State Board of Finance
Meeting Agenda

Tuesday, September 15, 2020
2:00 p.m.

Call in information: +1 312 626 6799
Meeting ID: 857 7656 7211
Password: 521798

A) Call to order
B) Approve monthly meeting agenda
C) Approve minutes from the meeting on August 18, 2020
D) Professional Recruitment
   • Northern State University
     o Sean Blackburn
     o Stacie Varnson
   • South Dakota School of Mines & Technology
     o Jessica Stickney
     o Jingbo Wang
   • University of South Dakota
     o Analisa Gagnon
     o Jean Merkle
   • South Dakota State University
     o Hector Menendez
E) State Hosting Reimbursement Request – SDCL 3-9-2.1
   • Department of Tourism
     o Hosted Master of Ceremonies for the Mount Rushmore fireworks celebration held on July 3, 2020.
   • Governor’s Office of Economic Development
     o Hosted business prospect from Arizona in western South Dakota.
F) Home Station Per Diem Reimbursement Request – SDCL 3-9-2.2
   • Animal Industry Board
     o Board meeting and Auction Market Hearing held on August 19, 2020 in Pierre.
G) Action Items
   • South Dakota Animal Industry Board requests approval for excess in-state lodging for employees who attended the South Dakota State Fair in Huron during September 1-7, 2020.
H) Debt Write Off Requests
   • SD Dept of Social Services is requesting nine debt write offs totaling $1,141.91.
   • Department of Transportation is requesting four debt write offs totaling $4,549.
I) Public Comment
J) Adjournment
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

Sean Blackburn  
Name of Applicant  
$105,000.00  
Yearly Salary
Laramie, Wyoming  
City, State Moving From

Dean of Students  
New Position Title

Aberdeen, SD  
New Post of Duty (City)
August 3, 2020  
Employment Date with the State

Northern State U.  
Agency Employed By
August/2020  
Expected Month/Year of Move

Bureau of Human Resources Class Code

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.

Signature of Applicant

August 3, 2020  
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.

Veronica Paulson  
Name of Authorized Agent  
8/14/2020  
Date

Vice President for Finance & Administration  
Position/Title of Authorized Agent
Northern State University  
Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State  
Board of Finance on

Date  
Signature of Secretary, State Board of Finance
DATE: July 6, 2020
TO: Sean Blackburn
FROM: Timothy M. Downs, President
RE: Appointment with Student Affairs Department, Northern State University

I am pleased to offer you, subject to approval by the Board of Regents, an appointment as Dean of Students in the Student Affairs Department. The effective date of this appointment is August 3, 2020. Annual appointment dates are June 22, 2020, through June 21, 2021. Your salary is $93,207.00 based on an annual salary of $105,000.00 for twelve (12) months at 100% time. Dr. Timothy Downs is your direct supervisor. As with all employees, you will be evaluated annually.

The administrative employment offered herein shall be at the pleasure of the Board and may be terminated without notice or cause. The administrative appointment shall commence on August 3, 2020 and shall not extend beyond June 21, 2021. The administrative employment may be renewed at the sole pleasure of the Board. If the Board elects to renew an administrative appointment, it may do so under whatever changed or additional terms and conditions it chooses.

This position has been identified as exempt from Fair Labor Standards Act (FLSA) and therefore not subject to overtime.

You are required to provide an official transcript for your highest degree within 30 days of accepting this position. The Board of Regents manages employee-created intellectual property pursuant to the South Dakota Board of Regents Intellectual Property Policy, Board Policy No. 4:34.

The appointment and terms of appointment are subject to and governed by the laws of the State of South Dakota and the policies, rules, and regulations of the South Dakota Board of Regents and of Northern State University. Withholding statements (W-4's) and proof of identity and eligibility to work in the United States, pursuant to the Immigration Reform laws (I-9) are available from the Human Resources Office. Your portion of these forms must be completed on or before your first day of employment. BOR requires direct deposit of payroll checks for all employees.

As Dean of Student, your position is eligible for state benefits to include household moving allowance of up to one (1) month salary as outlined in SDCL 3-9-12.

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing below and sending a signed copy to the attention of Human Resources, Northern State University, 1200 South Jay Street, Aberdeen, SD 57401-7198, no later than July 20, 2020, retaining a copy for your records.

I accept the job offer outlined above.

Signature
Date

I accept the job offer outlined above.

Signature
Date
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.

Stacie Varnson
Name of Applicant
$67,000 Yearly Salary
Grand Forks, ND City, State Moving From

Bureau of Human Resources Class Code

Stu Succ Exec Dir
New Position Title: Aberdeen, SD
Agency Employed By: June 2020
New Post of Duty (City)
06/22/2020 Employment Date with the State

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.

Signature of Applicant
08/28/2020 Date

Veronica Paulson
Name of Authorized Agent

Signature of Authorized Agent
9/1/2020 Date

Northern State University
Agency of Authorized Agent

Approval by State Board of Finance
Approved by the State Board of Finance on
Date

Signature of Secretary, State Board of Finance

Household Moving Allowance 20191015
DATE: May 28, 2020
TO: Stacie Varnson, Ph.D.
FROM: Timothy M. Downs, President
RE: Appointment with Student Success, Northern State University

I am pleased to offer you, subject to approval by the Board of Regents, an appointment as Executive Director in the Student Success Department. The effective date of this appointment is June 22, 2020. Annual appointment dates are June 22, 2020, through June 21, 2021. Your salary is $67,000.00 based on an annual salary of $67,000.00 for twelve (12) months at 100% time. Dr. Michael Wanous is your direct supervisor. As with all employees, you will be evaluated annually.

The administrative employment offered herein shall be at the pleasure of the Board and may be terminated without notice or cause. The administrative appointment shall commence on June 22, 2020 and shall not extend beyond June 21, 2021. The administrative employment may be renewed at the sole pleasure of the Board. If the Board elects to renew an administrative appointment, it may do so under whatever changed or additional terms and conditions it chooses.

This position has been identified as exempt from Fair Labor Standards Act (FLSA) and therefore not subject to overtime.

You are required to provide an official transcript for your highest degree within 30 days of accepting this position. The Board of Regents manages employee-created intellectual property pursuant to the South Dakota Board of Regents Intellectual Property Policy, Board Policy No. 4:34.

The appointment and terms of appointment are subject to and governed by the laws of the State of South Dakota and the policies, rules, and regulations of the South Dakota Board of Regents and of Northern State University. Withholding statements (W-4’s) and proof of identity and eligibility to work in the United States, pursuant to the Immigration Reform laws (I-9) are available from the Human Resources Office. Your portion of these forms must be completed on or before your first day of employment. BOR requires direct deposit of payroll checks for all employees.

As Executive Director, your position is eligible for state benefits to include household moving allowance of up to one (1) month salary as outlined in SDCL 3-9-12.

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing below and a signed copy to the attention of Human Resources, Northern State University, 1200 South Jay Street, Aberdeen, SD 57401-7198, no later than June 15, 2020, retaining a copy for your records.

I accept the job offer outlined above.

Signature

6/8/2020

Date
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 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

Jessica M. Stickney
Name of Applicant
35,600.00 Boise, Idaho
Yearly Salary City, State Moving From
00530

Admissions Counselor
New Position Title
Rapid City
City, State Moving To
August 2020

Agency Employed By
August 14, 2020
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.

[Signature]
Signature of Applicant
8/19/2020 | 4:06:04 PM MDT
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.

James M. Rankin
Name of Authorized Agent
8/19/2020 | 4:00:24 PM MDT
[Signature]
Signature of Authorized Agent
Date

President
Position/Title of Authorized Agent
SD School of Mines & Technology

Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State Board of Finance on
Date

[Signature]
Signature of Secretary, State Board of Finance
DATE: August 12, 2020

TO: Jessica M. Stickney

FROM: James M. Rankin
President
South Dakota School of Mines & Technology

RE: Appointment with Admissions, South Dakota School of Mines & Technology

I am pleased to offer you an appointment as Admissions Counselor in Admissions, MED9196. The effective date of this appointment is August 14, 2020. Annual appointment dates are June 22 through June 21. Your salary is $35,600 based on 12 months at 100% effort. Molly E. Moore, Associate Provost for Academic Administration, is your direct supervisor. As with all employees, you will be evaluated annually.

In addition to your base rate, the approximate value of the benefit package you receive is an additional $15,985 or 45%. The benefit package includes employer contributions for health, life, worker's compensation, unemployment and PEPL insurance, and matching contributions for social security and retirement. Full-time employees earn 120 hours of vacation time each year (15 days). This vacation allowance is accrued at the rate of 10 hours per month based on a full month of service. According to policy, no vacation leave may be used until you have completed six months of employment. You may accumulate up to a total of 240 hours of vacation time. Once this maximum accumulation is reached, accrual of vacation leave ceases until such time as you make use of part or all of the accumulated time. Full-time employees accrue sick leave at the rate of 9.34 hours per month based on a full month of service. There is no maximum accumulation of sick leave.

