

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. GT each day prior to the Board of Finance meeting of 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

Corey Pinkley	Region Traffic Engineer	SD DOT
Name of Applicant	New Position Title	Agency Employed By
\$76,754.88	Aberdeen, SD	Mitchell, SD
Yearly Salary	City, State Moving From	New Post of Duty (City)
804102	06/02/14	Jan, 2020
Bureau of Human Resources Class Code	Employment Date with the State	Expected Month/Year of Move

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

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

Corey Pinkley
Signature of Applicant

01/14/2020
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.

Drew Bergquist
Name of Authorized Agent

SECRETARY
Position/ Title of Authorized Agent

Drew Bergquist 1/14/20
Signature of Authorized Agent Date

SD DOT
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



Bureau of Human Resources
5316 W. 60th St. N.
Sioux Falls, SD 57107
Phone: 605.367.4970 Ext. 1802101
Fax: 605-367-5685 <http://bhr.sd.gov>

January 13, 2020

Corey Pinkley
1215 N. Roosevelt St. Apt. 115
Aberdeen, SD 57401

Dear Corey,

This letter is to confirm your appointment to the position of Engineering Manager II (11-0870) with the Department of Transportation in Mitchell. Your employment will begin on January 24, 2020, at an annual salary of \$76,754.88. Your immediate supervisor is Jeff Gustafson, Engineering Manager III.

As agreed, this position also carries with it payment by the State for your actual moving expenses up to one month's salary based on the rules established by the Board of Finance. Attached, please find the guidelines for household moving allowances. If you should terminate your employment prior to six months, you would be required to repay the moving allowances. Please find the Household Moving Expense Form at https://sdsos.gov/about-the-office/board-of-finance/bof-docs/HouseholdMovingAllowanceFiling_20191015.pdf. Complete the form and return it to: Kimberly Smith, HR Specialist, Bureau of Human Resources, 5316 W. 60th St N, Sioux Falls, SD 57107, for further processing.

Since you are transferring within State government, your leave balances and benefits will carry over. You will not have a probationary period due to your appointment since this was completed with your original employment.

Congratulations on your appointment! If you have any questions, please feel free to contact me or your immediate supervisor.

Sincerely,

A handwritten signature in cursive script that reads "Heidi Olson".

Heidi Olson
Human Resources Manager
Department of Transportation

cc: Supervisor
Personnel file

An Equal Opportunity Employer

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Application

James Christopher Tedder

Name of Applicant

\$ 65,541

Yearly Salary

666654

Bureau of Human Resources Class Code

Webster, SD

City, State Moving From

Sergeant

New Position Title

Ft. Pierre, SD

New Post of Duty (City)

Feb. 15, 2005

Employment Date with the State

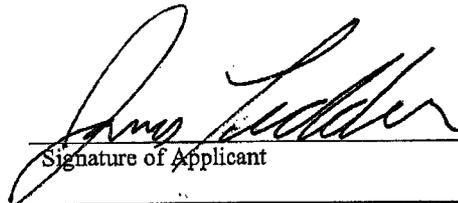
SDHP

Agency Employed By

January 2020

Expected Month/Year of Move

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Signature of Applicant

12/31/2019

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.

Angela Lemieux

Name of Authorized Agent


Signature of Authorized Agent

Date

2/10/2020

Dir of Admin. Services

Position/ Title of Authorized Agent

Dept of Public Safety
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



SOUTH DAKOTA
DEPARTMENT
OF PUBLIC SAFETY

prevention = protection = enforcement

SOUTH DAKOTA HIGHWAY PATROL

DIVISION HEADQUARTERS

118 West Capitol Avenue · Pierre, South Dakota 57501

Telephone: 605-773-3105 Fax: 605-773-6046

Web: dps.sd.gov/enforcement/highway_patrol/

January 2, 2020

Chris Tedder
301 E 12th Ave
Webster SD 57274-1103

Dear Chris,

Congratulations on your recent promotion! This letter serves as official notice of your promotion to Sergeant for the Badlands Squad (Position 13-1132 (B)).

Effective December 24th, 2019 you will begin your new role as Sergeant of the Badlands Squad. Your hourly pay will increase to \$31.51 per hour and be reflected in your pay check dated January 16th, 2020. You will be eligible for an increase to the base pay for Sergeant after your one-year probation. Lt. Zac Bader will be your supervisor.

This promotion to the Sergeant comes with a transfer to the Badlands Squad area. Internally, you have been approved for a moving expense allowance. Please contact Amber Leyendecker at 605.773.5486 to make arrangements as soon as possible.

Chris, best of luck to you as you start this new chapter in your career!

Sincerely,

Colonel Rick Miller
SD Highway Patrol
SD Department of Public Safety

RM:cl

cc: Kennede Guptill, BHR
Personnel File



Household Moving Allowance State of South Dakota

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Application

Matthew Wosje

Name of Applicant

Sergeant

New Position Title

SDHP

Agency Employed By

\$65,541

Yearly Salary

Sioux Falls

City, State Moving From

Brookings

New Post of Duty (City)

March /2020

Expected Month/Year of Move

666654

Bureau of Human Resources Class Code

1/20/2003

Employment Date with the State

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Signature of Applicant

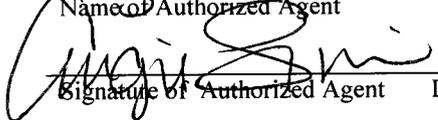
1-23-2020
Date

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.

Anajie Lemieux
Name of Authorized Agent

Dir. of Admin Services
Position/ Title of Authorized Agent

 2/5/2020
Signature of Authorized Agent Date

Dept of Public Safety
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



SOUTH DAKOTA HIGHWAY PATROL

DIVISION HEADQUARTERS

118 West Capitol Avenue · Pierre, South Dakota 57501

Telephone: 605-773-3105 Fax: 605-773-6046

Web: dps.sd.gov/enforcement/highway_patrol/

SOUTH DAKOTA
DEPARTMENT
OF PUBLIC SAFETY

prevention — protection — enforcement

January 2, 2020

Matthew Wosje
1101 S Kinderhook Ave
Sioux Falls SD 57106-5461

Dear Matt,

Congratulations on your recent promotion! This letter serves as official notice of your promotion to Sergeant for the Brookings Squad (Position 13-1109 (B)).

