State Board of Finance  
Meeting Agenda

Tuesday, October 20, 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 September 15, 2020
D) Professional Recruitment
   • SD Department of Corrections  
     o Travis Erskine
   • University of South Dakota  
     o Zachary Tschetter  
     o Jose Lira  
     o Timothy Ricker
   • South Dakota State University  
     o Mark Stevens  
     o Alison Coulter  
     o Brianna Kratz  
     o Austin Heddon
E) State Hosting Reimbursement Request – SDCL 3-9-2.1
   • Department of Tourism  
     o Hosted journalists in Custer on a press trip for Buffalo Roundup.
     o Purchased water for department’s official Roundup guests.
     o James Hagen & Stephanie Palmer from department hosted an official Roundup dinner for two travel writers.
     o Lunch for staff and hosted journalists at Buffalo Roundup
   • Governor’s Office of Economic Development  
     o Hosted two companies looking at relocating to South Dakota from California.
F) Home Station Per Diem Reimbursement Request – SDCL 3-9-2.2
   • Department of Education  
     o SD Advisory Panel for Children with Disabilities Meeting at Drifters in Fort Pierre.
G) Action Items
   • South Dakota Animal Industry Board requests approval to cover costs of unoccupied hotel rooms during the South Dakota State Fair in Huron on September 2-3, 2020.
   • Legislative Research Council requests the adjustment of salary for members of the Legislature for the upcoming regular session.

H) Public Comment

I) Adjournment

NOTE: This meeting is being held in a physically accessible place. Individuals needing assistance, Pursuant to the Americans with Disabilities Act, should contact the Secretary of State’s Office at (605) 773.3537 in advance of the meeting to make any necessary arrangements.
Household Moving Allowance  
State of South Dakota

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

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

Please check one:

- State Transfer (SDCL 3-9-9)  
- Professional Recruitment (SDCL 3-9-12)

Full-time continuous employment for 6 months.

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

Travis A. Erskine  
Name of Applicant

$36,477  
Yearly Salary

Celina, SD  
City, State Moving From

060336  
Bureau of Human Resources Class Code

Correctional Officer  
New Position Title

Springfield SD  
New Post of Duty (City)

Aug 2020  
Expected Month/Year of Move

DOC/MDSP  
Agency Employed By

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  
9/17/2020  
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.

MIKE LEIDHOLT  
Name of Authorized Agent

9/22/20  
Signature of Authorized Agent  
Date

Secretary of Corrections  
Position/Title of Authorized Agent

SD Dept of Corrections  
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 2019015
August 11, 2020

Travis Erskine
8715 Alpha St
Celina OH 45822

Dear Travis:

This letter will serve as a written follow up to our verbal offer of employment as a Correctional Officer position with the Mike Durfee State Prison at an hourly rate of $17.47. The Department of Corrections will allow you reimbursement of moving expenses you accrue up to one month of your salary. In order for the expenses to be reimbursed you must submit the Household Moving Allowance Application, this offer letter and any receipts of payment for moving. The effective date of this offer will be Monday August 24, 2020. Please report to the Mike Durfee State Prison at 8:00am on Monday August 24, 2020.

Casual dress attire is preferred. Cell phones are not allowed on the facility.

This offer is contingent upon negative drug screening results. Please make an appointment with my office (605-369-4427) to schedule a date and time prior to starting to have the drug screening completed.

Also, please be aware that you will be serving a six-month probationary period. During this time period your performance will be reviewed periodically to determine if you will be recommended for status in the South Dakota Career Service system. Also, please note that your health insurance coverage will not begin until one month and one day after your start date (indicated above).

We look forward to having you on our staff. We hope your employment with the Mike Durfee State Prison will be rewarding experience. If there are any questions, please contact the Human Resource Office at 605-369-4427.

Sincerely,

Mary Ann Klousek
Human Resource Specialist
Mike Durfee State Prison
Household Moving Allowance
State of South Dakota

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

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Application

Zachary Tschetter
Name of Applicant

$63,500
Yearly Salary

Sioux Falls, SD
City, State Moving From

00900
Bureau of Human Resources Class Code

Instructor
New Position Title

USD CSC
Agency Employed By

Vermillion
New Post of Duty (City)

August 2020
Expected Month/Year of Move

August 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.

Zack Tschetter
Signature of Applicant

9/7/2020
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

Assistant Vice President, HR
Position/Title of Authorized Agent
HR

University of South Dakota
Agency of Authorized Agent

Approved by State Board of Finance

Approved by the State
Board of Finance on

Date

Signature of Secretary, State Board of Finance

Household Moving Allowance 2019015
MEMORANDUM

DATE: June 15, 2020
TO: Zach Tschetter
FROM: Michael Kruger, Dean, College of Arts and Sciences
RE: Appointment with the Department of Computer Science

I am pleased to offer you, subject to approval by the Board of Regents, an appointment as Instructor in the Department of Computer Science. This is a term position, the effective date of which is August 22, 2020. Annual appointment dates are August 22nd through May 21st. Your salary is $63,500 based on nine months at 100% time. KC Santosh will be your direct supervisor. As with all employees, you will be evaluated annually. This offer is contingent on the favorable results of a background check.

Your work reporting date is August 17, 2020. Your work release date is May 14, 2021. In the event the University has to modify the method of course delivery and/or adjust the academic calendar for fall semester due to the COVID-19 pandemic, the University reserves the right to modify the reporting dates of this appointment. If such modification is necessary, the University will provide notice at least 30 days prior to the current report date or new report date, whichever is earlier, and additional compensation and/or contract working days will be added to total compensation at the same salary rate as set forth in the current appointment. Reporting dates for international employees are dependent on work authorization.

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, 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.

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.
This position has been identified as exempt from Fair Labor Standards Act (FLSA) and therefore not subject to overtime. 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 $2,500 in moving expenses. Reimbursed moving expenses are considered taxable income. Once you receive payment, Payroll will contact you to determine how the payment is recorded as taxable income. Please note that the amount must be recorded as income in the calendar year it is received. Guidelines on allowable expenses may be found at http://legis.state.sd.us/rules/DisplayRule.aspx?Rule=05:01:07&Type=Rule.

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing and returning this letter, the attached personal data sheet, and a signed copy of the enclosed agreement to assign Intellectual Property and Conflict of Interest Form no later than June 17, 2020, retaining a copy for your records. Please sign the documents electronically or send the hard copies to:

Katherine Price  
Office of the Dean/College of Arts & Sciences  
The University of South Dakota  
414 E. Clark St.  
Vermillion, SD 57069  
Katherine.Price@usd.edu

cc: Jose Flores, Chair, Department of Computer Science  
Nathan Gotto, HR Generalist, Office of Human Resources

I accept the job offer outlined above.

Signature of Appointee & Date Signed

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

PLEAS 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

Name of Applicant
Jose Lira

New Position Title
Research Associate

City, State Moving From
Texas

New Post of Duty (City)
Vermillion

Agency Employed By
BBS

Employment Date with the State
09/21/2020

 Expected Move/Year of Move
09/2020

Bureau of Human Resources Class Code
00.505

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
9/23/20

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.

Name of Authorized Agent
Emery Wasley

Position/Title of Authorized Agent
Assistant Vice President, HR

Agency of Authorized Agent
University of South Dakota

Signature of Authorized Agent

Date
10.7.20.