The administrative employment offered herein shall be at the pleasure of the Board and may be terminated without notice or cause. The administrative appointment shall commence on August 14, 2020 and shall not extend beyond June 21, 2021. The administrative employment may be renewed at the sole pleasure of the Board. If the Board elects to renew an administrative appointment, it may do so under whatever changed or additional terms and conditions it chooses.

This position has been identified as exempt from Fair Labor Standards Act (FLSA) and therefore not subject to overtime.
Your supervisor will review your position description with you when you begin your employment. A written performance and planning review document will be completed by you and your supervisor annually by March 15th.

The Board of Regents manages employee-created intellectual property pursuant to the South Dakota Board of Regents Intellectual Property Policy, Board Policy No. 4:34. The provisions of this policy are enclosed. Please review the policy, sign where indicated and return with this offer memo, retaining a copy for your records.

The appointment and terms of appointment are subject to and governed by the laws of the State of South Dakota and the policies, rules, and regulations of the South Dakota Board of Regents and of South Dakota School of Mines & Technology. Withholding statement (W-4) and proof of identity and eligibility to work in the United States, pursuant to the Immigration Reform laws (I-9) are available from your Human Resources Office. Your portion of these forms must be completed on or before your first day of employment. BOR requires direct deposit of payroll checks for all employees. Human Resources will schedule a time for you to complete the necessary new employee paperwork. Enclosed you will find a memo with additional information that you will need to bring. You will also find a General Information form to complete and return with this offer memo.

According to current state regulations (SDCL 3-9-12) concerning moving expenses, we are authorized to reimburse you for the cost of moving your household goods up to one month's salary. However, due to budgetary constraints, we are authorized to reimburse you up to $500 for your moving costs. We are bound by current state regulations concerning moving expenses. No specific allowance is provided for crating and packing, per se. If you should elect to perform the move using U-Haul or similar rental facilities, you can be reimbursed for expenses up to a maximum of $500 (original receipts and gas receipts required). Information on moving expense reimbursement and allowable household moving expenses is included for your information. Per Diem expenses (meals, lodging (original receipts required), mileage, airfare (boarding pass and itinerary required) are reimbursable. Please sign where indicated and return with this offer memo, retaining a copy for your records.

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing below. Please return this letter, a signed copy of the enclosed Agreement to Assign Intellectual Property, Household Moving form, and the completed General Information form, retaining a copy for your records.
Jessica M. Stickney  
August 12, 2020  
Page Three  

I accept the job offer outlined above.  

[Signature]  
8/19/2020 | 4:06:04 PM MDT  
Signature of Appointee & Date Signed  

JR:nlf  

Enclosures:  
Intellectual Property Agreement  
General Information form  
Household Moving form  
Information needed to complete payroll paperwork  

cc:  
M Moore  
L Roberts  
Human Resources  
Budget/Payroll Office
DATE: 4/27/2020 | 5:11:47 PM MDT

TO: Jingbo Wang

FROM: James Rankin
President
South Dakota School of Mines & Technology

RE: Appointment with Department of Physics
South Dakota School of Mines & Technology

I am pleased to offer you, subject to approval by the Board of Regents, an appointment as Assistant Professor in the Physics Department, position ME9342.

The effective date of this appointment is August 17, 2020. The first year of this appointment will be August 17, 2020 to May 14, 2021. Subsequent annual appointment dates will be August 22nd to May 21st.

Your salary is $75,000 based on 9 months at 100% effort. This offer is contingent upon your ability to procure the appropriate visa for legal employment in the United States by August 17, 2020.

Dr. Richard Schnee is your direct supervisor. As with all employees, you will be evaluated annually.

The date on which faculty will be required to report for assigned duties will be no earlier than 5 (five) working days prior to the first day of classes for the first academic term of their contract. Faculty will be released from duties incidental to their assigned courses no later than 5 (five) working days after the last day of final examinations in the last academic term of their appointment.

In addition to your base rate, the approximate value of the benefit package you receive is an additional $20,718 or 28%. The benefit package includes employer contributions for health, life, worker’s compensation, unemployment and PEPL insurance, and matching contributions for social security and retirement. Full-time employees accrue sick leave at the rate of 9.34 hours per month based on a full month of service. There is no maximum accumulation of sick leave.

This position has been identified as exempt from Fair Labor Standards Act (FLSA) and therefore not subject to overtime.

Enclosed, you will find the Expectations of Employment document. Please review the document, sign where indicated, and return with this offer memo. A memo outlining the details of your start-up package is enclosed, as well.

The Board of Regents manages employee-created intellectual property pursuant to the South Dakota Board of Regents Intellectual Property Policy, Board Policy No. 4:34. The provisions of this policy are enclosed. Please review the policy, sign where indicated and return with this offer memo.

The appointment and terms of appointment are subject to and governed by the laws of the State of South
Dakota and the policies, rules, and regulations of the South Dakota Board of Regents and of South Dakota School of Mines & Technology. Withholding statement (W-4) and proof of identity and eligibility to work in the United States, pursuant to the Immigration Reform laws (I-9) are available from your Human Resources Office. Your portion of these forms must be completed on or before your first day of employment. BOR requires direct deposit of payroll checks for all employees. Please contact Human Resources at (605) 394-1203 to schedule a time to complete the necessary new employee paperwork.

Enclosed you will find a memo with additional information that you will need to bring. You will also find a General Information form to complete and return with this offer memo, and the academic year 2020-21 calendar.

According to current state regulations (SDCL 3-9-12) concerning moving expenses, we are authorized to reimburse you for the cost of moving your household goods up to one month's salary. No specific allowance is provided for crating and packing, per se. If you should elect to perform the move using U-Haul or similar rental facilities, you can be reimbursed for expenses up to a maximum of one month’s salary (original receipts and gas receipts required). Information on moving expense reimbursement and allowable household moving expenses is included for your information. Per Diem expenses to include: meals, lodging (original receipts required), mileage and airfare (boarding pass and itinerary required) are reimbursable. Please sign where indicated and return with this offer memo.

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing below and returning this letter, a signed copy the Expectations of Employment document, a signed copy of the enclosed agreement to assign Intellectual Property, the completed General Information form, and a signed copy of the Household Moving Allowance form to the Human Resources Office via DocuSign no later than 15 (fifteen) calendar days from the date of this memo.

I accept the job offer outlined above.

JR: mll
Encl: Expectations of Employment Document
Intellectual Property Agreement
Start-up Memo
Memo from HR – Benefit Orientation / Payroll Paperwork Completion
SDBOR New Hire General Information form
Academic Year 2020-21 Calendar
Household Moving Allowance form and information

cc: Dr. Richard Schnee
Office of the Provost
Human Resources
Budget/Payroll
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 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

Jingbo Wang
Name of Applicant

$75,000 Batavia, IL
Yearly Salary City, State Moving From
00800

Bureau of Human Resources Class Code

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.

Assistant Professor-Physics Dept
New Position Title

SD School of Mines & Technology
Agency Employed By

Rapid City
New Post of Duty (City)

August 2020
Expected Month/Year of Move

08/17/2020
Employment Date with the State

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.

Signature of Applicant

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.

James M. Rankin
Name of Authorized Agent

Position/Title of Authorized Agent

President

SD School of Mines & Technology
Agency of Authorized Agent

Date

Signature of Authorized Agent

Date

Approval by State Board of Finance

Approved by the State Board of Finance on

Date

Signature of Secretary, State Board of Finance
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)  
☐ 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

Analisa Gagnon  
Name of Applicant  
63,500  
Yearly Salary  
Phoenix, AZ  
City, State Moving From

Visiting Assistant Professor  
New Position Title  
Vermillion  
New Post of Duty (City)  
08/22/2020  
Employment Date with the State  

University of South Dakota - Political Science  
Agency Employed By  
August 2020  
Expected Month/Year of Move

Bureau of Human Resources Class Code

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.

[Signature of Applicant]  
08/31/2020  
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.

Emery Wasley  
Name of Authorized Agent  
[Signature of Authorized Agent]  
9/7/20  
Date

Assistant Vice President, HR  
Position/Title of Authorized Agent  
University of South Dakota  
Agency of Authorized Agent

Approved by State Board of Finance

[Signature of Secretary, State Board of Finance]  
[Date]

Household Moving Allowance 2019015
MEMORANDUM

DATE: May 20, 2020

TO: Analisa Gagnon

FROM: Michael Kruger, Dean

RE: Appointment with the Department of Political Science & Criminal Justice

I am pleased to offer you, subject to approval by the Board of Regents, an appointment as Visiting Assistant Professor in the Department of Political Science & Criminal Justice at the University of South Dakota (USD). The effective date of this appointment is August 22, 2020. Annual appointment dates are August 22\textsuperscript{nd} through May 21\textsuperscript{st}. Your salary is $63,500 based on nine months at 100% time. This position is a one-year, non-tenure-track position. David Earnest is your direct supervisor. As with all employees, you will be evaluated annually. This offer is contingent on the favorable results of a background check.

This offer is contingent upon completion of the Ph.D. degree. If you do not complete all requirements for the degree by August 21, 2020, your base salary will be reduced by $1,500. Completion of all requirements means diploma-in-hand or written verification from the dean of the graduate school of the degree-granting institution that all requirements for the Ph.D. have been completed.