Effective December 24th, 2019 you will begin your new role as Sergeant for the Brookings Squad. Your hourly pay will increase to \$31.51 per hour and be reflected in your pay check dated January 16th, 2020. You will be eligible for an increase to the base pay for Sergeant after your one-year probation. Lt. Robert Mayer will be your supervisor.

This promotion to the Sergeant comes with a transfer to Brookings Squad area. Internally, you have been approved for a moving expense allowance. Please contact Amber Leyendecker at 605.773.5486 to make arrangements as soon as possible.

Matt, best of luck to you as you start this new chapter in your career!

Sincerely,

Colonel Rick Miller
SD Highway Patrol
SD Department of Public Safety

RM:cl

cc: Kennede Guptill, BHR
Personnel File



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Application

Charlie M. Flohr

Name of Applicant

\$100,000.00

Yearly Salary

00510

Bureau of Human Resources Class Code

Maryville, MO

City, State Moving From

Head Football Coach SD School of Mines

New Position Title

Rapid City

New Post of Duty (City)

January 2, 2020

Employment Date with the State

Agency Employed By

January, 2020

Expected Month/Year of Move

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DocuSigned by:

Charlie M. Flohr

Signature of Applicant

12/22/2019 | 5:59:26 PM MST

Date

Authorization

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

James M. Rankin

Name of Authorized Agent

DocuSigned by:

James M. Rankin

Signature of Authorized Agent

12/20/2019 | 4:19:11 PM MST

Date

President

Position/ Title of Authorized Agent

SD School of Mines & Technology

Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State
Board of Finance on

Date

Signature of Secretary, State Board of Finance



OFFICE OF THE PRESIDENT

DATE: December 20, 2019

TO: Charlie M. Flohr

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

RE: Appointment with Intercollegiate Athletics
South Dakota School of Mines & Technology

DocuSigned by:
James M. Rankin
21715B8AE35E43F...

I am pleased to offer you, subject to approval by the Board of Regents, an appointment as Head Football Coach in Intercollegiate Athletics, position ME9826. The effective date of this appointment is January 2, 2020. Annual appointment dates are December 22 through December 21. Your yearly salary is \$100,000. This is a 12-month position working at a 100% level of effort for the pay periods July 22 to May 21. This position will be at 50% effort for the pay periods May 22 to July 21. Joel N. Lueken, Athletic Director, is your direct supervisor. As with all employees, you will be evaluated annually.

In addition to your base rate, the approximate value of the benefit package you receive is an additional \$24,201 or 24%. The benefit package includes employer contributions for health, life, worker's compensation, unemployment and PEPL insurance, and matching contributions for social security and retirement. Full-time employees earn 120 hours of vacation time each year (15 days). This vacation allowance is accrued at the rate of 10 hours per month based on a full month of service. According to policy, no vacation leave may be used until you have completed six months of employment. You may accumulate up to a total of 240 hours of vacation time. Once this maximum accumulation is reached, accrual of vacation leave ceases until such time as you make use of part or all of the accumulated time. Full-time employees accrue sick leave at the rate of 9.34 hours per month based on a full month of service. There is no maximum accumulation of sick leave.

The administrative employment offered herein shall be at the pleasure of the Board and may be terminated without notice or cause. The administrative appointment shall commence on January 2, 2020, and shall not extend beyond December 21, 2020. The administrative employment may be renewed at the sole pleasure of the Board. If the Board elects to renew an administrative appointment, it may do so under whatever changed or additional terms and conditions it chooses.

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

This notice acknowledges the employee has reviewed the conduct requirements for athletic personnel in NCAA Bylaw 10 and 11 and agrees to comply with NCAA bylaws. An athletic staff member who is found in violation of NCAA regulations shall be subject to disciplinary or corrective action as set forth in the provisions of the NCAA enforcement procedures in NCAA Bylaw 19 including suspension without pay or termination of employment for significant or repetitive violations. All BOR policies/contracts will be adhered to in the event this action is taken.

Charlie M. Flohr
December 20, 2019
Page Two

Your supervisor will review your position description with you when you begin your employment. A written performance and planning review document will be completed by you and your supervisor annually by December 31st.

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.

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

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing below. Please return this letter, a signed copy of the enclosed Agreement to Assign Intellectual Property, and a signed copy of the Household Moving Allowance form, retaining a copy for your records.

I accept the job offer outlined above.

DocuSigned by:
Charlie M. Flohr 12/22/2019 | 5:59:26 PM MST

40287977731A45F
Signature of Appointee & Date Signed

JR:nlf

Encl: Intellectual Property Agreement
Household Moving Allowance form and information
General Information Form
Information needed to complete payroll paperwork

cc: C Cox
J Lueken

Household Moving Allowance State of South Dakota

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Application

Vance R. Winter

Assistant Football Coach-Defensive Coordinator

SD School of Mines & Technology

Name of Applicant

New Position Title

Agency Employed By

\$57,999

Seward, NE

Rapid City

January 2020

Yearly Salary

City, State Moving From

New Post of Duty (City)

Expected Month/Year of Move

00511

January 7, 2020

Bureau of Human Resources Class Code

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.