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: August 31, 2020
TO: Jose Lira
FROM: Steve Waller, Associate Dean Basic Biomedical Sciences, University of South Dakota
RE: Appointment with Division of Basic Biomedical Sciences, 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 Research Associate I in the Xuejun Wang's lab. The effective date of this appointment is September 21, 2020. Your hourly rate of pay will be $15.50 based on 12 months at 100% time. Xuejun Wang will serve as 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 September 21, 2020 and shall not extend beyond June 21, 2021. Annual fiscal year appointment dates are June 22nd through June 21st. The position is grant funded and the continuation of the position is contingent on the availability of funding.

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 overtime eligible and, therefore, subject to the Fair Labor Standards Act (FLSA). The Board of Regents employs a compensatory time policy as permitted by the FLSA. This policy provides for the granting of compensatory time in combination with cash payment for all hours worked above 40 hours in any given work week (Sunday to Saturday). Compensatory time off may be taken at any time with prior approval from your supervisor. Additionally, compensatory time may be carried forward to subsequent pay periods indefinitely, to a maximum accumulation of 80 hours (160 hours for AES employees). The Board of Regents reserves the right, however, to pay cash to the employee for any or all accrued compensatory hours.

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.

As an Research Associate, your position is eligible for state benefits to include household moving allowance of as outlined in SDCL 3-9-12. The University of South Dakota will provide up to $1250 in moving expenses. Reimbursed moving expenses are considered taxable income. 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.
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. 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, 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.

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.

You will be invited to a new employee orientation via separate email.

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 September 9, 2020.

cc: Xuejun Wang, Supervisor
    Sharon Myers, Human Resources
    Jackie Rubida, Department payroll representative

Signature of Appointee & Date Signed

9/2/2020
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: 605-773-3337

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.

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Application

Timothy Rickel
Name of Applicant

Ft. Story, SD
City, State Moving From

Assistant Prof.
New Position Title

Vermillion
New Post of Duty (City)

Aug 22, 2020
Expected Month/Year of Move

Applicant
Employment Date with the State

Bureau of Human Resources Class Code

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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 07/23/2020

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

Assistant Vice President, HR
Position/Title of Authorized Agent

University of South Dakota
Agency of Authorized Agent

Signature of Authorized Agent

Date 10-7-20

Approval by State Board of Finance

Approved by the State Board of Finance on

Signature of Secretary, State Board of Finance

Date
MEMORANDUM

DATE: August 11, 2020
TO: Timothy Ricker
FROM: Michael Kruger, Dean
RE: Appointment with the Department of Psychology, College of Arts and Sciences

I am pleased to offer you, subject to approval by the Board of Regents, an appointment as Assistant Professor in the Department of Psychology at the University of South Dakota (USD). The effective date of this appointment is August 22, 2020. Annual appointment dates are August 22nd through May 21st. Your salary is $68,000 based on nine months at 100% time. Douglas Peterson, Chair, USD Psychology 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.

Your work reporting date is August 17, 2020. Your work release date is May 14, 2021. In the event the University has to modify the method of course delivery and/or adjust the academic calendar for fall semester due to the COVID-19 pandemic, the University reserves the right to modify the reporting dates of this appointment. If such modification is necessary, the University will provide notice at least 30 days prior to the current report date or new report date, whichever is earlier, and additional compensation and/or contract working days will be added to total compensation at the same salary rate as set forth in the current appointment. Reporting dates for international employees are dependent on work authorization.

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.

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.

414 East Clark Street • Vermillion, SD 57069 • 605-677-5221 • 605-677-6409 fax • as@usd.edu • www.usd.edu/as
This position has been identified as exempt from Fair Labor Standards Act (FLSA) and therefore not subject to overtime. As an Assistant Professor, your position is eligible for state benefits. 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 electronically no later than August 13, 2020.

I accept the job offer outlined above.

[Signature of Appointee]  
8/12/2020  
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

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<table>
<thead>
<tr>
<th>Application</th>
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<tbody>
<tr>
<td><strong>Mark Stevens</strong></td>
<td><strong>Assistant Professor</strong></td>
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<tr>
<td>Name of Applicant</td>
<td>New Position Title</td>
</tr>
<tr>
<td>$59,000</td>
<td>Brookings, SD</td>
</tr>
<tr>
<td>Yearly Salary</td>
<td><strong>South Dakota State University</strong></td>
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<tr>
<td>Pullman, WA</td>
<td>Agency Employed By</td>
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<tr>
<td>City, State Moving From</td>
<td>July 2020</td>
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<tr>
<td>August 22, 2020</td>
<td><strong>Employment Date with the State</strong></td>
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<tr>
<td>15</td>
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<tr>
<td>Bureau of Human Resources Class Code</td>
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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: **6/29/2020 | 11:35 PDT**

<table>
<thead>
<tr>
<th>Authorization</th>
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<tbody>
<tr>
<td><strong>David Reynolds</strong></td>
<td><strong>Director, School of Performing Arts</strong></td>
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<tr>
<td>Name of Authorized Agent</td>
<td>Position/Title of Authorized Agent</td>
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<tr>
<td><strong>David Reynolds</strong></td>
<td><strong>South Dakota State University</strong></td>
</tr>
<tr>
<td>Signature of Authorized Agent</td>
<td>Agency of Authorized Agent</td>
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<td>6/29/2020</td>
<td>11:18 PDT</td>
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<td>Date</td>
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**Approval by State Board of Finance**

Approved by the State Board of Finance on **Date**  
Signature of Secretary, State Board of Finance
MEMORANDUM

DATE: March 28, 2020
TO: Mark Stevens, DMA
FROM: David Reynolds, DMA
South Dakota State University

RE: Appointment with School of Performing Arts, South Dakota State University

I am pleased to offer you, subject to approval by the President, an appointment as Assistant Professor of Music (Piano) in the School of Performing Arts. The effective date of this appointment is August 22, 2020. Annual appointment dates are August 22, 2020 to May 21, 2021. Your salary is $59,000 based on 9th months at 100% time. I will serve as your direct supervisor. As with all employees, you will be evaluated annually.

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 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, 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.

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. This offer is contingent on the university’s verification of credentials and other information required by law and/or university policies, including but not limited to a criminal background check. 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 Payroll 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 Assistant Professor of Music, your position is eligible for state benefits to include a household moving allowance of $3500.

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 of the enclosed agreement to assign Intellectual Property, and the Conflict of Interest Form to my attention no later than April 15, 2020, retaining a copy for your records.

Cc: Lynn Sargeant, Dean

I accept the job offer outlined above.

Signature of Appointee
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 School of Performing Arts. This expectations document is made in conjunction with the South Dakota State University offer of employment to join the College of Arts, Humanities, and Social Sciences. 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 School of Performing Arts, subject to provisions herein. This is a Tenure Track appointment. Your Tenure Track begin date is August 22, 2020.

2. **Salary, Leave and Benefits.** Appointee shall be paid 59,000 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 9 month appointment which begins on August 22, 2020. Annual appointment dates are August 22, through May 21. The report date for all faculty is five working days prior to the first day of class. This year the report date is August 17, and the first day of class is August 24.

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.

5. Additional College or South Dakota State University Expectations. The Standards Document for the School of Performing Arts is attached.

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.

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

Mark Stener

Signature of Appointee

4/2/20

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

Alison Coulter
Name of Applicant

$75,374
Yearly Salary

Carbondale, IL
City, State Moving From

Bureau of Human Resources Class Code

Assistant Professor
New Position Title

Brookings, SD
New Post of Duty (City)

January 4, 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.

9/17/2020 | 13:45 CDT
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.