You are required to provide an official transcript for your highest degree within 30 days of accepting this position. The Board of Regents manages employee-created intellectual property pursuant to the South Dakota Board of Regents Intellectual Property Policy, Board Policy No. 4:34. The provisions of this policy are enclosed. Please review the policy, sign where indicated and return with this offer memo, retaining a copy for your records. In addition to the intellectual properties form, also enclosed is a conflict of interest form. Please review the policy, sign where indicated and return with this offer memo, retaining a copy for your records.

This position has been identified as exempt from Fair Labor Standards Act (F.L.S.A) and therefore not subject to overtime. The appointment and terms of appointment are subject to and governed by the laws of the State of South Dakota and the policies, rules, and regulations of the South Dakota Board of Regents and of the University of South Dakota. Withholding statements (W-4's) and proof of identity and eligibility to work in the United States, pursuant to the Immigration Reform laws (I-9) are available from your Human Resources Office. Your portion of these forms must be completed on or before your first day of employment. The Board of Regents requires direct deposit of payroll checks for all employees.

As a Visiting Assistant Professor, your position is eligible for state benefits. Your position is eligible for state benefits to include household moving allowance of up to 1 month salary as outlined in SDCL 3-9-12. The
University of South Dakota will provide up to $2,500 in moving expenses. Reimbursed moving expenses are considered taxable income. Once paid, Payroll will be contacting you regarding any options available to you with regards to the deduction.

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing below and returning this letter and a signed copy of the enclosed agreement to assign Intellectual Property and Conflict of Interest Form no later than May 29, 2020, retaining a copy for your records. Please sign the document electronically, or forward paper copies, to:

Katherine Price, Program Assistant
Office of the Dean
University of South Dakota
414 E. Clark Street
Vermillion, SD 57069
Katherine.Price@usd.edu

Encs: Intellectual Property Policy
Intellectual Property Form
Conflict of Interest Form
Employee Personal Data Sheet

cc: Dr. David Earnest, Chair, Department of Political Science & Criminal Justice
Mr. Nathan Gotto, Human Resources Representative

I accept the job offer outlined above.

Signature of Appointee

5/22/2020
Date
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

Jean Merske  
Name of Applicant

$75000  
Yearly Salary

Fayette, PA  
City/State Moving From

00349

Bureau of Human Resources Class Code

Dix EEQ/ITX  
New Position Title

USD/HR  
Agency Employed By

Yumillion  
New Post of Duty (City)

May '21  
Expected Month/Year of Move

8/19/20  
Employment Date with the State

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.

Jean Merske  
Signature of Applicant

8/28/20  
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.

Emery Wasley  
Name of Authorized Agent

9/7/20  
Signature of Authorized Agent

Assistant Vice President, HR
Position/ Title of Authorized Agent

University of South Dakota  
Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State Board of Finance on

Date  
Signature of Secretary, State Board of Finance
DATE: August 7, 2020
TO: Jean Merkle
FROM: Emery Wasley, Assist VP, Human Resources, University of South Dakota
RE: Appointment with Human Resources, University of South Dakota

I am pleased to offer you, subject to approval by the Board of Regents, a non-faculty/exempt appointment as a Director, EEO/Chief Title IX Officer in Human Resources. The effective date of this appointment is August 19, 2020. Your annual salary is $77,500 based on 12 months at 100% time. Warren Tolley is your direct supervisor. As with all employees, you will be evaluated annually. This offer is contingent on the favorable results of a background check.

The administrative appointment shall commence on August 19, 2020 and shall not extend beyond June 21, 2021. Annual fiscal year appointment dates are June 22 through June 21. The administrative employment may be renewed at the sole pleasure of the Board. If the Board elects to renew an administrative appointment, it may do so under whatever changed or additional terms and conditions it chooses. The administrative employment offered herein shall be at the pleasure of the Board and may be terminated without notice or cause.

This position has been identified as exempt from Fair Labor Standards Act (FLSA) and therefore not subject to overtime.

The University, in accordance with annual salary policy approved by the state legislature, the Board of Regents compensation policies, your performance, and institutional priorities, will determine any future annual pay increases. Payroll dates begin on the 22nd of the month through the 21st with payroll on the last day of the month. Eligible leave will be accrued in accordance with your appointment and all employees are required to request leave through the payroll system to ensure leave is recorded accurately. Benefits are administered through the State of South Dakota and are provided to any employee that is in a regular position that is employed at 50% or greater time.

Your position is eligible for state benefits to include household moving allowance as outlined in SDCL 3-9-12. The University of South Dakota will provide up to $6,458.00 in moving expenses. Reimbursed moving expenses are considered taxable income.

The Board of Regents manages employee-created intellectual property pursuant to the South Dakota Board of Regents Intellectual Property Policy, Board Policy No. 4:34. The provisions of this policy are enclosed. Please review the policy and sign electronically where indicated. In addition, you will receive a conflict of interest form via email. When you receive it, please review and sign where indicated.

The appointment and terms of appointment are subject to and governed by the laws of the State of South Dakota and the policies, rules, and regulations of the South Dakota Board of Regents and of University of South Dakota. Withholding statements (W-4’s) and proof of identity and eligibility to work in the United States, pursuant to the Immigration Reform laws (I-9) are available from your Human Resources Office. Your portion of these forms must be completed on or before your first day of employment. BOR requires direct deposit of payroll checks for all employees.
UNIVERSITY OF SOUTH DAKOTA

As a new employee, you will be scheduled to attend New Hire Orientation. At this time, orientation is presented via online webinar. You will receive a link and calendar invitation to attend the online webinar. Orientation covers the following topics: General Campus Introduction, Benefits, Time & Leave Reporting, Information Security, Diversity & Inclusive Excellence, and Discrimination & Harassment Prevention.

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by electronically signing this offer, and the accompanying documents, by August 12, 2020.

I accept the job offer outlined above.

[Signature of Appointee]  
[Date Signed]  

8/7/2020

[Signature by the Appointee]
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. Documentatio 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

Hector Menendez
Name of Applicant
$76,000 College Station, TX
Yearly Salary City, State Moving From

Assistant Professor SDSU
New Position Title Agency Employed By
Brookings October 2020
New Post of Duty (City) Expected Month/Year of Move
10/22/20 Employment Date with the State

Bureau of Human Resources Class Code

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.

Doc/Signed by:
Hector Manuel Menendez III 8/21/2020 | 17:26 PDT
Signature of Applicant 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.

Joseph P. Cassady
Name of Authorized Agent
8/21/2020 | 07:25 PDT
Signature of Authorized Agent Date

Head, Animal Science Department SDSU
Position/Title of Authorized Agent Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State Board of Finance on

Date

Signature of Secretary, State Board of Finance

Household Moving Allowance 20191015
DoanSign Envelope ID: B34200A5-1934-4888-BEC7-D783962D5AA6

Department of Animal Science

MEMORANDUM

DATE: August 19, 2020

TO: Hector Menendez

FROM: Joseph P. Cassady, Ph.D., Professor and Head, Animal Science Department South Dakota State University

RE: Appointment with the Animal Science Department, SDSU

Dear Dr. Menendez:

On behalf of the South Dakota State University, I am very pleased to offer you, subject to approval by the President, an appointment as Assistant Professor Research and Extension Specialist Livestock Grazing of the Animal Science Department in the College of Agriculture, Food and Environmental Sciences. This is a nine-month, 100% time tenure-track position. This appointment and rank is also contingent on support and approval of the College Tenure and Promotion Committee, University Tenure and Promotion Committee, the South Dakota Board of Regents’ Chief Academic Officer, and the South Dakota Board of Regents. The effective date of this appointment will be October 22, 2020. Annual appointment dates are August 22 to May 21. I am your direct supervisor. As with all employees, you will be evaluated annually.

Your total annual salary is $76,000 based on nine-months of work at 100%. Your work location will be at the West River Agricultural Center in Rapid City, SD.

This position has been identified as exempt from the Fair Labor Standards Act (FLSA) and is therefore not subject to overtime.

This offer is contingent on verifying credentials and other information required by law and/or university policies, including but not limited to a criminal background check, as well as your delivery to Human Resources of an official transcript for your highest degree within 30 days of accepting this position. Withholding statements (W-4’s) and United States employment eligibility verification documents (I-9) are available from the Payroll Office. Your portion of these forms must be completed on or before your first day of employment. The Board of Regents requires direct deposit of payroll checks for all employees.

The appointment and terms of appointment are subject to and governed by the laws of the State of South Dakota and the policies, rules, and regulations of the South Dakota Board of Regents and of South Dakota State University. The terms of appointment include a continuing nondisclosure obligation relating to personally identifiable information, access codes, and proprietary information made accessible to you in the course of your employment with the university that survives this appointment.