DocuSigned by:

Vance R. Winter

Signature of Applicant

1/6/2020 | 3:08:22 PM MST

Date

Authorization

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

James M. Rankin

President

Name of Authorized Agent

Position/ Title of Authorized Agent

DocuSigned by:

James M. Rankin

1/6/2020 | 2:34:36 PM MST

SD School of Mines & Technology

Signature of Authorized Agent

Date

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



OFFICE OF THE PRESIDENT

DATE: January 6, 2020

TO: Vance R. Winter

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

RE: Appointment with Intercollegiate Athletics
South Dakota School of Mines & Technology

DocuSigned by:
James M. Rankin
2171698AF35E43F

I am pleased to offer you, subject to approval by the Board of Regents, an appointment as Assistant Football Coach - Defensive Coordinator in Intercollegiate Athletics, position ME9686. The effective date of this appointment is January 7, 2020. Annual appointment dates are December 22 through December 21. Your yearly salary is \$57,999. This is a 12-month position working at a 100% level of effort for the pay periods July 22 to May 21. This position will be at 50% effort for the pay periods May 22 to July 21. Charles M. Flohr, Head Football Coach, is your direct supervisor. As with all employees, you will be evaluated annually.

In addition to your base rate, the approximate value of the benefit package you receive is an additional \$18,349 or 32%. The benefit package includes employer contributions for health, life, worker's compensation, unemployment and PEPL insurance, and matching contributions for social security and retirement. Full-time employees earn 120 hours of vacation time each year (15 days). This vacation allowance is accrued at the rate of 10 hours per month based on a full month of service. According to policy, no vacation leave may be used until you have completed six months of employment. You may accumulate up to a total of 240 hours of vacation time. Once this maximum accumulation is reached, accrual of vacation leave ceases until such time as you make use of part or all of the accumulated time. Full-time employees accrue sick leave at the rate of 9.34 hours per month based on a full month of service. There is no maximum accumulation of sick leave.

The administrative employment offered herein shall be at the pleasure of the Board and may be terminated without notice or cause. The administrative appointment shall commence on January 7, 2020 and shall not extend beyond December 21, 2020. The administrative employment may be renewed at the sole pleasure of the Board. If the Board elects to renew an administrative appointment, it may do so under whatever changed or additional terms and conditions it chooses.

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

Vance R. Winter
January 6, 2020
Page Two

This notice acknowledges the employee has reviewed the conduct requirements for athletic personnel in NCAA Bylaw 10 and 11 and agrees to comply with NCAA bylaws. An athletic staff member who is found in violation of NCAA regulations shall be subject to disciplinary or corrective action as set forth in the provisions of the NCAA enforcement procedures in NCAA Bylaw 19 including suspension without pay or termination of employment for significant or repetitive violations. All BOR policies/contracts will be adhered in the event this action is taken.

Your supervisor will review your position description with you when you begin your employment. A written performance and planning review document will be completed by you and your supervisor annually by December 31st.

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

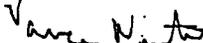
The appointment and terms of appointment are subject to and governed by the laws of the State of South Dakota and the policies, rules, and regulations of the South Dakota Board of Regents and of South Dakota School of Mines & Technology. Withholding statement (W-4) and proof of identity and eligibility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

According to current state regulations (SDCL 3-9-12) concerning moving expenses, we are authorized to reimburse you for the cost of moving your household goods up to one month's salary. However, due to budgetary constraints, we are authorized to reimburse you up to \$2,500 for your moving costs. We are bound by current state regulations concerning moving expenses. No specific allowance is provided for crating and packing, per se. If you should elect to perform the move using U-Haul or similar rental facilities, you can be reimbursed for expenses up to a maximum of one month's salary (original receipts and gas receipts required). Information on moving expense reimbursement and allowable household moving expenses is included for your information. Per Diem expenses (meals, lodging (original receipts required), mileage, airfare (boarding pass and itinerary required) are reimbursable. Please sign where indicated and return with this offer memo, retaining a copy for your records.

Vance R. Winter
January 6, 2020
Page Three

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing below. Please return this letter, a signed copy of the enclosed Agreement to Assign Intellectual Property, and a signed copy of the Household Moving Allowance form, retaining a copy for your records.

I accept the job offer outlined above.

DocuSigned by:
 1/6/2020 | 3:08:22 PM MST

D3477A7BE94B495
Signature of Appointee & Date Signed

JR:nlf

Encl: Intellectual Property Agreement
Household Moving Allowance form and information
General Information Form
Information needed to complete payroll paperwork

cc: C Cox
C Flohr
J Lueken

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Application

Ryan J. Gent

Assistant Football Coach-Offensive Coordinator

SD School of Mines & Technology

Name of Applicant

New Position Title

Agency Employed By

\$55,000

Abilene, TX

Rapid City

January 2020

Yearly Salary

City, State Moving From

New Post of Duty (City)

Expected Month/Year of Move

00511

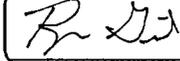
January 7, 2020

Bureau of Human Resources Class Code

Employment Date with the State

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DocuSigned by:



Signature of Applicant

1/8/2020 | 1:12:32 PM MST

Date

Authorization

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

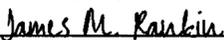
James M. Rankin

President

Name of Authorized Agent

Position/ Title of Authorized Agent

DocuSigned by:



1/6/2020 | 2:36:07 PM MST

SD School of Mines & Technology

Signature of Authorized Agent

Date

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

SOUTH DAKOTA



SCHOOL OF MINES
& TECHNOLOGY

OFFICE OF THE PRESIDENT

DATE: January 6, 2020

TO: Ryan J. Gent

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

RE: Appointment with Intercollegiate Athletics
South Dakota School of Mines & Technology

DocuSigned by:
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21715B8AE35E43F...

I am pleased to offer you, subject to approval by the Board of Regents, an appointment as Assistant Football Coach - Offensive Coordinator in Intercollegiate Athletics, position ME9665. The effective date of this appointment is January 7, 2020. Annual appointment dates are December 22 through December 21. Your yearly salary is \$55,000. This is a 12-month position working at a 100% level of effort for the pay periods July 22 to May 21. This position will be at 50% effort for the pay periods May 22 to July 21. Charles M. Flohr, Head Football Coach, is your direct supervisor. As with all employees, you will be evaluated annually.