Michele Dudash
Name of Authorized Agent

Natural Resource Management, SDSU
Agency of Authorized Agent

9/17/2020 | 13:46 CDT
Date

Approval by State Board of Finance

Approved by the State Board of Finance on

Signature of Secretary, State Board of Finance
MEMORANDUM

DATE: 2 September 2020

TO: Dr. Alison Coulter

FROM: Michele R. Dudash, Department Head and Professor South Dakota State University

RE: Appointment with the Department of Natural Resource Management

Dear Alison,

On behalf of the South Dakota State University, I am very pleased to offer you, subject to approval by the President, an appointment as an Assistant Professor of the Natural Resource Management Department in the College of Agriculture, Food and Environmental Sciences. This is a 9-month, 100% time tenure-track position. This appointment and rank is also contingent on support and approval of the College Tenure & Promotion Committee, University Tenure & 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 January 4, 2021. Annual appointment dates are August 22 to May 21.

Your total annual salary is $75,374 based on 9-months of work at 100% time. This salary is comprised of a faculty salary of 100% rate of OK average salary for your position based on the 9-month faculty rate.

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 Board of Regents Policy 4:34, 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 Board of Regents Policy 4:35. Please review the policies and forms, sign the forms where provided, and return the forms fully executed with this offer memo.

Rev. 4/13/2020
As a tenure-track Assistant Professor 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. A Household Moving Allowance form and instructions have been enclosed.

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 September 14, 2020, retaining a copy of these documents for your records.

Cc: Michele R. Dudash,
Marc Serrett, Human Resources
Provost and Vice President of Academic Affairs, Dennis Hedge

I accept the job offer outlined above.

[Signature]
[Date]

Encl: Expectations of Employment Document
Intellectual Property Policy and Intellectual Property Form
Conflict of Interest Policy and Form
Household Moving Allowance Form & Instructions
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 Natural Resource Management. 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 Natural Resource Management Department subject to provisions herein. This is a Tenure Track appointment. Your Tenure Track begin date is August 22, 2021.

2. Salary, Leave and Benefits. Appointee’s annual contract salary of $75,374 shall be pro-rated because of the mid-year contract which is commencing on January 4, 2021 and will be paid out over five 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. Effective on August 22, 2021, your annual contract salary shall be paid out over 12 payrolls. Owing to this mid-year start in your appointment, additional health benefits will be deducted from your pay in January through May, which will cover your benefits in June, July and August of 2021. Effective on August 22, 2021 your benefit deductions will be taken monthly in each of the 12 payroll periods.

3. Term. This is a 9 month appointment and report date begins on January 4, 2021. Annual appointment dates are August 22nd through May 21st.

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 be govern terms and conditions of employment and the provisions of the collective bargaining agreement.

5. Additional College or South Dakota State University Expectations.

This is a 55% research, 45% teaching appointment, specifically in Fisheries Sciences and Management. 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 recruiting, advising and mentoring programs. Research emphasis will be in Aquatic and Fisheries Sciences and Management.
This could include topics such as aquatic and fisheries sciences and management. Collaboration with other faculty members is expected. Courses to be taught will potentially include the following: Ichthyology, Principles and Advance Fisheries Management and a graduate course in your area of expertise. 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 partners outside of South Dakota State University. The Natural Resource Management Department Standards Document is attached for reference.

For the establishment of your research program I have identified an office in our building (Edgar McFadden Biostress) along with laboratory space. Graduate student office space is provided in common share rooms within the same building. NRM will also provide you with an office computer, monitor, printer, in addition to ample cloud storage space via BOX.

We are prepared to offer you the following startup package conditional on you submitting a Hatch project that is acceptable to USDA-NIFA as a part of the SDAES Program of Work. In order to collect the AES portion of your startup award, you must also join an applicable Hatch Multistate, Mc-Intire Stennis, or Animal Health project within your first 90 days of employment. The AES funds will be made available after both projects have been reviewed and accepted by the granting agency. This support is contingent on your continued appointment. Please note that there is no carry-over of these funds after the completion of three full years.

Startup research funding to help you launch a successful research program is being supported by the Natural Resource Management Department, The Agricultural Experiment Station, and South Dakota Game Fish and Parks. The Natural Resource Management Department is able to provide $5,000 per year for three years and allocate you one MS level 12 month GTA three years, equal to at least $54,000 and also a 3-year MS level 12 month GRA from our AES allocation equal to at least $54,000 prior to tenure. Each of these graduate students also receive a full tuition waiver associated with their respective GTA and GRA awards.

Furthermore, SDAES is able to support your research for an additional $75,000 with these funds being distributed ~ equally ($25,000) over the first three years of your appointment in addition to one month of summer salary each year for the first three years. Moreover, Kevin Robling, representing SD GFP, has committed $5,000 for one summer to initiate a mutually agreeable research project. Please note that a condition of these SD GFP funds is that you conduct a research project that is mutually beneficial to you and SD GFP in our state.

In total, we are able to offer you a startup package of >$220,000 in combined support to establish your research program at SDSU. The SDAES startup funds ($75,000 noted above) can be used for graduate student support, salary for technical support, summer salary supplement, operating expenses, equipment, or any combination that will best help you achieve your research goals.
Department and South Dakota Agricultural Experiment Station Start-Up Support

Total start-up package is greater than $220,000. Further, your appointment allows for access to the labs within the Department as well as the RESEARCH FARMS/STATIONS for your research and teaching activities. SDAES requires you to write and submit a Hatch project proposal. 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.

### Year 1

<table>
<thead>
<tr>
<th>Department</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRM Dept.</td>
<td>$5000</td>
<td>Office, lab space, computer and printer. Committed 3 year 12 month MS GTA funding (~ $54k annually). This funding can occur anytime within first 5 years. Commitment from NRM departmental allocation of AES funds to support a 3 year 12 month MS GRA (~ $54k annually) within the first 5 years once AES projects are approved.</td>
</tr>
</tbody>
</table>

**AES TOTAL** $33,300 Available once AES projects are approved and within first 3 years, $25,000. Plus, one month of faculty summer salary ~ $8300.

### Year 2

<table>
<thead>
<tr>
<th>Department</th>
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</tr>
</thead>
<tbody>
<tr>
<td>NRM Dept.</td>
<td>$5000</td>
</tr>
</tbody>
</table>

**AES TOTAL** $33,300 Available once AES projects are approved and within first 3 years, $25,000. Plus, one month of faculty summer salary ~ $8300.

### Year 3

<table>
<thead>
<tr>
<th>Department</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRM Dept.</td>
<td>$5000</td>
</tr>
</tbody>
</table>

**AES TOTAL** $33,300 Available once AES projects are approved and within first 3 years, $25,000. Plus, one month of faculty summer salary ~ $8300.
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:

Signature of Appointee

cc: Human Resources
    Dean Killefer
    Associate Dean Gibbons
    Interim Associate Dean Mistry
    NRM Department Head Michele Dudash

Encl: College/Departmental Expectations Document
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

Brianna Kratz  
Name of Applicant
$35,568  
Yearly Salary  
Milwaukee, WI  
City, State Moving From

Residence Hall Director  
SDSU Housing & Residential Life
New Position Title  
Brookings, SD
New Post of Duty (City)
August 10, 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.