In accordance with , the Board manages employee-created intellectual property. The provisions of this policy are enclosed. Also enclosed is a Conflict of Interest Form that must be completed pursuant to . Please review the policies and forms, sign the forms where provided, and return the forms fully executed with this offer memo.
If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing and dating below and returning this memo, Expectations of Employment Document, a signed copy of the enclosed Agreement to Assign Intellectual Property, and a signed copy of the Conflict of Interest Form to my attention no later than August 28, 2020, retaining a copy of these documents for your records.

Cc: Human Resources
    Provost and Vice President of Academic Affairs

I accept the job offer outlined above.

DocuSign Envelope ID: BB4200A6-1934-4B8B-BEC7-D783992D6AA6

[Signature]

Encl: Expectations of employment document
      Intellectual property policy and intellectual property form
      Conflict of interest policy and form
      Household moving allowance form
South Dakota State University
Expectations of Employment Document

We are pleased to extend an offer of employment and membership with South Dakota State University in the Department of Animal Science. This expectations document is made in conjunction with the South Dakota State University offer of employment to join the College of Agriculture, Food and Environmental Sciences faculty. South Dakota State University is a public University under the governance of the South Dakota Board of Regents.

1. Appointment. Appointee is hereby appointed as Assistant Professor, employed at 100% time, within the Animal Science Department, subject to provisions herein. This is a tenure track appointment. Your tenure track begin date is October 22, 2020.

2. Salary, Leave and Benefits. Appointee shall be paid $76,000 which will be paid out over 12 payrolls. Depending on funding conditions, South Dakota State University may subsequently adjust Appointee’s compensation to include performance-based merit and market increases. The state will set the annual salary increase in conjunction with the South Dakota Board of Regents. Payroll dates are the 22nd through the 21st, with payment on the last working day of the month. Eligible leave will be accrued in accordance with your contract and faculty will be required to request leave via the leave request system. Benefits are administered through the State of South Dakota and are provided to any employee who is in a regular position, employed at 50% time or greater. The base salary could be subject to change should there be a change in duties, appointment percent or contract length.

3. Term. This is a nine month appointment which begins on October 22, 2020. Annual appointment dates are August 22 to May 21.

4. This appointment is subject to the constitution and laws of the State of South Dakota, policies and regulations of the Board and of South Dakota State University, insofar as these may govern terms and conditions of employment and the provisions of the collective bargaining agreement.

5. Additional Departmental/Unit, College, or South Dakota State University Expectations.

This is an 80% research and 20% extension appointment, specifically in Animal Science. As a faculty member you are expected to understand and participate in the long range missions and the overall land grant missions of the department. Specifically, your contributions to the long range objectives will be: participation in teaching and undergraduate student recruitment, advising and mentoring programs. Research emphasis will be in Animal Science. This could include topics such as, but not limited to Animal Science. Collaboration with other faculty members is expected. These assignments are subject to change depending on departmental needs. All faculty members are expected to provide service to the department and be actively engaged with Animal Science. The Department Standards Document is attached for reference.

Department and South Dakota Agricultural Experiment Station Start-Up Support
Total start-up package is approximately $130,000, plus a graduate assistantship. You will also be eligible for reimbursement for acceptable moving expenses up to $8,444. Further, your appointment allows for access to the labs within the Department as well as our research
farms/stations for your research and teaching activities. SDAES requires you to write and submit a hatch project proposal within your first 90 days of employment. In order to collect the AES portion of your startup award outlined in the chart below, you must also join an applicable Hatch Multistate, Mc-Intire Stennis, or Animal Health project within your first 90 days of employment. This support is contingent on your continued appointment. Use of funds: Funds may be used in the manner that is most judicious for commencing a sustainable research program. Eligible uses include summer salary, graduate stipends, research equipment, direct costs of experimentation and data collection, project/collaboration planning and development travels, and other costs that are consistent with launching a sustainable research program. Funds can be accumulated across the three years, but expire at the end of the third year.

Planning and accountability:

a. Funds will be made available each year according to a written plan and budget of research and fund raising which has a horizon through at least the 3rd year of employment and has been approved by the Department Head. The second year and third year plans should also include a report on the preceding year’s progress relative to the planned objectives and describe adjustments needed to the plan.

b. The first distribution of SDAES funds will be made after both projects have been reviewed and accepted by the granting agency. The three year period for start-up funds will be calculated from the start date of the last approved project.

<table>
<thead>
<tr>
<th>Year 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal Science</td>
<td>MS/PhD graduate assistantship</td>
</tr>
<tr>
<td>SDAES</td>
<td>$30,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>MS/PhD graduate assistantship</td>
</tr>
<tr>
<td>SDAES</td>
<td>$30,000 with up to an additional $20,000 if matched with $20,000 of extramural funds raised</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 3</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>MS/PhD graduate assistantship</td>
</tr>
<tr>
<td>SDAES</td>
<td>$20,000 with up to an additional $30,000 if matched with $30,000 of extramural funds raised</td>
</tr>
</tbody>
</table>

Each "year" is a full 12 month period of time and is not based on calendar or fiscal "years".
The above offer includes the Department of Animal Science providing you one MS or PhD assistantship. In order to take advantage of this offer you must successfully recruit a student during your first 12 months of employment.

6. Verification of Credentials. Upon the request of the South Dakota State University, Appointee agrees to have sent to the South Dakota State University, upon its request, certified copies of any transcript(s) reflecting the award of degree(s) listed as received on the Appointee’s curriculum vitae. Appointee further agrees to provide to the South Dakota State University, upon its request, evidence of employability as required by the United States Immigration Laws. Appointee agrees that the employment of Appointee is terminable by the South Dakota State University if at any time Appointee fails to provide such evidence.

7. Controlling Law. This expectation document shall be construed according to the laws of the State of South Dakota.

Start-up support approved by:

Justin Werkmeister
Director of Finance, CAFES

I have read, understand and accept all the expectations of my employment as outlined:

Hector Manuel Mende

Signature of Appointee
State Hosting Reimbursement Request – SDCL 3-9-2.1

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

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

Date: 7/24/20
Agency: Dept of Tourism
Agency Address: 711 East Wells Ave, Pierre, SD 57501
Agency Phone Number: (605) 773-3530
Employee Requesting Reimbursement: James Hagen
Total Amount of Reimbursement: $68.76
Date(s) of Hosting Expense: 7/11/20 - 7/21/20
Receipts Attached: [ ]
Explanation of official business performed: Hosting Mary Hart and family for Mount Rushmore celebration 7/3/20

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]
[Signature of Department/Office Head]

[Position/Title of Agency Official]

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.
Mount Rushmore Concessions
13000 Hwy 244, Bldg 81
Keystone, SD 57751

25184 Deborah

CHK 2866
7/2/2020 4:44 PM

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Smart Water</td>
<td>$3.00</td>
</tr>
<tr>
<td>1 Smart Water</td>
<td>$3.00</td>
</tr>
<tr>
<td>1 Smart Water</td>
<td>$3.00</td>
</tr>
<tr>
<td>Cash</td>
<td>$20.00</td>
</tr>
<tr>
<td>Cash</td>
<td>-$11.00</td>
</tr>
<tr>
<td>NA Beverage</td>
<td>$9.00</td>
</tr>
<tr>
<td>Payment</td>
<td>$9.00</td>
</tr>
</tbody>
</table>

Change Due: $11.00

---------- Check Closed ----------
7/2/2020 4:44 PM

Thank you for visiting Mt Rushmore! Please take a few minutes to tell us about your experience by visiting: www.mturshmore survey.com to take a short survey.
Holiday Stationstores
Shop the difference!

Store # 449
1846 Eglin Str
Rapid City, SD 57701
605-342-8005

7/2/2020 9:48:53 AM

***** REPRINT *****

Register: 2 Trans Seq #: 343610
Store: # 449 Cashier, Brenda

ARCTIC GLACIER SBT 6LB $2.19
WORKS WASH $11.00

Car Wash Code:
Code good for 30 days after purchase
If code has expired,
see cashier for a new code

Code must be used at store of purchase

2 PERRIER SPRKL WATER 16.9 $2.98
3 COKE 20OZ $6.27
     Car Wash w/Gas DSC -$1.00
     ALL 20OZ SODA 3FOR -$1.77

Sub. Total: $19.67
Tax: $1.28
Total: $20.95
Discount Total: -$2.77

American Express: $20.95
Change: $0.00

Sale

American Express
Card Num : XXXXXXXXXX1004
Chip Read
Terminal : JD45449615001
Approval : 876171
Sequence : 048868

USD$ 20.95

AMERICAN EXPRESS
Mode: Issuer
AID: A000000025010801
TTR: 0000008000
IAD: 0688!p3ti0A006
TSI: FB00
ARC: 00
TC: 5E0E7C2B54CF5E28

Thank You
Please Come Again Soon
Visit us at
www.holidaystationstores.com

SUBTOTAL $66.03
T = SD TAX 6.5000% on $36.03 $2.34

TOTAL $68.37

INDICATES SAVINGS

RECH2-0183-2457-0076-4688-8 VCD#757-253-349

Help make your Target Run better.
Take a 2 minutes survey about today's trip:
informtarget.com
User ID: 798167543992
Password: 353142

CUENTAME EN ESPANOL

Please take this survey within 7 days.