In addition to your base rate, the approximate value of the benefit package you receive is an additional \$17,931 or 33%. The benefit package includes employer contributions for health, life, worker's compensation, unemployment and PEPL insurance, and matching contributions for social security and retirement. Full-time employees earn 120 hours of vacation time each year (15 days). This vacation allowance is accrued at the rate of 10 hours per month based on a full month of service. According to policy, no vacation leave may be used until you have completed six months of employment. You may accumulate up to a total of 240 hours of vacation time. Once this maximum accumulation is reached, accrual of vacation leave ceases until such time as you make use of part or all of the accumulated time. Full-time employees accrue sick leave at the rate of 9.34 hours per month based on a full month of service. There is no maximum accumulation of sick leave.

The administrative employment offered herein shall be at the pleasure of the Board and may be terminated without notice or cause. The administrative appointment shall commence on January 7, 2020, and shall not extend beyond December 21, 2020. The administrative employment may be renewed at the sole pleasure of the Board. If the Board elects to renew an administrative appointment, it may do so under whatever changed or additional terms and conditions it chooses.

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

Ryan J. Gent
January 6, 2020
Page Two

This notice acknowledges the employee has reviewed the conduct requirements for athletic personnel in NCAA Bylaw 10 and 11 and agrees to comply with NCAA bylaws. An athletic staff member who is found in violation of NCAA regulations shall be subject to disciplinary or corrective action as set forth in the provisions of the NCAA enforcement procedures in NCAA Bylaw 19 including suspension without pay or termination of employment for significant or repetitive violations. All BOR policies/contracts will be adhered in the event this action is taken.

Your supervisor will review your position description with you when you begin your employment. A written performance and planning review document will be completed by you and your supervisor annually by December 31st.

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

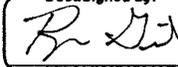
The appointment and terms of appointment are subject to and governed by the laws of the State of South Dakota and the policies, rules, and regulations of the South Dakota Board of Regents and of South Dakota School of Mines & Technology. Withholding statement (W-4) and proof of identity and eligibility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

According to current state regulations (SDCL 3-9-12) concerning moving expenses, we are authorized to reimburse you for the cost of moving your household goods up to one month's salary. However, due to budgetary constraints, we are authorized to reimburse you up to \$2,500 for your moving costs. We are bound by current state regulations concerning moving expenses. No specific allowance is provided for crating and packing, per se. If you should elect to perform the move using U-Haul or similar rental facilities, you can be reimbursed for expenses up to a maximum of one month's salary (original receipts and gas receipts required). Information on moving expense reimbursement and allowable household moving expenses is included for your information. Per Diem expenses (meals, lodging (original receipts required), mileage, airfare (boarding pass and itinerary required) are reimbursable. Please sign where indicated and return with this offer memo, retaining a copy for your records.

Ryan J. Gent
January 6, 2020
Page Three

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing below. Please return this letter, a signed copy of the enclosed Agreement to Assign Intellectual Property, and a signed copy of the Household Moving Allowance form, retaining a copy for your records.

I accept the job offer outlined above.



1/8/2020 | 1:12:32 PM MST

DocuSigned by:
EF95F874946141C...
Signature of Appointee & Date Signed

JR:nlf

Encl: Intellectual Property Agreement
General Information Form
Household Moving Allowance form and information
Information needed to complete payroll paperwork

cc: C Cox
C Flohr
J Lueken

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

William H. Spindle

Vice President for Finance and Administration

South Dakota School of Mines & Technology

Name of Applicant

New Position Title

Agency Employed By

\$184,000.00

San Antonio, TX

Rapid City

January, 2020

Yearly Salary

City, State Moving From

New Post of Duty (City)

Expected Month/Year of Move

00150

January 21, 2020

Bureau of Human Resources Class Code

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.

DocuSigned by:

William H. Spindle

12/12/2019 | 2:37:05 PM MST

Signature of Applicant

Date

Authorization

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

James M. Rankin

President

Name of Authorized Agent

Position/ Title of Authorized Agent

DocuSigned by:

James M. Rankin

12/12/2019 | 2:18:33 PM MST

South Dakota School of Mines & Technology

Signature of Authorized Agent

Date

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



OFFICE OF THE PRESIDENT

DATE: December 12, 2019

TO: William H. Spindle

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

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

DocuSigned by:
James M. Rankin
217158BAE35E43F

I am pleased to offer you, subject to approval by the Board of Regents, an appointment as Vice President for Finance and Administration in Finance & Administration, ME9869. The effective date of this appointment is January 21, 2020. Annual appointment dates are June 22 through June 21. Your salary is \$184,000 based on 12 months at 100% effort. This offer is contingent upon the successful completion of a background check and receipt of official transcripts. Dr. James M. Rankin, President, is your direct supervisor. As with all employees, you will be evaluated annually.

In addition to your base rate, the approximate value of the benefit package you receive is an additional \$35,906 or 20%. The benefit package includes employer contributions for health, life, worker's compensation, unemployment and PEPL insurance, and matching contributions for social security and retirement. Full-time employees earn 120 hours of vacation time each year (15 days). This vacation allowance is accrued at the rate of 10 hours per month based on a full month of service. According to policy, no vacation leave may be used until you have completed six months of employment. You may accumulate up to a total of 240 hours of vacation time. Once this maximum accumulation is reached, accrual of vacation leave ceases until such time as you make use of part or all of the accumulated time. Full-time employees accrue sick leave at the rate of 9.34 hours per month based on a full month of service. There is no maximum accumulation of sick leave.

The administrative employment offered herein shall be at the pleasure of the Board and may be terminated without notice or cause. The administrative appointment shall commence on January 21, 2020 and shall not extend beyond June 21, 2020. 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.

William H. Spindle
December 12, 2019
Page Two

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

Your supervisor will review your position description with you when you begin your employment. A written performance and planning review document will be completed by you and your supervisor annually by March 15th.

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

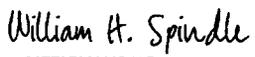
The appointment and terms of appointment are subject to and governed by the laws of the State of South Dakota and the policies, rules, and regulations of the South Dakota Board of Regents and of South Dakota School of Mines & Technology. Withholding statement (W-4) and proof of identity and eligibility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

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

William H. Spindle
December 12, 2019
Page Three

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

I accept the job offer outlined above.