Christina M. Kaberline  
Name of Authorized Agent
August 4, 2020  
Signature of Authorized Agent  
Date

Associate Director Housing & Residential Life  
SDSU Housing & Residential Life
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
MEMORANDUM

DATE: August 4, 2020

TO: Brianna Kratz

FROM: Chris Kaberline, Associate Director Housing & Residential Life
South Dakota State University

RE: Appointment with Housing and Residential Life, South Dakota State University

On the behalf of South Dakota State University (SDSU), I am pleased to offer you, subject to approval by the [Board of Regents / President], an appointment as a Residence Hall Director in the Housing & Residential Life Department. The effective date of this appointment is August 10, 2020. Annual appointment dates are June 22, 2020 to June 21, 2021. Your salary is $35,568 based on 12 months at 100% time. Brian Dominguez is your direct supervisor. As with all employees, you will be evaluated annually.

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. As denoted in SDBOR Policy 4:34, the SDBOR manages employee-created intellectual property. The provisions of this policy are enclosed. In addition to the intellectual properties, and in accordance with SDBOR Policy 4:35 on conflicts of interest, there is also enclosed a conflict of interest form that you must complete in full. Please review the policies and forms, sign the forms where indicated, and return the forms fully executed 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 SDBOR and of SDSU. This offer is contingent on SDSU’s verification of credentials and other information required by law and/or SDBOR and SDSU policies, including but not limited to a criminal background check. 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 SDBOR requires direct deposit of payroll checks for all employees.

As a Residence Hall Director your position is eligible for state benefits to include household moving allowance of up to $750 as outlined in SDCL 3-9-12. A Household Moving Allowance form and instructions have been enclosed.

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 signed memo, 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 Friday, August 7, 2020, retaining a copy of these documents for your records.
Brianna, we are very excited to have you formally join the SDSU Housing & Residential Life team. I am confident that you will complement the very dedicated staff already in place, as well as, make significant contributions to the growth of our program. Please do not hesitate to contact me if we can answer any questions or be of help as you make your transition.

Sincerely,

Christina M. Kaberline
Associate Director of Housing & Residential Life

cc: Brian Dominguez, supervisor
    Human Resources

I accept the job offer outlined above.

Encl: Intellectual Property Policy and Intellectual Property Form
      Conflict of Interest Policy and Form
      Household Moving Allowance Form & Instructions
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

Austin Heddon
Name of Applicant
$35,586 Boise, ID & Warrensburg, MO
Yearly Salary City, State Moving From

Residence Hall Director
SDSU - HRL

Brookings, SD
New Position Title
July/August/2020
City, State Moving From
New Post of Duty (City)
Expected Month/Year of Move

August 4, 2020
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.

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.

Christina M. Kaberline
Name of Authorized Agent

Associate Director, SDSU HRL

Position/Title of Authorized Agent

South Dakota State University/HRL

Agency 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 2019/015
MEMORANDUM

DATE: July 29, 2020

TO: Austin Heddon

FROM: Chris Kabertline, Associate Director Housing & Residential Life
South Dakota State University

RE: Appointment with Housing and Residential Life, South Dakota State University

On the behalf of South Dakota State University (SDSU), I am pleased to offer you, subject to approval by the [Board of Regents / President], an appointment as a Residence Hall Director in the Housing & Residential Life Department. The effective date of this appointment is August 4, 2020. Annual appointment dates are June 22, 2020 to June 21, 2020. Your salary is $35,568 based on 12 months at 100% time. Maggie Miller is your direct supervisor. As with all employees, you will be evaluated annually.

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. As denoted in SDBOR Policy 4:34, the SDBOR manages employee-created intellectual property. The provisions of this policy are enclosed. In addition to the intellectual properties, and in accordance with SDBOR Policy 4:35 on conflicts of interest, there is also enclosed a conflict of interest form that you must complete in full. Please review the policies and forms, sign the forms where indicated, and return the forms fully executed 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 SDBOR and of SDSU. This offer is contingent on SDSU’s verification of credentials and other information required by law and/or SDBOR and SDSU policies, including but not limited to a criminal background check. 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 SDBOR requires direct deposit of payroll checks for all employees.

As a Residence Hall Director your position is eligible for state benefits to include household moving allowance of up to $750 as outlined in SDCL 3-9-12. A Household Moving Allowance form and instructions have been enclosed.

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 signed memo, 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 Saturday, August 1, 2020, retaining a copy of these documents for your records.
Austin, we are very excited to have you formally join the SDSU Housing & Residential Life team. I am confident that you will complement the very dedicated staff already in place, as well as, make significant contributions to the growth of our program. Please do not hesitate to contact me if we can answer any questions or be of help as you make your transition.

Sincerely,

[Signature]

Christina M. Kaberline
Associate Director of Housing & Residential Life

cc: Maggie Miller, supervisor
    Human Resources

I accept the job offer outlined above.

[Austin N. Heddon] 7/30/20
[Signature of Appointee & Date Signed]

Encl: Intellectual Property Policy and Intellectual Property Form
     Conflict of Interest Policy and Form
     Household Moving Allowance Form & Instructions
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

Application

Date: September 7, 2020
Agency Address: 711 E Wells Ave, Pierre, SD 57501
Agency Phone Number: 605-773-4633
Employee Requesting Reimbursement: Hannah Sage
Total Amount of Reimbursement: $50.30
Date(s) of Hosting Expense: Aug 28, 2020 & Aug 31, 2020
Receipts Attached: ☑
Explanation of official business performed: GOED hosted 2 companies looking at locating in the State from California. The funds were used to purchase lunch and gifts for the 3 attendees.

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 September 7, 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.

Signature of Department/Office Head

Date 9/4/20

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.
You have earned $14 in eligible Direct Your Dollars purchases. Direct Your Dollars is a community support program for over 140 SpartanNash corporate owned stores.

Join our team!
We offer careers where you'll learn, grow and thrive. That's why SpartanNash is a cut above the rest.

Your feedback matters!
For a chance to WIN A $100 GIFT CARD
30 WINNERS EACH MONTH

Tell us about this visit!

Your first 3 orders are shipped for FREE when you enter code FASTLANE at checkout.
Visit ShopTheFastLane.com Today!

Direct Your Dollars
This ENTIRE receipt needs to be turned in to your favorite non-profit group with a 501C3# and help them earn $1000 Questions: Email directyourdollars@spartannash.com Details: www.SpartanNash.com Corporate Responsibility page.
Arby's #7940
Oacoma, SD 57365
605-734-0400
8/31/2020 2:11:42 PM

TAKE OUT

Order Number: 141

1. B&C SCM 7.19
   Sm Curly
   Sm Coke

1. B&C-Double SCM 8.79
   Sm Curly
   Sm Coke

1. Greek Gyro MCM 7.59
   Md Curly
   Md Coke

1. Ckn Club Wrap 5.99

1. Sm Coke 1.79

Sub. Total: $31.35
Tax: $2.35
Total: $33.70
Discount Total: $0.00

Master Card: $33.70
Change $0.00

Register: 1 Tran Seq No: 234141
Cashier: One C.

Thank You.

I agree to pay the above Total Amount according to Card Issuer Agreement.

Signature: __________________
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: 9/24/20
Agency Address: 711 E Wells Ave, Pierre, SD 57501
Agency Phone Number: (605) 773-3301
Employee Requesting Reimbursement: CARA BOUNDS
Total Amount of Reimbursement: 57.01
Date(s) of Hosting Expense: 9/24/20
Receipts Attached: N
Explanation of official business performed: HOSTED JOURNALISTS IN Custer while visiting on a press trip for Buffalo Roundup

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

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

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.
### Black Hills Burger & Bun Co.