Thank You
Please Come Again Soon
Visit us at
www.holidaystationstores.com

$20.95

$9.25

9.25

30.00

39.25
Hy-Vee
EMPLOYEE OWNED
4101 S LOUISE AVE
SIoux Falls, SD
605-361-0313
E-mail comments:
1631storemanager@hy-vee.com
June 30 2020  12:24 PM

Wine & Spirits
PB RED ASS RHUBARB  17.99 x

<table>
<thead>
<tr>
<th>Tax Rate</th>
<th>Taxable Amount</th>
<th>Tax Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax 3.75%</td>
<td>17.99</td>
<td>$1.35</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Tax: $1.35</td>
</tr>
</tbody>
</table>

BALANCE DUE: $19.34
Cash CHANGE: $20.00
$0.66

******************************************************************************
WIN A $500 HY-VEE GIFT CARD!
Please visit www.Hy-VeeSurvey.com
and key in the 16-digit code below
to take a brief survey and enter for
your chance to win a $500 Hy-Vee
gift card.
# 0630163120320013

No purchase necessary to enter
sweepstakes. See website for official
sweepstakes rules.
******************************************************************************

Total number of items sold = 1
Cashier:0415 Name: Kurtis G.
Store:1631 PG:032 Transaction:0013
Jun 30 2020 12:24 PM

Thank You for Shopping Your
Empire Hy-Vee!

Chubby Chipmunk
Hotel Alex Johnson

Merchant ID : 17
Terminal ID : 17
Check No : 0013
Table No : C
Server : C013 DIANE
Acct Num : EXXXXX/XJAMES D
Expiry Date : 12/31/2023
Card Type : AMEX
Trans Type : Purchase
Trans Date : 7/7/2020
Trans Time : 11:00 AM
Entry Mode : Chip
Auth Code : 225742
Response Code : 00
Mode: Issuer

AID : 0000000025010801
ARC : 00
TVA : 0000008000
TSI : FEC0
IAO : CEB8010360A006
TOTAL : LSD$ 20.51
00 Approved. Thank You 000

Signature
I Agree to pay total amount as per the Card Issuer Agreement.
Customer Copy

Chubby Chipmunk

4013 D HUBER

Chk 9:13  Jul10’20 10:59A Gst 0

Chubby Chip
FR:07/01/20 10:59:58
1 Truffle (5 Pack)  15.99
1 Truffle  3.09
ATS25742 XXX1004
AMEX  20.51

Food Total  13.08
Tax Total  1.43
Payment Made  20.51
Food Add-on  1.43

20.51
I would certainly approve of this expense as a reasonable expense related to the Mount Rushmore fireworks. Thanks!

thv

~

Tony Venhuizen
Chief of Staff to Gov. Kristi Noem
500 E. Capitol Ave. - Pierre, South Dakota 57501
telephone - 605.773.3662

The two $15 gift cards were for Starbucks (purchased at Target) and were placed in the gift basket from Governor Noem to Mary Hart and her husband, Burt Sugarman. Mary served as the MC for the 2020 RUSHMORE Fireworks Celebration at the Governor’s request. I am copying the Governor’s Chief of Staff, Tony Venhuizen, on this email. Thanks - jdh

James Hagen
Department of Tourism
Phone: 605-773-3301
TravelSouthDakota.com

Jim,

Your request has been deferred until September 15, as the board has requested clarification of the two $15 purchases made at Target. Can you provide additional information that can be forwarded on with your request for the next meeting?

Thank you,


From: Hagen, James <James.Hagen@travelsouthdakota.com>
Sent: Wednesday, August 12, 2020 11:42:06 AM
To: Dowling, Kayla <Kayla.Dowling@state.sd.us>
Subject: RE: State Hosting Request

Hi, Kayla! Yes, those were two separate gift cards – each for $15. THANK YOU!!

All the best,

jim

James D. Hagen, Secretary
Department of Tourism
Phone: 605-773-3301
TravelSouthDakota.com

From: Dowling, Kayla <Kayla.Dowling@state.sd.us>
Sent: Wednesday, August 12, 2020 11:08 AM
To: Hagen, James <James.Hagen@travelsouthdakota.com>
Subject: State Hosting Request

James -

I am posting the Board of Finance agenda today and came across a question on one of the receipts. It's regarding the Target receipt for the Mount Rushmore Fireworks expenses, can you verify the two $15.00 charges below to include with the request?
Thank you!

Kayla Dowling
ACCOUNTANT
OFFICE OF THE SECRETARY OF STATE
215 E PROSPECT AVENUE
PIERRE, SD 57501
OFFICE: 605.773.5009
CELL: 605.280.5248
FAX: 605.773.4550
KAYLA.DOWLING@STATE.SD.US

This E-mail (including any attachments) is covered by the Electronic Communications Privacy Act, 18 USC Sections 2510-2521, as confidential and may be legally privileged. If you are not the intended recipient, you are hereby notified that any retention, dissemination, distribution, or copying of this communication is strictly prohibited. Please reply to the sender that you received the message in error, then delete it. Thank you.
I would certainly approve of this expense as a reasonable expense related to the Mount Rushmore fireworks. Thanks!

thv

~

Tony Venhuizen
Chief of Staff to Gov. Kristi Noem
500 E. Capitol Ave. - Pierre, South Dakota 57501
telephone - 605.773.3662

The two $15 gift cards were for Starbucks (purchased at Target) and were placed in the gift basket from Governor Noem to Mary Hart and her husband, Burt Sugarman. Mary served as the MC for the 2020 RUSHMORE Fireworks Celebration at the Governor's request. I am copying the Governor's Chief of Staff, Tony Venhuizen, on this email. Thanks - jdh
State Hosting Reimbursement Request – SDCL 3-9-2.1

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

Date: 8/6/2020 Agency: GOED

Agency Address: 711 E. Wells Ave
Agency Phone Number: 605-773-4433

Employee Requesting Reimbursement: Kyle Peters
Total Amount of Reimbursement: 40.31

Date(s) of Hosting Expense: 8-5-2020 Receipts Attached: Y/N

Explanation of official business performed: Hosted business prospect from Arizona in South Dakota (western SD)

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 8/6/2020

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.

Steve Westra
Name of Department/Office Head

Commissioner
Position/Title of Agency Official 8/12/20

Signature of Department/Office Head

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.
# Pancheros Mexican Grill

1221 W. Omaha St.
Rapid City, SD 57701
Phone 605-718-2251

## Order Details

**Order ID:** AA3ZPJJWACC4
**Date:** 08/05/2020
**Time:** 12:57:30 PM

**Employee:** Paul
**Order Type:** Take Out

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Bowl</td>
<td>2</td>
<td>$6.95</td>
<td>$13.90</td>
</tr>
<tr>
<td>Hominy Bowl (m)</td>
<td>2</td>
<td>$1.10</td>
<td>$2.20</td>
</tr>
<tr>
<td>Extra Guacamole</td>
<td>2</td>
<td>$1.10</td>
<td>$2.20</td>
</tr>
</tbody>
</table>

**Sub Total:** $15.10
**Sales Tax:** $1.21
**Order Total:** $17.31

**Payment Method:** Card
**Card #:** **********9768
**Authorization:** 02114P

---

Order Closed

Tell us about your experience and enter for a chance to win FREE BURRITOS for a year!

In the next 3 days, please visit PANCHEROSFEEDBACK.COM to take the survey & for official sweepstakes rules.

To enter the survey you will need to provide specific information from the top of your receipt.

Thank You!


---

Loyalty Summary

Expires 3 days after receipt date. Purchases made in-restaurant, on the Pancheros App, or at Pancheros.com are eligible for earning points.
# Home Station Per Diem 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

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

<table>
<thead>
<tr>
<th>Date: 08/31/2020</th>
<th>Agency: Animal Industry Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Address: 411 S Fort St, Pierre</td>
<td></td>
</tr>
<tr>
<td>Agency Phone Number: (605) 773-3321</td>
<td></td>
</tr>
<tr>
<td>Employee Requesting Reimbursement: Drifters Event Center</td>
<td></td>
</tr>
<tr>
<td>Total Amount of Reimbursement: $189.98 (14 meals at $13.57 each)</td>
<td></td>
</tr>
<tr>
<td>Date(s) of Expense: 08/19/2020</td>
<td></td>
</tr>
<tr>
<td>Event Leave Time: 10:00 am</td>
<td>Event Return Time: 2:00 pm</td>
</tr>
<tr>
<td>Explanation of official business performed: Board Meeting and Auction Market Hearing</td>
<td></td>
</tr>
<tr>
<td>Meeting location: Drifters Event Center, Ft Pierre - State employees home stationed in Pierre are: Oedekoven, Miller, Reenders, Anderson, Tedrow Wiechmann, Johnson, O'Daniel, Lt Gov Larry Rhoden</td>
<td></td>
</tr>
</tbody>
</table>

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: [Signature]  
08/31/2020

## 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.

Dustin Oedekoven, DVM  
State Veterinarian  
Name of Department/Office Head  
Position/Title of Agency Official  
08/31/2020