DocuSigned by:
 12/12/2019 | 2:37:05 PM MST
30E72E00000B4AF...

Signature of Appointee & Date Signed

JR:nlf

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

cc: Human Resources
Budget/Payroll Office



DAKOTA STATE
UNIVERSITY

MEMORANDUM

DATE: January 23, 2020
TO: Charat Khattapan
ckhattapan@gmail.com
FROM: José-Marie Griffiths, Ph.D.
Dakota State University President
RE: New Appointment within Dakota State University

Title: Instructional Design and Technology Specialist
Contract Dates: June 22, 2019 – June 21, 2020
Start Date: April 10, 2020
Annual Salary: \$61,000.00 based on 12 months
Supervisor: Mark Hawkes, Dean of Graduate Studies

SPECIAL TERMS AND CONDITIONS:

Your salary will be \$61,000.00 for the period of June 22, 2019, to June 21, 2020, and is based on 12 months at 100%. This salary will be prorated to reflect the later starting date, April 10, 2020 and period left in the fiscal year. Our current fiscal year is defined as June 22, 2019 to June 21, 2020. Contract dates reflect the payroll period which is the 22nd of the month through the 21st of the following month, with deposits issued on the last working day of the month. Therefore, you will receive your first paycheck for April 10th – April 21st on April 30th. Your supervisor will be Mark Hawkes, Dean of Graduate Studies. As with all administrative, professional, CSA, and Faculty 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.

This appointment and terms of appointment are subject to and governed by federal regulations, the laws and regulations of the State of South Dakota, the policies, rules, and regulations of the South Dakota Board of Regents (“SD BOR”) and corresponding Institutional policies and procedures.

Specific duties during the appointment period will be assigned by the President, whether directly or through a designee. The title and duties are subject to reassignment without notice or cause and, where such changes are made, contract length and related compensation may be adjusted accordingly as set forth by SD BOR and corresponding Institutional policies and procedures.

This notice is effective only when executed by the prospective employee and the President, or when approved by the SD BOR, as required by Board policy. Only the President, or designee, of Dakota State University has the authority to extend any offer of employment or reemployment or to modify or to adjust the proffered terms relating to title, assignment, start and end dates, compensation, or special terms or conditions, in conformity with SD BOR policy and corresponding Institutional policies.

This appointment shall automatically terminate upon expiration of its term subject to the right of an employee holding tenure as a faculty member to continuing employment in a faculty role. This agreement creates no obligation of the Institution or SD BOR for continued employment beyond the end date of the appointment and non-renewal of this agreement is not an action which can be grieved under SD BOR or Institutional policy.

This offer is contingent on approval by the South Dakota Board of Regents and successful completion of a pending background authorization check. Should the background report come back with information that would change the contents of this contract, DSU has the right to take additional action which may include requesting additional information from you or rescinding of the job offer.

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. In addition to the intellectual properties, I have also included a conflict of interest and an employee background check authorization form. Please indicate your acceptance of this appointment by signing this letter of acceptance and all related employment documents through DocuSign, which offers an electronic, legally binding signature. 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 Dakota State University.

As an Instructional Design and Technology Specialist, your position is eligible for state benefits. Benefits could include household moving reimbursement allowance of up to 1 month salary as outlined in SDCL 3-9-12 as long as the State's Auditor Office grants approval. Dakota State University will provide up to \$2,000.00 in moving expense reimbursement

If you desire to accept this offer of employment, please sign below. Acceptance shall be effective upon receipt of the signed contract by the Human Resources Office. This offer is valid for twenty (20) calendar days from the date of offer.

I look forward to having you at Dakota State in this new role.

Sincerely,



José-Marie Griffiths, Ph.D.
Dakota State University President

Enclosures:

Intellectual Property Form
Conflict of Interest Form
Background Authorization Form

cc: Mark Hawkes
Human Resources/Payroll
Personnel File

I accept the job offer outlined above.



January 23, 2020

Signature of Appointee (Full legal name)

Date

Household Moving Allowance State of South Dakota

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

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

Please check one:

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

PLEASE NOTE: The Request and all supporting documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT on the Thursday prior to the Board of Finance meeting. 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

Alexander Vencill

Name of Applicant

Program Specialist

New Position Title

SD GFP

Agency Employed By

43,180

Yearly Salary

Athens, GA

City, State Moving From

Pierre, SD

New Post of Duty (City)

12/2019

Expected Month/Year of Move

90591 - GJ

Bureau of Human Resources Class Code

1/9/2020

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.

The IRS regulation for reporting moving expenses for employee states, "Employer reimbursement of an employee's moving expenses constitutes fringe benefits excludable from the employee's gross income if (1) the amounts would be deductible by the employee if they had directly paid or incurred these expenses, (2) the employee did not deduct the expenses in a prior year, and (3) if the move is 50 miles or more from the employee's former residence.

I certify that I have met the above listed criteria. I understand the reimbursement by the State of South Dakota for payment of the eligible moving expense will not be reported as taxable income to the IRS. While this reimbursement will not be reported as taxable, I acknowledge that ultimately I am responsible for the proper reporting of any tax liability of this reimbursement.

Alexander Vencill

Signature of Applicant

1/10/2020

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.

Kelly R. Hepler

Name of Authorized Agent

Cabinet Secretary

Position/ Title of Authorized Agent

K R Hepler

Signature of Authorized Agent Date

SD GFP

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

Note: When completed, retain one copy in employee personnel file and attach original to voucher to be sent to Auditor's Office.



SOUTH DAKOTA DEPARTMENT OF GAME, FISH AND PARKS

523 EAST CAPITOL AVENUE | PIERRE, SD 57501

11/4/2019

Alexander Vencill
205 Elderberry Circle
Athens, GA 30605

Dear Alexander,

This letter will serve as confirmation of your employment as a Game, Fish and Parks Program Specialist (GIS) for the South Dakota Department of Game, Fish and Parks effective January 9th, 2020. Your duty station will be in Pierre, SD at the Foss Building (523 East Capitol Avenue) on the second floor. This position is organized within our Wildlife Division, so you will be working on a multitude of statewide programs. I will serve as your immediate supervisor.