Mount Rushmore Rd.
Custer, South Dakota 57730
(605) 673-3411

**September 24, 2020 6:55pm**

**Ticket:** 2009240170  
**Server:** Pop R  
**Seat:** ToGo:ToGo:1

<table>
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<th>Item</th>
<th>Price</th>
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<tbody>
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<td>1 The Hot Granny</td>
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<td>1 The Hot Granny</td>
<td>$10.65T</td>
</tr>
<tr>
<td>1 The Hot Granny</td>
<td>$10.65T</td>
</tr>
<tr>
<td>NO Jalapenos</td>
<td></td>
</tr>
<tr>
<td>1 Texan</td>
<td>$10.65T</td>
</tr>
</tbody>
</table>

| Subtotal       | $42.60 |
| Sales Tax 20% (7.5%) | $3.20 |

| Total          | $45.80 |

---

**American Express:** $45.80  
**Amount Due:** $0.00

---

**Tip Holder:**  
15% of $45.80 = $6.87  
20% of $45.80 = $9.16  
25% of $45.80 = $11.45

---

**Thank you for your business!**

---

### Mt. Rushmore Brewing Co.

140 Mount Rushmore Road  
Custer, SD 57730  
(605) 673-4200

**September 24, 2020 8:01pm**

**Ticket:** 2009240189  
**Server:** CRISTHIAN M  
**Seat:** ToGo:ToGo:1

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Pounding Burger</td>
<td>$0.00T</td>
</tr>
<tr>
<td>1 Beef</td>
<td>$10.99H</td>
</tr>
<tr>
<td>Regular Fries</td>
<td></td>
</tr>
</tbody>
</table>

| Subtotal       | $10.99 |
| Sales Tax 20% (7.5%) | $0.82 |

| Total          | $11.81 |

---

**Thank you! Please come again soon!**
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: 10.01.2020
Agency: Dept. of Tourism

Agency Address: 711 E. Wells Avenue
Agency Phone Number: 605-773-3301

Employee Requesting Reimbursement: James D. Hagen

Total Amount of Reimbursement: $259.11

Date(s) of Hosting Expense: 09.24.2020

Receipts Attached: Y/N

Explanation of official business performed:
(1) Purchased water for the department's official Roundup guests (travel writers).
(2) James Hagen & Stephanie Palmer from the Department hosted an official Roundup Dinner for two travel writers, Ted Stedman and Nathanael Billings

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: 10.01.2020

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.

Name of Department/Office Head: ___________________________

Position/Title of Agency Official: Secretary of Tourism

Signature of Department/Office Head: ___________________________

Date: 10.01.2020

State Board of Finance Approval

Signature of Secretary, State Board of Finance: ___________________________

Approval Date: ___________________________

Note: When completed, attach the original form and receipts to voucher to be sent to the State Auditor's Office.
Square automatically sends receipts to the email address you used at any Square seller. Learn more

How was your experience?

Skogen Kitchen

275.41
- 9.00 wine
- 10.50 wine
2.55.91

$275.41

Custom Amount $229.51
Purchase Subtotal $229.51
Tip $45.90
Total $275.41

Skogen Kitchen
29 N 5th street
Custer, SD 57730-7218
605-673-2241

mhtml://C:\Users\topr13533\AppData\Local\Microsoft\Windows\INetCache\Content.... 09/29/2020
AMEX 1004 (Swipe)  

JAMES D HAGEN  

Sep 24 2020 at 8:26 PM  

#zPre  

Auth code: 572295  

Receipt Settings  

Not your receipt?  
Turn off automatic receipts  
Manage preferences  

© 2020 Square, Inc. Privacy Policy  
1455 Market Street, Suite 600  
San Francisco, CA 94103  

© Mapbox © OpenStreetMap Improve this map
Target

Target Survey:

Help make your Target Run better. Take a 2 minute survey about today's trip:

informtarget.com
User ID: 7973 1754 3992
Password: 083 328

Please take this survey within 7 days.

Skogen Kitchen
29 N 5th St
Custer, SD 57730
(605) 673-2241
skogenkitchen.com

Authorization 572295
AmEx 1004
Receipt zPre

Custom Amount $229.51
Total $229.51
AmEx 1004 (Swipe) $229.51

ADD A TIP

$275.41
- 9.00
- 18.50

$255.91
- 3.20 Wate

I agree to pay the above total amount according to my card issuer agreement.

Printed from iPad using TouchBistro Pro

9/24/2020 02:12 PM EXPIRES 12/23/20

GROcery
203600001 ARROWHE PITO FT $3.00
T = SD TAX 6.5000% on $3.00 $0.20
TOTAL $3.20
CASH PAYMENT $10.00
CHANGE DUE $6.80

TOTAL SAVINGS THIS TRIP
$0.49

REC#2-0268-2457-0079-1667-2 VCD#750-289,58

Help make your Target Run better. Take a 2 minute survey about today's trip:

informtarget.com
User ID: 7973 1754 3992
Password: 083 328

CUENTENOS EN ESPAÑOL
Please take this survey within 7 days.

Skogen Kitchen
29 N 5th St
Custer, SD 57730
(605) 673-2241
skogenkitchen.com

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AmEx 1004
Receipt zPre

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ADD A TIP

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State Hosting Reimbursement Request – SDCL 3-9-2.1

When Application and Authorization sections are completed, please submit the original to:
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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: 9/25/20
Agency Address: 711 East Wells Ave
Pierre, SD 57501 - 605.773.3301
Agency Phone Number: Custer State Park Resort

Employee Requesting Reimbursement:

Total Amount of Reimbursement: $144.00
Date(s) of Hosting Expense: 9/25/20
Receipts Attached: Y/N

Explanation of official business performed: Lunch for staff & hosted journalists at Buffalo Roundup

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 10.1.20

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

Date 10.1.20

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.
## Custer State Park Resorts Invoice

**Contact:** Katlyn Richter  
**Group Name:** SD Tourism  
**Address:** 711 East Wells Ave  
**Phone Number:** Pierre, SD 57501

---

**Date:** 09/30/2020

<table>
<thead>
<tr>
<th>Date &amp; Description</th>
<th>Meals</th>
<th>Gratuity</th>
<th>3%</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Friday, September 25, 2020</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Lunches @ $18.00</td>
<td>$ 144.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 144.00</td>
</tr>
</tbody>
</table>

---

Journalist Meals at the Buffalo Roundup Meals

---

**Date:** 09/30/2020

---
When approval for meals was sought for the meeting last Sept. it only included Sped employees and should have also included

Bernie Grimme
Laura Johnson Frame
who are also state employees with a Pierre home station.

