel</u> <u>3/17/20</u> Signature of Authorized Agent Date | <u>Bureau of Human Resources</u> Agency of Authorized Agent |

Approval by State Board of Finance

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|---|--|
| Approved by the State Board of Finance on Date | Signature of Secretary, State Board of Finance |
|---|--|

Hansen, Rhonda

From: Seeley, Darin
Sent: Tuesday, March 24, 2020 12:46 PM
To: Hansen, Rhonda
Subject: Re: Moving Allowance - Kimberly Buck

Please use this email as authorization for the payment of moving expenses to Kimberly Buck. I am unable to print this at this time.

Darin R Seeley | *Commissioner*

South Dakota Bureau of Human Resources
500 E. Capitol Avenue | Pierre, SD 57501
Darin.Seeley@state.sd.us | O: 605.773.4918 C: 605.415.7293



From: Hansen, Rhonda <Rhonda.Hansen@state.sd.us>
Sent: Tuesday, March 24, 2020 12:44 PM
To: Seeley, Darin <Darin.Seeley@state.sd.us>
Subject: Moving Allowance - Kimberly Buck

Hi Darin – hope you are doing well and family is staying healthy.

I have attached the Household moving allowance form that Kim has submitted for reimbursement. Tom did sign, although, I do need your signature as well. If you could please sign and email back to, I would appreciate it.

Thank you,



Rhonda Hansen/HR Payroll Supervisor

South Dakota Bureau of Human Resources
500 East Capitol Avenue | Pierre, SD 57501
rhonda.hansen@state.sd.us
Office: 605.773.6514 | fax: 605-773-6947





Bureau of Human Resources
500 East Capitol Avenue
Pierre, South Dakota 57501-5070
Phone: 605.773.3148 Fax: 605.773.4344
<http://bhr.sd.gov>

November 8, 2019

Ms. Kimberly S. Buck
711 E. Denver Street
Rapid City, South Dakota 57701

Re: South Dakota Bureau of Human Resources- Job Offer -Assistant Director of Benefits

Dear Kim:

This letter is to confirm our job offer to you for the Assistant Director of Benefits in the South Dakota Bureau of Human Resources Benefits Division. Your starting salary will be sixty-eight thousand dollars five hundred dollars (\$68,500) per year, paid in the amount of \$2,854.16 bi-monthly (24 times per year). This position is full time 40 hours per week with normal work hours 8 am to 5 pm Monday- Friday with one hour allowed for lunch each day. The Assistant Benefits Director is pay grade L and is considered *exempt* for Fair Labor Standards Act purposes (not eligible for overtime pay).

In addition to your compensation as outlined above, you are eligible for a one-time relocation allowance of six thousand dollars (\$6,000.00) which is treated as taxable income for US Income Tax purposes.

As a full time employee of the State you and your eligible dependents are eligible for the State Employee Health Plan and flexible benefit plans, and you will become a Generational Member in the South Dakota Retirement System (SDRS).

As we agreed, you will start work in Pierre on Monday December 16 at 8am . Please note that currently the Benefits Division of BHR is located at 3800 East Highway 34 suite 1 in Pierre in a leased office building, Hillsvie Plaza. There is ample parking space in the lot immediately adjacent to the office.

We look forward to you joining the BHR Benefits team and feel free to call me at (605) 773-4099 if you have any questions.

Sincerely,


Tom Steckel

Director of Employee Benefits
Bureau of Human Resources

cc: Darin Seeley, Commissioner Bureau of Human Resources
Jeff Wilson, Human Resources Manager

Household Moving Allowance State of South Dakota

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

Please check one:

- State Transfer (SDCL 3-9-9)
Full-time continuous employment for 6 months.
- Professional Recruitment (SDCL 3-9-12)
Attach a written copy of the offer of employment and of payment of moving expenses.