Your pay rate for this position will be \$20.76 per hour, for hours worked. Your starting work schedule will be from 8AM – 5PM, Monday through Friday, 40 hours per week. This is a permanent, non-salaried position, and we will assist you in applying for reimbursement of your moving expenses, in which the reimbursement amount cannot exceed one month's salary. Please retain any documents or receipts of your moving expenses for your reimbursement application.

We are very excited to have you join the team – congratulations on this appointment, Alexander! I will try to assist you as much as possible during this transition, so please look for further communication from me regarding Pierre area, amenities, and housing. Please feel free to contact me if you have any questions!

Sincerely,

Ross Scott | *Division Staff Specialist – GIS Coordinator*
South Dakota Game, Fish and Parks
523 East Capitol Avenue | Pierre, SD 57501
605.773.2868 | ross.scott@state.sd.us



Cc: Heather Villa – Wildlife Administration Section Chief
Jeff Wilson – Manager, Bureau of Human Resources



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

Archibald Martin
Name of Applicant

\$35746.56
Yearly Salary

060336
Bureau of Human Resources Class Code

Wayne NE
City, State Moving From

Correctional Officer
New Position Title

Springfield
New Post of Duty (City)

01/06/2020
Employment Date with the State

DOC/MDSP
Agency Employed By

12/2019
Expected Month/Year of Move

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

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

[Signature]
Signature of Applicant

01-24-2020
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

Mike Leidholt 23-20
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



**SOUTH DAKOTA
DEPARTMENT OF CORRECTIONS
MIKE DURFEE STATE PRISON**

1412 Wood Street
Springfield, SD 57062
Phone (605) 369-2201
Fax: (605) 369-2813

December 20, 2019

Archibald Martin
57475 859th Rd
Wayne NE 68787

Dear Archibald:

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 \$17.12. 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 January 6, 2020. Please report to the Mike Durfee State Prison at 8:00am on Monday January 6, 2020.

Casual dress attire is preferred.

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. You will not be eligible to use your accrued vacation leave during this six-month period. 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 Kloucek
Human Resource Specialist
Mike Durfee State Prison



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

December 9, 2019

Danica Hahn
422 SW 8th St #24
Madison SD 57042
Email: danica.hahn@state.sd.us

Dear Danica,

This letter is to confirm your appointment to the Cybersecurity/Technology Engineer I position with the Bureau of Information & Telecommunications (BIT) in Sioux Falls. Your permanent part-time employment will begin on December 9, 2019, at an hourly salary of \$23.81. Your full-time employment will begin after completing your Master's degree. Your supervisor, Jim Edman, will contact you regarding your schedule on your first day of employment.

As discussed, the Bureau of Information & Telecommunications will pay up to one month's salary, approximately \$4,143.00, for actual moving expenses based on the rules established by the Board of Finance. Receipts are required and expenses must be eligible expenses. Attached, please find the guidelines for household moving allowances and the moving expense form. Please sign the Household Moving Allowance form and return it to me as soon as possible.

Prior to your first day of work, we invite you to take the time to complete the on-line orientation process. If you decide to forego the on-line process prior to beginning work, you will be asked to complete the same process on your first day of work.

Please go to the following link to complete the new employee forms:
<https://onlineorientation.sd.gov/new.aspx>

You can log into the system using the below ID and password:

[Redacted ID and password]
This is a secured system that is user name & password protected. You can save the information that you enter as you go through the process. If you need to come back to complete the process at a later date or time, you may do so. You will need to disable the pop-up blocker on your computer to access material.

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

Welcome to BIT. Please contact Jim Edman or me if you need anything.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Hildebrandt".

Eric Hildebrandt
Human Resource Manager

cc: Supervisor

[REDACTED]

Household Moving Allowance State of South Dakota

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

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

Please check one:

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

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

Application

<u>WARREN TOLLEY</u>	<u>CHRO</u>	<u>U. S. D.</u>
Name of Applicant	New Position Title	Agency Employed By
<u>132,000</u>	<u>VERMILLION S.D.</u>	<u>JANUARY 2020</u>
Yearly Salary	New Post of Duty (City)	Expected Month/Year of Move
<u>00180</u>	<u>FEB 3, 2020</u>	
Bureau of Human Resources Class Code	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.

<u>Warren Tolley</u>	<u>Feb 5, 2020</u>
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.

<u>Emery Wasley</u>	<u>Assistant Vice President, HR</u>
Name of Authorized Agent	Position/ Title of Authorized Agent
<u>Emery Wasley</u>	<u>University of South Dakota</u>
Signature of Authorized Agent	Agency of Authorized Agent
<u>2/10/20</u>	
Date	

Approval by State Board of Finance

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



UNIVERSITY OF
SOUTH DAKOTA

MEMORANDUM

DATE: January 29, 2020
TO: Warren Tolley
FROM: Sheila Gestring, President, University of South Dakota
RE: Appointment with Human Resources, University of South Dakota

I am pleased to offer you, subject to approval by the Board of Regents, a non-faculty exempt appointment as the Vice President of Human Resources. The effective date of this appointment is February 3, 2020. Your annual salary is \$132,000.00 based on 12 months at 100% time. 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 February 3, 2020 and shall not extend beyond June 21, 2020. Annual fiscal year appointment dates are June 22 through June 21. A contract renewal for June 22, 2020 through June 21, 2021 will be at the same annual rate of pay. The administrative employment may be renewed at the sole pleasure of the Board. If the Board elects to renew an administrative appointment, it may do so under whatever changed or additional terms and conditions it chooses. The administrative employment offered herein shall be at the pleasure of the Board and may be terminated without notice or cause.

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

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

Your position is eligible for state benefits to include household moving allowance as outlined in SDCL 3-9-12. The University of South Dakota will provide up to \$11,000.00 in moving expenses. Reimbursed moving expenses are considered taxable income.