Drifters just sent the invoice so it was identified by the finance office at this time.
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:</th>
<th>9/11/20</th>
<th>Agency:</th>
<th>DOE-SPED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Address:</td>
<td>800 GOVERNORS DRIVE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agency Phone Number:</td>
<td>(605) 773-3678</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Requesting Reimbursement:</td>
<td>LAURA JOHNSON-FRAME, Bonnie Crimme</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Amount of Reimbursement:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date(s) of Expense:</td>
<td>9/19/19</td>
<td>Event Return Time:</td>
<td>4:00p</td>
</tr>
<tr>
<td>Event Leave Time:</td>
<td>8:00a</td>
<td>Explanation of official business performed:</td>
<td>SD ADVISORY PANEL FOR CHILDREN WITH DISABILITIES MTG-- DRIFTERS IN FT. PIERRE, SD WORKING LUNCH</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]  Date: 9-14-2020

**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.

Name of Department/Office Head: [Signature]  Date: [Signature]  Position/Title of Agency Official: 9/15/2020

**State Board of Finance Approval**

Approval Date:  [Signature]  Date: [Signature]

Signature of Secretary, State Board of Finance

Note: When completed, attach the original form and receipts to voucher to be sent to the State Auditor’s Office.
Home Station Per Diem Reimbursement Request – SDCL 3-9-2.2

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

Date: 9/20/19
Agency: DOE - SPED

Agency Address: 800 Governors Drive
Agency Phone Number: 773-31678

Employee Requesting Reimbursement: Linda Turner, Wendy Thigpen, Kevin Jerome

Total Amount of Reimbursement:

Date(s) of Expense: 9/19/2019
Event Leave Time: 8:00 am
Event Return Time: 4:00 pm
Explanation of official business performed:
SD Advisory Panel for Children with Disabilities mtg. - Drifters in Ft Pierre, SD
Whirligig Lunch

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

Authorization

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

Name of Department/Office Head

Position/Title of Agency Official

Signature of Department/Office Head

Date

State Board of Finance Approval

Approval Date: 12-17-19
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.
Drifters Bar & Grille, Inc.
325 Hustan Avenue
Fort Pierre, SD 57532

To:
Department of Education
Attn: Accts Payable
800 Governors Drive
Pierre, SD 57501

Date: 8/31/2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Transaction</th>
<th>Amount</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/19/2019</td>
<td>INV #2019.09.18. Due 10/19/2019. Orig. Amount $252.00.</td>
<td>252.00</td>
<td>252.00</td>
</tr>
<tr>
<td></td>
<td>--- EC Food Sales, 18 @ $11.61111 = 209.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>--- Gratuity $43.00</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>---</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>--- Tax Exempt $0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/19/2019</td>
<td>INV #2019.09.35. Due 10/19/2019. Orig. Amount $225.00.</td>
<td>225.00</td>
<td>477.00</td>
</tr>
<tr>
<td></td>
<td>--- Projector w/ Screen $50.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>--- Room Fee $175.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>---</td>
<td></td>
<td></td>
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<tr>
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<td>--- Tax Exempt $0.00</td>
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</tr>
<tr>
<td>08/31/2020</td>
<td>INV #FC 14. Due 08/31/2020. Orig. Amount $74.56.</td>
<td>74.56</td>
<td>551.56</td>
</tr>
<tr>
<td></td>
<td>Finance Charge</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>--- Fin Chg $74.56</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>--- Invoice #2019.09.18 for 252.00 on 09/19/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>--- Invoice #2019.09.35 for 225.00 on 09/19/2019</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>1-30 DAYS PAST DUE</th>
<th>31-60 DAYS PAST DUE</th>
<th>61-90 DAYS PAST DUE</th>
<th>OVER 90 DAYS PAST DUE</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>74.56</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>477.00</td>
<td>$551.56</td>
</tr>
</tbody>
</table>
INVOICE

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

Terms: Net 30

Drifters Bar and Grille

SD Department of Education
800 Governors Drive
Pierre, SD
605.773.3134

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DETAILS</th>
<th>UNIT PRICE</th>
<th>LINE TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>Lunch</td>
<td>14.00</td>
<td>252.00</td>
</tr>
<tr>
<td>1</td>
<td>Projector and Screen</td>
<td>50.00</td>
<td>50.00</td>
</tr>
<tr>
<td>1</td>
<td>Room Charge</td>
<td>175.00</td>
<td>175.00</td>
</tr>
</tbody>
</table>

Food and Beverage Tax
Other Tax

7.50%   exempt
6.50%   exempt

Final Balance $477.00

MEETING DETAILS

OTHER INFORMATION

Event Date: 9/19/19
Event Time: 8:00AM-5:00PM
Event Room: Starboard
Guest Count: 20

An interest fee of 1.5% per month (18% per annum) is assessed on past due accounts.
INVOICE

19 September 2019

Terms: Net 30

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

SD Department of Education
800 Governors Drive
Pierre, SD
605.773.3134

<table>
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<th>UNIT PRICE</th>
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<tbody>
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<td>Lunch</td>
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<td>252.00</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 $252.00

MEETING DETAILS

Event Date: 9/19/19
Event Time: 8:00AM-5:00PM
Event Room: Starboard
Guest Count: 20

An interest fee of 1.5% per month (18% per annum) is assessed on past due accounts.
## INVOICE

19 September 2019

**Terms:** Net 30

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

SD Department of Education
800 Governors Drive
Pierre, SD
605.773.3134

<table>
<thead>
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<th>QUANTITY</th>
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<th>UNIT PRICE</th>
<th>LINE TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Projector and Screen</td>
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</tr>
<tr>
<td>1</td>
<td>Room Charge</td>
<td>175.00</td>
<td>175.00</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**  $225.00

### MEETING DETAILS

#### OTHER INFORMATION

- **Event Date:** 9/19/19
- **Event Time:** 8:00AM-5:00PM
- **Event Room:** Starboard
- **Guest Count:** 20

An interest fee of 1.5% per month (18% per annum) is assessed on past due accounts.
Minutes
SD Advisory Panel for Children with Disabilities
Drifter – Ft Pierre, SD
September 19th, 2019 from 8:30 to 4:00

Members Present
Erin Schons
Maria Ivers
Bernie Grimme
Stephanie Caron
Steve Helgeland
Heather Trefz
Brad Otten
Peggy Waltner
Jennifer Carda
Laura Johnson Frame
Kim Wadsworth
Larry Puthoff

Absent
Larry Ayres
Nicole Bacan
Kristi Eisenbraun
Dr Laura Johnson

DOE Staff
Wendy Trujillo
Linda Turner
Kristin Jerome
Call to order 8:39 am

Approval of Agenda
Motion Marie Ivers
2nd Steve Helgeland

Approval of Minutes
Motion Peggy Waltner
2nd Brad Otten

Election of Officers
Chairperson – nominated – Erin Schons
Vice Chairperson – nominated – Larry Ayres
Motion to close nominations Linda Turner
2nd Bernie Grimmes
Motion for nomination carried

DOE Updates
Linda Turner discussed the Report Card and what is indicated on it. Laura Johnson Frame contributed some information as well. Report Card posted online.

Linda explained that we had a data retreat to help decide what we need to do each year going forward. PD days and other areas to assist with improved outcomes.

The title committee also assists with this.

Sped Ed interim committee met last month, financial costs and out of district placements and they will draft some recommendations. If they recommend legislation they will report to the next committee to move forward. In the next months we will know what they are recommending. Bills are starting to come together for 2020 legislature. Next time we will have those updaters.

Week of work for 10th grade students to do internships is now happening. New initiative.

Monitoring cycle, 5 year monitoring review going on right now. RDA is being incorporated. not just compliance.

State wide assessment, new this year, the science review panel in october. New platform they will be testing on.