Signature of Department/Office Head: [Signature]  
08/31/2020

## 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.
INVOICE

19 August 2020

Terms: Net 30

Drifters Bar and Grille
325 Hustan Ave
Fort Pierre, SD
605.220.5014

SD Animal Industry Board

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DETAILS</th>
<th>UNIT PRICE</th>
<th>LINE TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>Lunches</td>
<td>13.57</td>
<td>189.98</td>
</tr>
<tr>
<td></td>
<td>Food and Beverage Tax</td>
<td>7.50%</td>
<td>exempt</td>
</tr>
<tr>
<td></td>
<td>Other Tax</td>
<td>6.50%</td>
<td>exempt</td>
</tr>
</tbody>
</table>

Final Balance $189.98

MEETING DETAILS

OTHER INFORMATION

Event Date: 8/19/20
Event Time: 10:00AM
Event Room: Hull
Guest Count: 20

An interest fee of 1.5% per month (18% per annum) is assessed on past due accounts.
SOUTH DAKOTA ANIMAL INDUSTRY BOARD MEETING
WEDNESDAY AUGUST 19, 2020

Tentative Agenda

10:00 AM Approval of Agenda

Approval of the Minutes of July 14, 2020 Annual Board Meeting

10:15 AM Auction Agency Hearing (Phillip Livestock LLC, Baxter and Skyler Anders, applicants)

Animal Health and Other Updates

➢ *Salmonella Dublin* (*S. Dublin*) incidence in cattle

➢ Meat Inspection Update
  • Cooperative Interstate Shipment

➢ USDA APHIS Docket: Proposed use of Radio Frequency Identification in Cattle and Bison

➢ USDA APHIS Docket: Petition to Manufacture FMD Vaccine in the United States

Executive Session

Adjourn

Note: Scheduled times are CDT and estimates only. Agenda items may be delayed due to prior scheduled items or may be moved up on the agenda. Breaks and recess will be at the discretion of the president.
<table>
<thead>
<tr>
<th>FIRST AND LAST NAME</th>
<th>ADDRESS</th>
<th>REPRESENTING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bryon Vogel</td>
<td>Avon</td>
<td>AIB</td>
</tr>
<tr>
<td>Susan Kleeiders</td>
<td>Pierre</td>
<td>AIB</td>
</tr>
<tr>
<td>Adam Wiedmann</td>
<td>Summervset</td>
<td>AIB</td>
</tr>
<tr>
<td>Mendel Miller</td>
<td>Pierre</td>
<td>AIB</td>
</tr>
<tr>
<td>Larry Rhoden</td>
<td>Union Center</td>
<td>Lt Gov</td>
</tr>
<tr>
<td>Thor Roseth Philip</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Law &amp; Baxter Anders</td>
<td>Rapid City</td>
<td></td>
</tr>
<tr>
<td>Terry Johnson</td>
<td>Pierre</td>
<td>SD</td>
</tr>
<tr>
<td>Todd Tedrow</td>
<td>Pierre</td>
<td>AIB</td>
</tr>
<tr>
<td>Steve Amanower</td>
<td>Akester</td>
<td>AIB</td>
</tr>
<tr>
<td>Tommy Anderson</td>
<td>Pierre</td>
<td>AIB</td>
</tr>
<tr>
<td>Leon Hanson</td>
<td>Pierre</td>
<td>SD FB</td>
</tr>
<tr>
<td>Eric Inman</td>
<td>White River</td>
<td>SD AIB</td>
</tr>
<tr>
<td>Lynn Brandwine</td>
<td>Baltic</td>
<td>SAIB</td>
</tr>
<tr>
<td>John Veggeli</td>
<td>Piedmont</td>
<td>SD VA</td>
</tr>
<tr>
<td>FIRST AND LAST NAME</td>
<td>ADDRESS</td>
<td>REPRESENTING</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------</td>
<td>--------------</td>
</tr>
<tr>
<td>Chelsea Wenzel</td>
<td>Pierre, SD</td>
<td>ADB Board Counsel</td>
</tr>
<tr>
<td>Brit Miller</td>
<td>Philip, SD</td>
<td>FNB in Philip</td>
</tr>
<tr>
<td>Lorrin Naasz</td>
<td>Pierre, SD</td>
<td>SPPA</td>
</tr>
<tr>
<td>Shelly Daniel</td>
<td>il</td>
<td></td>
</tr>
<tr>
<td>Dustin Osdelman</td>
<td>il</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
September 3, 2020

TO: Office of the Secretary of State / Board of Finance
FROM: Dustin Oedekoven
RE: Excess lodging for AIB employees during the state fair

The Animal Industry Board is required to be at the State Fair from September 1st to September 7th. We are requesting approval for excess lodging for AIB employees during the state fair.

We were able to find rooms at the Super 8 - $98.00 per night (total of 11 rooms for the week) and rooms will be direct billed to the Animal Industry Board.

Other hotels contacted:
Crossroads – No rooms available
Quality Inn – No rooms available

Thank you for your consideration.

Sincerely,

Dustin Oedekoven, DVM, DACVPM
State Veterinarian and Executive Secretary
South Dakota Animal Industry Board

DPO/tj
Debt Write Off Request
State of South Dakota Board of Finance

When complete, 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 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.

Name: Multiple Violators, both individual and employers (see attached)

Requested Write Off Amount: $1,141.91
Date Debt Became Delinquent: See attached
(Debt must be at least two years old in order to be considered.)

Original Amount of Debt: $1,141.91
Current Amount Due: $1,141.91

Collection Efforts History: Letters are sent to the violators. If there is no response the notices are referred to the prosecutor. If a violator is not in our local jurisdiction, or if the violator is deemed to have no resources because of bankruptcy or the business has closed, the account is scheduled for write-off.

Reason for not referring to a collection agency/Obligation Recovery Center: (check applicable box)

☐ Death ☐ Bankruptcy ☐ Under $25 ☐ Unverifiable ☐ Other Government ☐ Statute of Limitations
XOther (explain) The office of child support has federal and state statutes in place which allows them to successfully collect monies.

Reason for write off request: ☐ Returned from ORC X Other (explain) Debt over two years old and collection effort was unsuccessful

Fiscal Officer Contact Information

Signature: [Signature]
Name: Bill Regynski
Address: 700 Governors Drive
TelephoneNumber: 605-773-5182
Email: Bill.Regynski@state.sd.us

Agency/Institution: SD Dept of Social Services

Approval by State Board of Finance

Approved by the State Board of Finance on ________________

Signature of Secretary, State Board of Finance

Date ________________
# Division of Child Support

## Uncollectible NSF's

<table>
<thead>
<tr>
<th>Case #</th>
<th>NCP Name</th>
<th>Date</th>
<th>Original Amount</th>
<th>Balance</th>
<th>Collection Efforts</th>
<th>Reason Uncollectible</th>
</tr>
</thead>
<tbody>
<tr>
<td>292963037A</td>
<td>Benjamin Tisdal</td>
<td>02/16/2017</td>
<td>$124.62</td>
<td>$124.62</td>
<td>N</td>
<td>Calls but no response</td>
</tr>
<tr>
<td>298560024B</td>
<td>John M Gray</td>
<td>01/27/2017</td>
<td>$112.63</td>
<td>$112.63</td>
<td>N</td>
<td>Letter to employer</td>
</tr>
<tr>
<td>296789019A</td>
<td>Jay Schroeder</td>
<td>01/27/2017</td>
<td>$407.00</td>
<td>$407.00</td>
<td>N</td>
<td>Letter to employer</td>
</tr>
<tr>
<td>204963010A</td>
<td>Larry Rencontre</td>
<td>11/7/2018</td>
<td>$100.00</td>
<td>$100.00</td>
<td>N</td>
<td>Letter to NCP</td>
</tr>
<tr>
<td>316787010A</td>
<td>Trapper Saltzman</td>
<td>10/28/2016</td>
<td>$115.38</td>
<td>$115.38</td>
<td>N</td>
<td>Letter to employer</td>
</tr>
<tr>
<td>318179012a</td>
<td>Stacey Jaraganske</td>
<td>05/05/2017</td>
<td>$25.10</td>
<td>$25.10</td>
<td>N</td>
<td>Call/letters to employer</td>
</tr>
<tr>
<td>320170101A</td>
<td>Stacey Jaraganske</td>
<td>05/05/2017</td>
<td>$18.05</td>
<td>$18.05</td>
<td>N</td>
<td>Call/letters to employer</td>
</tr>
<tr>
<td>300172018A</td>
<td>Mark Queen</td>
<td>10/28/2014</td>
<td>$188.77</td>
<td>$188.77</td>
<td>N</td>
<td>Letters/calls to employer</td>
</tr>
<tr>
<td>317424010A</td>
<td>Cedric Max</td>
<td>09/06/2016</td>
<td>$50.36</td>
<td>$50.36</td>
<td>N</td>
<td>Calls/emails to employer</td>
</tr>
</tbody>
</table>

**Totals:** $1,141.91 $1,141.91
P. NON-SUFFICIENT FUNDS (NSF) CHECKS

1. State Office Procedure for NSF Checks
The State Treasurer attaches a legal copy of the NSF check to a Journal Entry Voucher and sends it interoffice to State Office.