~~PLEASE NOTE: All supporting documentation must be received in the Office of the Secretary of State no later than the 15th day of the month prior to the Board of Finance meeting. All documentation must comply with Bureau of Human Resources policy regarding privacy and other applicable information.~~

Application

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| <u>Jeff Clines</u> Name of Applicant | <u>BIT Commissioner</u> New Position Title | <u>BIT</u> Agency Employed By |
| <u>\$ 150,000</u> Yearly Salary | <u>Springfield IL</u> City/State Moving From | <u>Pierre SD</u> New Post of Duty (City) |
| <u>299099</u> Bureau of Human Resources Class Code | <u>April 6, 2020</u> Employment Date with the State | <u>March/April 2020</u> Expected Month/Year of Move |

I hereby request authorization and approval to submit a voucher for reimbursement of actual household moving expenses subject to the limitations established by South Dakota law. I shall attach to said voucher evidence of actual household moving expenses.

| | |
|---|-------------------------|
| <u><i>Jeff Clines</i></u> Signature of Applicant | <u>4-3-2020</u> Date |
|---|-------------------------|

Authorization

The undersigned agent hereby certifies that the above individual is employed in a full-time position with the above agency, that the agency ordered the applicant to move as indicated, and that the move will be for the benefit of the State of South Dakota. The Agent further declares that, to the best of the Agent's knowledge and belief, the request and authorization for reimbursement of actual household moving expenses are true and correct.

| | |
|--|--|
| <u>Darin Seeley</u> Name of Authorized Agent | <u>Commissioner</u> Position/ Title of Authorized Agent |
| <u>[Redacted]</u> Signature of Authorized Agent | <u>Bureau of Human Resources</u> Agency of Authorized Agent |
| <u>4.3.20</u> Date | |

Approval by State Board of Finance

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|---|--|
| Approved by the State Board of Finance on _____ | Signature of Secretary, State Board of Finance _____ |
| Date | |

February 25, 2020

Jeff A. Clines
Springfield IL
Email: Jeff.Clines@gmail.com

Dear Jeff,

This letter is to confirm your appointment as the Bureau of Information and Telecommunications (BIT) Commissioner. Your employment will begin on April 6, 2020 at an annual salary of \$150,000.

As discussed earlier, BIT will pay up to one month's salary, approximately \$12,500, for actual moving expenses based on the rules established by the State Board of Finance. Receipts are required and expenses must be eligible expenses. Attached, please find the guidelines for household moving allowances and the moving expense form. When your move is complete and you have gathered any necessary receipts, please sign the Household Moving Allowance form and return it and any receipts to me as soon as possible.

Please note that household moving allowance is considered taxable income according to IRS regulations, and you are responsible for applicable payroll taxes. If you should terminate your employment prior to six months, you would be required to repay the moving allowance.

On your first day of work, you will be required to provide two forms of identification to establish both identity and authorization to work in the United States. Please bring your social security card and driver's license. Direct deposit is mandatory, and you are asked to provide a voided blank check or your bank routing and account numbers.

In the coming days, I will send you a follow-up email with instructions on how to complete the new employee online orientation.

Welcome to state government and BIT!

Please contact Liza or me if you need any assistance or have any questions.

Sincerely,



Eric Hildebrandt
Human Resource Manager
cc: Personnel File

5:01:07:03. Allowable household moving expenses. Reimbursement of allowable household moving expenses for state employees and for newly hired professional employees applies only to expenses for moving household furnishings, appliances, and personal effects of the individual and the individual's family. Allowable moving expenses include the following:

- (1) Packing containers, packing, and unpacking;
- (2) Extra pickup or delivery;
- (3) Labor charges;
- (4) Auxiliary service necessary for pickup;
- (5) Service bulky articles, loading and unloading charges;
- (6) Piano or organ carry charges;
- (7) Waiting time, not the fault of the carrier, per vehicle;
- (8) Empty mileage charge;
- (9) Elevator, stair, and excessive distance carry charge involved in pickup or delivery;
- (10) Overtime loading and unloading;
- (11) Reweighing charge;
- (12) Storage-in-transit and warehouse handling charges;
- (13) Valuation charges;
- (14) Service of household appliances or other articles requiring special servicing for safe transportation, carrier servicing of appliances or articles at origin, and carrier reservicing of appliances or articles at destination;
- (15) Papering and padding;
- (16) Wrapping or metal banding or both; and
- (17) Skirting, blocking, and other necessary expenses incurred in the transportation and relocation of a mobile home.

Source: SL 1975, ch 16, § 1; 3 SDR 34, effective November 7, 1976; 4 SDR 8, effective August 15, 1977; 6 SDR 15, effective August 30, 1979; transferred from §§ 5:01:02:25, 5:01:02:36, 11 SDR 41, effective September 29, 1984.

General Authority: SDCL 3-9-11.

Law Implemented: SDCL 3-9-9, 3-9-11, 3-9-12.

To: Secretary of State
FR: Lori Roberts
HR Specialist

Su: HMM form

DA: 4.3.20

Pls process & send me
the approved notice.
Thank.