The Board of Regents manages employee-created intellectual property pursuant to the South Dakota Board of Regents Intellectual Property Policy, Board Policy No. 4:34. Please review the attached policy, sign where indicated and return with this offer memo, retaining a copy for your records. A conflict of interest form will also be required to be signed and will be sent separately.

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



UNIVERSITY OF
SOUTH DAKOTA

You are scheduled to attend orientation sessions for new employees. All sessions are held in Slagle Hall, Room 104 at the indicated date and times:

- General Campus and Benefits Overview – Wednesday, February 5, 8:15 a.m.
- IT Security, Time and Leave Reporting – Wednesday, February 12, 8:15 a.m.
- Inclusive Excellence, Anti-Harassment and Discrimination – Wednesday, February 26, 8:15 a.m.

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 February 3, 2020.

Sincerely,

A handwritten signature in cursive script that reads "Sheila K. Gestring".

Sheila Gestring
President

cc: Human Resources

I accept the job offer outlined above.

A handwritten signature in cursive script, appearing to read "James D. Tolney".

Signature of Appointee

2/3/2020

Date Signed

Household Moving Allowance State of South Dakota

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

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

Please check one:

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

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

Application

<u>Arun Singh</u>	<u>Assistant Professor</u>	<u>USD</u>
Name of Applicant	New Position Title	Agency Employed By
<u>\$85,300</u>	<u>Vermillion</u>	<u>02/2020</u>
Yearly Salary	New Post of Duty (City)	Expected Month/Year of Move
<u>00800</u>	<u>03/01/2020</u>	
Bureau of Human Resources Class Code	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.

<u>Arun Singh</u>	<u>02/03/2020</u>
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.

<u>Emery Wasley</u>	<u>Assistant Vice President, HR</u>
Name of Authorized Agent	Position/ Title of Authorized Agent
<u>Emery Wasley</u>	<u>University of South Dakota</u>
Signature of Authorized Agent	Agency of Authorized Agent
<u>2/10/20</u>	
Date	

Approval by State Board of Finance

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



UNIVERSITY OF
SOUTH DAKOTA
SANFORD SCHOOL OF MEDICINE

MEMORANDUM

DATE: August 22, 2019

TO: Arun Singh, Ph.D.

FROM: William G. Mayhan, PhD, Dean, Basic Biomedical Sciences, Sanford School of Medicine, University of South Dakota

RE: Faculty appointment in Basic Biomedical Sciences

I am pleased to offer you, subject to approval by the Board of Regents, an appointment as Assistant Professor in the Division of Basic Biomedical Sciences, Sanford School of Medicine. The effective date of this appointment is March 1, 2020. Annual appointment dates are June 22nd through May 21st. Your salary is \$85,300 based on 11 months at 100% time.

As a member of the faculty, I will be your direct supervisor. All employees are 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 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.

In addition, with the final provision of the Immigration Act of 1990, Public Law No. 101-649, effective October 1, 1991, Section 214.2 (h) (6) (vi) (E), the Division of Basic Biomedical Sciences and the Sanford School of Medicine will comply with the directives of the law until the end of your authorized employment under the H-1B status.

As an 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. The University of South Dakota will provide up to \$7750 in moving expenses. Reimbursed moving expenses are considered taxable income.

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.

Arun, we are excited to have you join us at the University of South Dakota Sanford School of Medicine.

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing below and returning this letter and a signed copy of the enclosed agreement to assign Intellectual Property and Conflict of Interest Form no later than September 16, 2019, retaining a copy for your records. Send the signed documents to:

Jackie Rubida
Human Resources, Lee Med 204
University of South Dakota
414 E. Clark Street
Vermillion, SD 57069

Encs: Intellectual Property Form
Conflict of Interest Form

cc: William Mayhan, Dean, Basic Biomedical Sciences
Lisa Sorensen, Director Health Affairs Human Resources
Jackie Wilcox, Faculty Appointment

I accept the job offer outlined above.



Signature of Appointee

09/09/2019

Date

Household Moving Allowance State of South Dakota

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

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

Please check one:

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

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

Application

<u>Samuel Drummer</u>	<u>Research Associate</u>	<u>USD</u>
Name of Applicant	New Position Title	Agency Employed By
<u>36,000</u>	<u>Vermillion</u>	<u>Jan 2020</u>
Yearly Salary	New Post of Duty (City)	Expected Month/Year of Move
<u>00504</u>	<u>1-6-20</u>	
Bureau of Human Resources Class Code	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

1-16-20

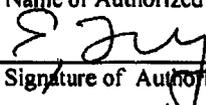
Date

Authorization

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

Emery Wasley

Name of Authorized Agent

 1/31/20

Signature of Authorized Agent Date

Assistant Vice President, HR

Position/ Title of Authorized Agent

University of South Dakota

Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State Board of Finance on _____

Date

Signature of Secretary, State Board of Finance

RECEIVED
JAN 31 2020
USD HUMAN RESOURCES



UNIVERSITY OF
SOUTH DAKOTA
SANFORD SCHOOL OF MEDICINE

REVISED MEMORANDUM

DATE: January 6, 2020
TO: Samuel Drummer
FROM: Steve Waller, Associate Dean *SW*
RE: Appointment with the Division of Basic Biomedical Sciences, University of South Dakota

I am pleased to offer you, subject to approval by the Board of Regents, an appointment as a Research Associate II (QE9904), Sanford School of Medicine. The position is within Dr. Doug Martin's lab. The effective date of this appointment is January 6, 2020. Annual appointment dates are June 22nd through June 21st. Your salary is \$36,000 based on 12 months at 100% time. I will be your direct supervisor for timesheet purposes. As with all employees, you will be evaluated annually.

The administrative appointment shall commence on January 6, 2020 and shall not extend beyond June 21, 2020. 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 exempt from Fair Labor Standards Act (FLSA) and therefore not subject to overtime.

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

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 the form and return with this offer memo.