Receipting Procedure:

The Senior Claims Clerk will:
1. Verify the case name and number, month of deposit and local IV-D office.
2. Make an entry in the NSF log for each NSF check.
3. Enter NSF check on accounting system by noting on the Display Payment/Disbursement/Reimbursement screen that the payment is NSF.
4. Enter comments in the accounting section of MODLDGR.
5. Email notification of the NSF will be sent to the Child Support Specialist and Accounting Assistant.
6. Route NSF check and identifying information to Clerical Senior Claims Clerk.

The Clerical Senior Claims Clerk will:
1. Prepare a transmittal and forward NSF check with the transmittal to the field office.
3. Attach verification of field office receipt of NSF check to the transmittal.

2. Field Office Procedures for NSF Checks
   a. Non-sufficient Fund (NSF) Checks
      The field office may either contact the writer of the check and request immediate payment or send the SE-468, Notice of Dishonor; or send the check to the drawer bank to handle as a collection item. The SE-468 will be sent within 15 days upon receipt of the legal copy of the NSF. If the writer of the check fails to replace the NSF within 30 days after the SE-468 is required to be sent, the Accounting Assistant will send the SE-474A, Notice of Payment Recoupment, to the applicant.
   b. Immediate Payment
      If the writer of the check wishes to pay the amount of the check, accept payment only by cash, money order, bank draft, certified check, or on-line credit card payment. On-line e-check payment will not be accepted. Field office will include the replacement payment on the transmittal log. If payment is intended to be replacement for NSF, ledger comments will be added advising the Accounting Assistant of the replacement payment for the NSF.
   c. Procedure following two or more NSF checks
      If three bad checks have been dishonored over the course of three years, the Child Support Specialist will request that future payments to be made by cash, money order, bank draft, certified check, or on-line credit card payment.
d. Non-payment within bank's collection item time limits
When the drawee bank is unable to obtain payment from the noncustodial parent within the bank's collection item time limit upon return of the item from the bank, serve SE-468, Notice of Dishonor, upon the writer of the check. The Notice will be served by certified mail, return receipt requested, in accordance with SDCL 22-30A-32.

e. Referral for prosecution
If the writer resides in South Dakota and does not make payment within thirty days after the return receipt is received; the check may be presented to the prosecutor. If the writer is a non-resident of South Dakota, prior to formal referral, discuss with the prosecutor whether or not extradition should be pursued. The degree of theft is determined by the face amount of the insufficient checks (SDCL 22-30A-24). All checks written during a thirty day time period can be combined in value to determine whether the offense is a misdemeanor or a felony. Prosecution for bad checks must be commenced within six (6) months after the writer receives notice of dishonor, or else prosecution is barred.

f. Recovery when extradition is impossible
If extradition cannot be used, consider referral for recovery of support arrearages by UIFSA.

g. Employer NSF
If the employer's check is returned as a NSF and upon receipt of the legal copy of the NSF, the employer will be required to send a replacement payment to DCS. Future payments received from the employer may not be applied towards the NSF. If the employer is located in another state and the NSF is unable to be recovered, the Child Support Specialist will send an intergovernmental referral to the appropriate state.

3. Closed Account or No Account Checks

a. Notification
The writer of the check may be contacted for payment within ten days or immediately served with a SE-468, Notice of Dishonor. The SE-468 must be sent within 15 days of receipt of the legal copy of the NSF. If the writer of the check fails to replace the NSF within 30 days after the SE-468 is required to be sent, the Accounting Assistant will send the SE-474A, Notice of Payment Recoupment, to the applicant.

If the check writer wishes to pay the amount of the check, accept cash payment, bank draft, money order, certified check, or on-line credit card payment as an immediate payment.

b. Non-payment following notification
If payment is not made after immediate payment has been requested, a Notice of Dishonor will be served.

c. Referral for prosecution
If payment is not made after a Notice of Dishonor has been served; the check may be referred for prosecution under SDCL 22-30A-36. Check by nonresident may be extraditable.
d. Other dishonor reasons
Contact the check writer in cases where checks were returned for such reasons as the following:

1. Payment stopped.
2. Endorsement missing.
3. Irregular signature or endorsement.
4. Stale date.
5. Refer to maker.

In these cases Notice of Dishonor is not required because prosecution is not a possibility.

If unable to collect on these cases, civil action or UIFSA on a non-resident check should be considered.

e. Present Consideration
Before an individual can be criminally prosecuted for writing either a NSF check or no account check, it must be established that the check was written for present consideration. The definition of present consideration includes the payment of any obligation due to the State of South Dakota or any political subdivision, and payment of alimony or child support (SDCL 22-30A-28).

Q. REPLACEMENT CHECK ACCOUNTING PROCEDURE

At the time the accounting office is notified of a NSF check, the accounting assistant will enter comments in the ledger of the NSF check. In TANF cases, accounting staff will back out the payment if the NSF check is received by the State Office before the accounting period is changed or make an adjustment on the ledger if the accounting period has already changed. In NTANF cases, the applicant has already received the money and no adjustments can be made. NSF payments will be noted on the Display Payment/Disbursement/Reimbursement screen (direct command: PAY). Accounting Assistants will receive email advising them of when a NSF check has been returned on a particular case. For those cases with outstanding NSF payments, the Display Ledger – Summary screen (direct command: LDGRSUM) will show a NSF balance. When the replacement check is received in State Office, the account will be credited.

W. UNCLAIMED PROPERTY

SDCL 43-41B-14: Property held by courts and public agencies. Intangible property held for the owner by a court, federal, state, or other government, governmental subdivision or agency or entity, public corporation, public authority, or public officer of this state which remains unclaimed by the owner for more than one year after becoming payable or distributable is presumed abandoned.

Division of Child Support maintains an online file for all payments which have stale dated. These can be found on the system under direct command CDIS (Cancelled Warrants Suspense List). These payments have not been cashed within six (6) months of the issued date. Once they are “stale”, the accounting assistants and supervisor review the report and attempt to locate the
payee. The payee's case is reviewed to determine if payments are currently being received and cashed. If the case is active and receiving payments, a new warrant is issued to replace the stale dated warrant. If the location of the payee is unknown, the individual is sent through the Locate Division in an attempt to locate the payee. Various Locate tools, such as State Parent Locator Service, Postal Verifications, Department of Labor inquiries, Internet Searches, Drivers License Files, Job Service inquiries, etc. are utilized. If the payee is located, a new warrant is issued. If a payee can not be located in the year after it was originally distributed, it can be turned over to the Office of the State Treasurer as unclaimed property.

Once a year in October, all stale dated warrants which meet the following criteria can be sent to the State Treasurer in the following manner.

1. Must have made at least one documented attempt to issue the funds.

2. Payment must be at least one year old prior to the end of the state fiscal year. (This would go from the original receipt date on the pay screen on the case.)

3. If payments is $50.00 or greater, a "Due Diligence" letter would need to be issued to the last known address. If no response within 20 days from the date of the letter, then payment will be sent to the State Treasurer's Unclaimed Property division. Comments would be entered in the case narrative by Accounting Assistant stating payment is being sent to unclaimed property.

4. Payments may then be submitted to the DSS Office of Accounting and Financial Reporting on the Report of Unclaimed Property form and must include:
   
a. Last warrant number issued
b. Issuer's name
c. Last known address
d. Date of last warrant issued
e. Amount of last warrant issued

5. The DSS Office of Accounting and Financial Reporting will complete a voucher for the total dollars submitted and send it along with the unclaimed property form to the State Treasurer's office.

6. Once the State Treasurer's office completes the coding on the voucher, they will return it to the DSS Office of Accounting and Financial Reporting office who will notify the Division of Child Support the payments have been transferred.

7. The payment is moved to the (UIDS) unidentified suspense list by the Program Assistant II. The Program Assistant II enters an ‘S’ in the field in front of the payment. This action then moves the payment to the Undistributable Payments Suspense List.
8. When the payment is moved to the Undistributable List, a date is set and the payment suspense is set at U. The 34A picks these up in the quarter they are moved. The amount shows up on the 34A on line 9a. The process is now complete.

9. The amount is also reported on Line 2b of the OCSE 396A federal report as program income.

X. NOTICE OF PAYMENT RECOUPMENT

Accounting staff will send the SE-474A, Notice of Payment Recoupment, when an applicant has received a disbursement for a collection resulting from a misapplied payment; a check which has been dishonored; or IRS makes an offset adjustment. The SE-474A was created so there is uniformity in how applicants are notified of misapplied payments; dishonored checks; or IRS adjustments; to allow accounting to track misapplied payments and to be more customer service oriented. When a misapplied payment occurs, accounting will update ledger notes accordingly on the corresponding child support case(s) and send the SE-474A to the applicant. The notice advises the applicant of the amount of the payment, date the payment was disbursed and the recoupment reason. However if the payment was dishonored, the Child Support Specialist must send the SE-468, Notice of Dishonor, within 15 days of receipt of the legal copy of the dishonored or insufficient funds check. If the writer of the check fails to replace the insufficient funds check within 30 days after the SE-468 is required to be sent, the Accounting Assistant will send the SE-474A to the applicant.