Interagency agreement review

Linda Turner presenting

Agreement with BOR School for the Deaf and outreach services Due in 2020. DOC agreements 2017 last review next May 2020. DSS 2020 review. DHS, DOL In January will have some more info. Early Childhood and Birth to 3, being worked on right now.
South Dakota Advisory Panel on Children with Disabilities

AGENDA

Drifters Conference Center: 325 Hustan Ave, Fort Pierre, SD 57532
September 19, 2019 8:30am – 4pm CT

Panel Functions:

- Advise the SEA of unmet needs within the State in the education of children with disabilities
- Comment publicly on any rules or regulations proposed by the state regarding the education of children with disabilities
- Advise the SEA in developing evaluations and reporting on data to the Secretary under section 618 of the Act
- Advise the SEA in developing corrective action plans to address findings identified in Federal monitoring reports under Part B of the Act
- Advise the SEA in developing and implementing policies relating to the coordination of services for children with disabilities
- Review and comment on final due process hearing findings and decisions
- Advise on eligible students with disabilities in adult prisons- The advisory panel also shall advise on the education of eligible students with disabilities who have been convicted as adults and incarcerated in adult prisons

Panel Priorities:

- Parental Awareness of Rights and Procedural Safeguards

Agenda:

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Presenter</th>
<th>Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call meeting to order and Introductions</td>
<td>Chairperson – Erin Schons</td>
<td>Call to order 8:39</td>
</tr>
<tr>
<td>Approval of the agenda</td>
<td>Advisory Panel</td>
<td>Agenda</td>
</tr>
<tr>
<td>Approval of the minutes</td>
<td>Advisory Panel</td>
<td></td>
</tr>
<tr>
<td>Public Comment</td>
<td>If you are interested in providing public comment, please send notification to <a href="mailto:Wendy.Trujillo@state.sd.us">Wendy.Trujillo@state.sd.us</a> or call (605)773.3678</td>
<td></td>
</tr>
<tr>
<td>Election of Officers</td>
<td>Advisory Panel</td>
<td>Chair Erin motion Marie 2nd Steve motion Peggy 2nd Brad</td>
</tr>
<tr>
<td>Agenda Items Cont...</td>
<td>Presenter</td>
<td>Documents</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Department of Education</td>
<td>Linda Turner</td>
<td></td>
</tr>
<tr>
<td>Updates</td>
<td>Wendy Trujillo</td>
<td></td>
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<td>12:15</td>
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<td>Personal Assistant Rate</td>
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<td>Advisory Panel</td>
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</table>

If you require a reasonable accommodation to participate in the meeting (e.g. sign language interpreter, materials in an alternative format), please submit your request in writing no later than 10 days prior to the meeting to ensure accommodations are available. Address requests to Kristin.Jerome@state.sd.us or call 605-773-3678.
Division: DESS

Date: 11/07/2019

Vendor Name: Drifters Bar and Grille

Vendor Address: 325 Hustan Ave Ft. Pierre, SD 57532

Contract Number: 

Auditor Number: 

Service Dates of Contract Invoice: 

Description of invoiced goods and services:

Inv #: 252 EXPENSES -- Working lunch for SD Advisory Panel for Children with Disabilities Meeting

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Total 551.50 252.00

Person to Contact about Request: Lindsey Bomesberger (SpEd)

Approval:

Program Staff

Office Administrator

Division Director

Grants Management

Contract Manager

Accounting and Financial Reporting Use Only

Vendor ID: 12546339

Invoice Number: 20190801944107
October 8, 2020

SD State Auditor’s Office
500 East Capitol Avenue
Pierre, SD 57501

To: Board of Finance

RE: Request to cover costs of unoccupied hotel rooms during the State Fair.

The South Dakota Department of Agriculture annually books hotel rooms one year in advance of the State Fair to ensure state government staff have local lodging while working.

In 2019 the Department of Agriculture’s special projects coordinator, Tiffany Thompson, attempted to secure rooms at two locations the Crossroads and the Quality Inn of Huron. The Crossroads guaranteed rooms for state employees, but as usual the Quality Inn wouldn’t commit.

In September 2020, due to all the uncertainties surrounding hosting the State Fair during COVID-19, the Quality Inn had more cancellations than usual. They informed SDDA on Monday of State Fair week that additional rooms would be available for state employees.

SDDA then had to decide whether to hold additional rooms at the Quality Inn or give them up. The Quality Inn still had requirements for cancellations and “no show” charges. On the Monday of State Fair week SDDA was still short approximately 40 workers for staffing all shift work needed at the Fair.

SDDA elected to secure several rooms at the Quality Inn for Wednesday night through Sunday night of the Fair. Later on Wednesday, the first night of the Fair, with a clearer picture of staffing needs, SDDA cancelled all the rooms at the Quality Inn. However, cancellation fees from the Quality billed all rooms for Wednesday night, but no charges for the remaining nights.

SDDA is asking approval from the Board of Finance to cover the Wednesday night charges billed by the Quality Inn. Thank you for your consideration.

Chris Petersen

Chris Petersen
Finance Officer GFP and SDDA
Quality Inn (SD070)
100 21st Street SW
Huron, SD 57350
(605) 352-6655
GM.SD070@choicehotels.com

SD DEPT OF AGRICULTURE A/R ACCT# 215
THOMPSIN, TIFFANY
2011 buffalo st
57501

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Full Summary 9/2/20 - 9/2/20

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Balance Due: 0.00

This rate is eligible for partner rewards. If this rate is changed, you may no longer be entitled to partner rewards.

(140.00) will be billed to: Account 1043958
SD DEPT OF AGRICULTURE A/R ACCT# 215, 523 EAST
CAPITOL AVE , PIERRE, SD 57501
Quality Inn (SD070)
100 21st Street SW
Huron, SD 57350
(605) 352-6655
GM.SD070@choicehotels.com

PRO AG SUPPLY
THOMPSIN, TIFFANY
2011 buffalo st
57501

Account: 672273466
Date: 9/21/20
Room: 204 BAR
Arrival Date: 9/2/20
Departure Date: 9/2/20
Check In Time: 9/2/20 5:44 PM
Check Out Time: 9/2/20 5:44 PM

Rewards Program ID:
You were checked out by: vchaud
You were checked in by: vchaud

Total Balance Due: 0.00

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<th>Description</th>
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Folio Summary 9/2/20 - 9/2/20

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Balance Due: 0.00

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(140.00) will be billed to: Account 1043958
PRO AG SUPPLY, 523 EAST CAPITOL AVE, PIERRE, SD 57501

X

Quality Inn (SD070)
100 21st Street SW
Huron, SD 57350
(605) 352-6655
GM.SD070@choicehotels.com

PRO AG SUPPLY
THOMPSIN, TIFFANY
2011 buffalo st
57501

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Total Balance Due: 0.00

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PRO AG SUPPLY, 523 EAST CAPITOL AVE, PIERRE, SD 57501

Quality Inn (SD070)
100 21st Street SW
Huron, SD 57350
(605) 352-6655
GM.SD070@choicehotels.com

Account: 672273468
Date: 9/21/20
Room: 224  BAR
Arrival Date: 9/2/20
Departure Date: 9/2/20
Check In Time: 9/2/20 5:48 PM
Check Out Time: 9/2/20 5:49 PM

Rewards Program ID:
You were checked out by: vchaud
You were checked in by: vchaud

Total Balance Due: 0.00

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Total Summary 9/2/20 - 9/2/20

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Balance Due: 0.00

This rate is eligible for partner rewards. If this rate is changed, you may no longer be entitled to partner rewards.