The SE-474A advises the applicant that he/she must repay the amount and requests the applicant to enter into a repayment agreement with the DCS. The options are:

1. Repay the full amount within 30 days of the Notice; or
2. Withhold 50% of all future child support received until full amount is repaid; or
3. Withhold 100% of all future child support received until full amount is repaid; or
4. Contact the DCS to discuss a repayment plan.

Repayment agreements are to be returned to the Program Specialist in State Office who supervises the State Disbursement Unit. The Program Specialist will monitor and track all misapplied payments. If the applicant has questions regarding the misapplied payment, they may contact the Program Specialist.

If the applicant fails to respond to the SE-474A within 10 days from the date of the letter, the accounting assistant will send the SE-474B, 2nd Notice of Payment Recoupment, to the applicant. The applicant has 10 days from the date of the notice to respond. If the applicant fails to respond to the SE-474B, the accounting assistant will send the SE-474C, Final Notice of Payment Recoupment, to the applicant. The SE-474C advises the applicant if he/she fails to respond within 10 days of the notice, DCS will withhold all future child support payments until the recoupment amount is recovered. This is in accordance with PIQ 02-01, Recoupment of a Child Support Overpayment.
If the applicant contacts DCS after subsequent payments are applied to the recoupment amount and wants to enter into a repayment agreement, DCS may enter into an agreement with the applicant.

1. Applicant Requests Administrative Review
If the applicant does not agree with the Notice of Payment Recoupment, he/she may request an Administrative Review in writing. The request for Administrative Review will be sent to the Program Specialist in State Office who supervises the SDU.

Within five (5) days of receipt of the written request for Administrative Review, the Program Specialist will send the SE-474D, Notice of Administrative Review for Payment Recoupment, to the applicant. The notice provides the applicant an additional ten (10) days to submit any document in support of the request.

The Program Specialist will conduct the Administrative Review within fifteen (15) days of sending the SE-474D. The Program Specialist will make a determination as to whether or not the applicant has received an overpayment and is subjected to payment recoupment. The SE-474E, Decision on Notice of Payment Recoupment will be generated and a copy will be sent to the applicant within ten (10) days after the Administrative Review has been conducted along with a copy of the SE-482, Affidavit of Service by Mailing. The original SE-474E and SE-482 will be retained in the case file.

The applicant has the right to appeal the Administrative Review decision to Office of Administrative Hearings within ten (10) days after entry of the Administrative Review Decision.
MEMORANDUM TO: Board of Finance

DATE: August 31, 2020

FROM: Bill Regynski
Department of Social Services

SUBJECT: Non-Sufficient Funds Write-offs

Attached is a list of non-sufficient funds checks that the Department of Social Services is requesting to be written off by the Board of Finance. Also attached are the procedures that our Office of Child Support follows when they receive a non-sufficient funds check. If you have any questions, please contact me at 773-5182.
<table>
<thead>
<tr>
<th>Date Delinquent</th>
<th>Account #</th>
<th>Last Name</th>
<th>First Name</th>
<th>Principal</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/27/2014</td>
<td>14626</td>
<td>Schrupp</td>
<td>Kristina</td>
<td>810.63</td>
</tr>
<tr>
<td>07/05/2014</td>
<td>14645</td>
<td>Sanchez</td>
<td>Dylan</td>
<td>294.61</td>
</tr>
<tr>
<td>08/02/2014</td>
<td>14670</td>
<td>Vonzell</td>
<td>Harvey</td>
<td>2,031.73</td>
</tr>
<tr>
<td>08/29/2014</td>
<td>14687</td>
<td>Swift Leasing Co LLC</td>
<td></td>
<td>1,413.00</td>
</tr>
</tbody>
</table>

**Total: 4,549.97**
Debt Write Off Request
State of South Dakota Board of Finance

When complete, 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 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.

Name: Kristina Schrupp

Requested Write Off Amount: 810.63

Original Amount of Debt: 810.63

Date Debt Became Delinquent: 06/27/2014
(Debt must be at least two years old in order to be considered.)

Current Amount Due: 810.63

Collection Efforts History: Turned over to ORC, Statute of Limitation is 6 years for property damage claims.

Preceding Turned over to TAG prior to ORC.

Reason for not referring to a collection agency/Obligation Recovery Center: (check applicable box)
☐ Death ☐ Bankruptcy ☐ Under $25 ☐ Unverifiable ☐ Other Government ☒ Statute of Limitations
☐ Other (explain)

Reason for write off request: ☒ Returned from ORC ☐ Other (explain)

Fiscal Officer Contact Information

Signature: ___________________________  Agency/Institution: ___________________________

Name: Kellie Beck  Department of Transportation

Address: 700 E Broadway Ave Pierre, SD 57501

Telephone: 605-773-4863

Email: kellie.beck@state.sd.us

Approval by State Board of Finance

Approved by the State Board of Finance on __________

Signature of Secretary, State Board of Finance  __________
Debt Write Off Request
State of South Dakota Board of Finance

When complete, 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 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.

Name: Dylan Sanchez

Requested Write Off Amount: 294.61

Original Amount of Debt: 294.61

Date Debt Became Delinquent: 07/05/2014
(Debt must be at least two years old in order to be considered.)

Current Amount Due: 294.61

Collection Efforts History: Turned over to ORC, Statute of Limitation is 6 years for property damage claims.

Previously turned over to TAG prior to ORC.

Reason for not referring to a collection agency/Obligation Recovery Center: (check applicable box)
☐ Death    ☐ Bankruptcy    ☐ Under $25    ☐ Unverifiable    ☐ Other Government    ☑ Statute of Limitations
☐ Other (explain)

Reason for write off request: ☑ Returned from ORC    ☐ Other (explain)

___________________________
Signature:

Fiscal Officer Contact Information

Name: Kellie Beck
Agency/Institution: Department of Transportation
Address: 700 E Broadway Ave, Pierre, SD 57501
Telephone: 605-773-4863
Email: kellie.beck@state.sd.us

Approved by the State Board of Finance on ____________________________

___________________________  ____________________________
Signature of Secretary, State Board of Finance
Debt Write Off Request
State of South Dakota Board of Finance

When complete, 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 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.

Name: Harvey Vonzell

Requested Write Off Amount: 2,031.73
Original Amount of Debt: 2,031.73

Date Debt Became Delinquent: 08/02/2014
(Debt must be at least two years old in order to be considered.)

Current Amount Due: 2,031.73

Collection Efforts History: Turned over to ORC, Statute of Limitation is 6 years for property damage claims.

Previously turned over to TAG prior to ORC.

Reason for not referring to a collection agency/Obligation Recovery Center: (check applicable box)
☐ Death ☐ Bankruptcy ☐ Under $25 ☐ Unverifiable ☐ Other Government ☒ Statute of Limitations
☐ Other (explain)

Reason for write off request: ☒ Returned from ORC ☐ Other (explain)

Fiscal Officer Contact Information

Signature: Kellie Beck
Name: Kellie Beck
Address: 700 E Broadway Ave, Pierre, SD 57501
Telephone: 605-773-4663
Email: kellie.beck@state.sd.us

Agency/Institution: Department of Transportation

Approval by State Board of Finance

Approved by the State Board of Finance on

Date

Signature of Secretary, State Board of Finance
Debt Write Off Request
State of South Dakota Board of Finance

When complete, 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 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.

Name: Swift Leasing Co. LLC

Requested Write Off Amount: 1,413.00
Original Amount of Debt: 1,413.00

Date Debt Became Delinquent: 08/29/2014
(Debt must be at least two years old in order to be considered.)
Current Amount Due: 1,413.00

Collection Efforts History: Turned over to ORC, Statute of Limitation is 6 years for property damage claims.

Previously turned over to TAG prior to ORC.

Reason for not referring to a collection agency/Obligation Recovery Center: (check applicable box)
□ Death □ Bankruptcy □ Under $25 □ Unverifiable □ Other Government □ Statute of Limitations
□ Other (explain)

Reason for write off request: □ Returned from ORC □ Other (explain)

Fiscal Officer Contact Information

Signature: __________________________
Name: Kellie Beck
Address: 700 E Broadway Ave, Pierre, SD 57501
Telephone: 605-773-4863
Email: kellie.beck@state.sd.us

Agency/Institution: Department of Transportation

Approval by State Board of Finance

Approved by the State Board of Finance on __________________________

Signature of Secretary, State Board of Finance __________________________
To: Board of Finance
   % Secretary of State's Office

From: Kellie Beck, Director – Finance and Management
      South Dakota Department of Transportation

Subject: Uncollectible Accounts

Date: August 25, 2020

Attached please find four Debt Write Off Requests. The accounts are being written off due to the fact they were returned from the ORC and the statute of limitations of six years has expired for property damages.

Your favorable consideration is requested.

Attachment