(140.00) will be billed to: Account 1043958
PRO AG SUPPLY, 523 EAST CAPITOL AVE, PIERRE, SD 57501

Quality Inn (SD070)
100 21st Street SW
Huron, SD 57350
(605) 352-6655
GM.SD070@choicehotels.com

PRO AG SUPPLY
THOMPSIN, TIFFANY
2011 buffalo st
57501

Account: 672273469
Date: 9/21/20
Room: 225 BAR
Arrival Date: 9/2/20
Departure Date: 9/2/20
Check In Time: 9/2/20 5:50 PM
Check Out Time: 9/2/20 5:51 PM

Rewards Program ID:
You were checked out by: vchaudd
You were checked in by: vchaudd

Total Balance Due: 0.00

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Grand Total 9/2/20 - 9/2/20

No Show Charge
Direct Bill

Balance Due: 0.00

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(140.00) will be billed to: Account 1043958
PRO AG SUPPLY, 523 EAST CAPITOL AVE, PIERRE, SC 57501

x

Quality Inn (SD070)
100 21st Street SW
Huron, SD 57350
(605) 352-6655
GM.SD070@choicehotels.com

Account: 672273471
Date: 9/21/20
Room: 214 BAR
Arrival Date: 9/2/20
Departure Date: 9/2/20
Check In Time: 9/2/20 5:52 PM
Check Out Time: 9/2/20 5:53 PM

Rewards Program ID:
You were checked out by: vchaud
You were checked in by: vchaud
Total Balance Due: 0.00

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Total Balance Due: 0.00

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PRO AG SUPPLY, 523 EAST CAPITOL AVE, PIERRE, SD 57501

Quality Inn (SD070)
100 21st Street SW
Huron, SD 57350
(605) 352-6655
GM.SD070@choicehotels.com

Account: 672273472
Date: 9/21/20
Room: 135 BAR
Arrival Date: 9/2/20
Departure Date: 9/2/20
Check In Time: 9/2/20 5:54 PM
Check Out Time: 9/2/20 5:55 PM

PRO AG SUPPLY
THOMPSIN, TIFFANY
2011 buffalo st
57501

| Date    | Description       | Comment | Amount  
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Total Balance Due: 0.00

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(155.00) will be billed to: Account 1043958
PRO AG SUPPLY, 523 EAST CAPITOL AVE , PIERR, SC 57501

**Quality Inn (SD070)**
100 21st Street SW
Huron, SD 57350
(805) 352-6855
GM,SD070@choicehotels.com

**PRO AG SUPPLY**
THOMPSIN, TIFFANY
2011 buffalo st
57501

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**Rev: Anival Date; Departure Date:**

**Check In Time:** 9/2/20 6:03 PM
**Check Out Time:** 9/2/20 6:04 PM

**Account:** 672273860
**Date:** 9/2/20
**Room:** 208  BAR
**Arrival Date:** 9/2/20
**Departure Date:** 9/2/20
**Rewards Program ID:**
You were checked out by: vchaud
You were checked in by: vchaud
**Total Balance Due:** 0.00

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PRO AG SUPPLY, 523 EAST CAPITOL AVE, PIERRE, SC 57501

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**Balance Due:** 0.00

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**CHOICE privileges.**

**Quality Inn (SD070)**

100 21st Street SW  
Huron, SD 57350  
(605) 352-6655  
GM.SD070@choicehotels.com

**PRO AG SUPPLY**  
THOMPSIN, TIFFANY  
2011 buffalo st  
57501

| Account: | 672273901 |
| Date: | 9/21/20 |
| Room: | 227 BAR |
| Arrival Date: | 9/2/20 |
| Departure Date: | 9/2/20 |
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| Check Out Time: | 9/2/20 6:05 PM |
| Rewards Program ID: | |
| You were checked out by: | vchaud |
| You were checked in by: | vchaud |

**Total Balance Due: 0.00**

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PRO AG SUPPLY, 523 EAST CAPITOL AVE, PIERRE, SD 57501

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Quality Inn (SD070)
100 21st Street SW
Huron, SD 57350
(605) 352-6655
GM.SD070@choicehotels.com

PRO AG SUPPLY
THOMPSIN, TIFFANY
2011 buffalo st
57501

Account: 672273902
Date: 9/21/20
Room: 225
Arrival Date: 9/2/20
Departure Date: 9/2/20
Check In Time: 9/2/20 6:08 PM
Check Out Time: 9/2/20 6:07 PM

Rewards Program ID:
You were checked out by: vchaud
You were checked in by: vchaud

Total Balance Due: 0.00

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57501

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Quality Inn (SD070)
100 21st Street SW
Huron, SD 57350
(605) 352-6655
GM.SD070@choicehotels.com

PRO AG SUPPLY
THOMPSIN, TIFFANY
2011 buffalo st
57501

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Quality Inn (SD070)
100 21st Street SW
Huron, SD 57350
(605) 352-6655
GM.SD070@choicehotels.com

PRO AG SUPPLY
THOMPSIN, TIFFANY
2011 buffalo st
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PRO AG SUPPLY, 523 EAST CAPITOL AVE, PIERRE, SC 57501

Quality Inn (SD070)
100 21st Street SW
Huron, SD 57350
(605) 352-6655
GM.SD070@choicehotels.com

SD DEPT OF AGRICULTURE A/R ACCT# 215
robert, Shart
3615 Canyon Lake Drive Ste. 1
Rapid City, SD 57702

Account: 686191147
Date: 9/21/20
Room: 118 BAR
Arrival Date: 9/2/20
Departure Date: 9/7/20
Check In Time: 
Check Out Time: 
Rewards Program ID: 
You were checked out by: 
You were checked in by: 
Total Balance Due: 0.00

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<tr>
<td>9/3/20</td>
<td>Occupancy Tax</td>
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<tr>
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<td>(7.65)</td>
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<tr>
<td>9/3/20</td>
<td>Direct Bill</td>
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<td>(169.99)</td>
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Folio Summary 9/3/20 - 9/7/20

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<th>Description</th>
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<td>0.00</td>
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<tr>
<td>Direct Bill</td>
<td>(169.99)</td>
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</tbody>
</table>

Balance Due: 0.00

This rate is eligible for partner rewards. If this rate is changed, you may no longer be entitled to partner rewards.

(169.99) will be billed to: Account 1043958
SD DEPT OF AGRICULTURE A/R ACCT# 215, 523 EAST CAPITOL AVE, PIERRE, SD 57501

Quality Inn (SD070)
100 21st Street SW
Huron, SD 57350
(605) 352-6655
GM.SD070@choicehotels.com

SD DEPT OF AGRICULTURE A/R ACCT# 215
robert, Shart
3615 Canyon Lake Drive Ste. 1
Rapid City, SD 57702

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Comment</th>
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Total Balance Due: 0.00

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SD DEPT OF AGRICULTURE A/R ACCT# 215, 523 EAST CAPITOL AVE , PIERRE, SD 57501

DATE: October 13, 2020

TO: State Board of Finance

FROM: Tamara Darnall, Chief Fiscal and Program Analyst
Legislative Research Council

RE: 2021 Legislative Session Salary

In accordance with SDCL 2-4-2, each year the State Board of Finance is asked to ascertain and adjust the salary for the members of the Legislature for the upcoming regular session.

By statute, the session salary for each member of the Legislature is equal to one-fifth of the South Dakota median household income as reported by the United States Census Current Population Survey. The 2019 median household income data was released in September. For South Dakota, the reported amount is $64,255. In accordance with statute, the 2021 legislative salary is one-fifth of that amount, or $12,851. However, because the state payroll system requires a daily rate to be used, the salary rate should be adjusted to $12,850.50.

Therefore, it is requested that the State Board of Finance ascertain and adjust the 2021 legislative session salary to be set at a rate of $12,850.50 to take effect on the first day of January 2021.