Your position is eligible for state benefits to include household moving allowance of up to \$1500 as outlined in SDCL 3-9-12. Reimbursed moving expenses are considered taxable income.

You are also required to complete the attached conflict of interest form pursuant to South Dakota Board of Regents Conflict of Interest, Board Policy No. 4:35. 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 are scheduled to attend orientation sessions for new employees. All sessions are held in 104 Slagle Hall at the indicated date and times. (NOTE: Sioux Falls and remote employees will be scheduled for one-on-one sessions).

- General Information and Benefits Overview, 8:15 a.m. on January 15, 2020
- Guidelines for Using and Reporting Leave, 8:15 a.m. on January 22, 2020
- Diversity/Anti-Harassment, 8:15 a.m. on January 29, 2020

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing below and returning this letter and supporting documents no later than December 20, 2019, retaining a copy for your records.

I accept the job offer outlined above.



Samuel Drummer 1/6/20

Signature of Appointee & Date Signed

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 3:00 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

Daniel Georgalas

Name of Applicant

\$80,000

Yearly Salary

Laramie, WI

City, State Moving From

Bureau of Human Resources Class Code

Head Volleyball Coach

New Position Title

Brookings, SD

New Post of Duty (City)

January 6th, 2020

Employment Date with the State

SDSU - Athletics

Agency Employed By

Mid-February 2020

Expected Month/Year of Move

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

Daniel Georgalas

Signature of Applicant

1-27-2020

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.

JUSTIN G. SELL

Name of Authorized Agent

Justin G. Sell

Signature of Authorized Agent

1/27/20

Date

DIRECTOR OF ATHLETICS

Position/ Title of Authorized Agent

SDSU

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



SOUTH DAKOTA STATE UNIVERSITY

MEMORANDUM

DATE: January 3, 2020
TO: Dan Georgalas
FROM: Justin Sell, Director of Athletics
South Dakota State University *Justin*
RE: Appointment with Intercollegiate Athletics, South Dakota State University

I am pleased to offer you, subject to approval by the President, an appointment as Head Women's Volleyball Coach in the Athletics Department. The effective date of this appointment is January 6, 2020. Annual appointment dates are June 22nd to June 21st. Your salary is \$80,000 based on 12 months at 100% time. Matthew Maher will be 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. 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 Head Women's Volleyball Coach, your position is eligible for state benefits to include household moving allowance of up to \$5,000 as outlined in SDCL 3-9-12.

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing below and 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 January 7, 2020, retaining a copy for your records.

cc: Human Resources

I accept the job offer outlined above.

David Amys 1-6-2020
Signature of Appointee & Date Signed

2820 Stanley J.
Marshall Center
Brookings, SD 57007

(605) 688-5625
(866) GoJacks
(605) 688-5999 fax

GOJACKS.COM

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: 12-12-19 Agency: DOE - Special Ed.

Agency Address: 800 Governors Dr. Pierre, SD 57501

Agency Phone Number: (605) 773-3678

Employee Requesting Reimbursement: Wendy Trujillo, Linda Turner, Beth Schiltz DIRECT BILL TO DOE

Total Amount of Reimbursement: _____

Date(s) of Expense: 9.18.19

Event Leave Time: 8:00 A Event Return Time: 5:00 P

Explanation of official business performed: Statewide Data Drill Down on 9.18.19 in the Library Commons of the MacKay Building

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]
Signature of Employee

12/13/19
Date

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.

BENJAMIN F. JONES
Name of Department/Office Head

Secretary
Position/Title of Agency Official

[Signature]
Signature of Department/Office Head

12/16/19
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.

Dowling, Kayla

From: Trujillo, Wendy
Sent: Monday, January 27, 2020 9:07 AM
To: Dowling, Kayla
Cc: Bomesberger, Lindsey
Subject: RE: Home Station Reimbursement Request
Attachments: BRANDING IRON - DATA DRILLDOWN - INV000158 - 9.18.19.pdf; MEAL.BEVERAGE REQUEST. DATA DRILLDOWN - 9.18.19.pdf

Kayla,

I have attached a copy of the request for 20 people, not 25. I have also attached a copy of the Branding Iron Bistro invoice that shows 19 people at \$14. Below is the original list we had submitted the request for. 3 people cancelled too late or didn't show up the day of and 1 person cancelled in time which is why it was at 19 on the invoice.

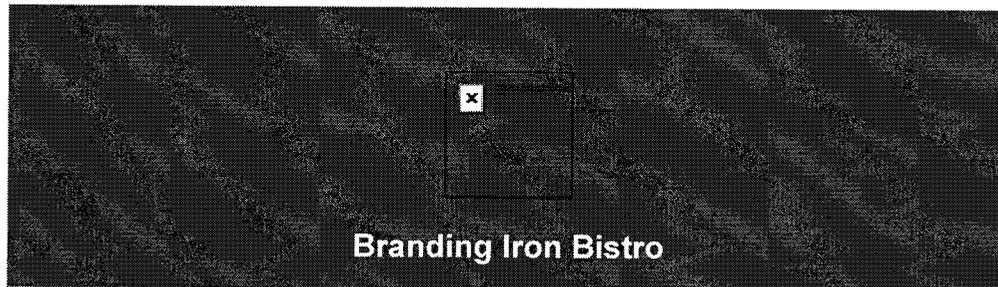
Attending
Renee Rausch
Linda Steele
Troy Wiebe
Deb Johnson
Steve Helgeland
Marie Ivers
Kathy Smeichel
Valerie Johnson
Dean Kueter
Jerry Aberle
Brandi Gerry
Beth Schiltz
Linda Turner
Wendy Trujillo
Norm Ames
Susan Wagner
Lori Wehlander
Calico Hunjah
Melissa Flor
Rebecca Cain

Wendy

From: Dowling, Kayla <Kayla.Dowling@state.sd.us>
Sent: Saturday, January 25, 2020 10:58 AM
To: Trujillo, Wendy <Wendy.Trujillo@state.sd.us>
Cc: Bomesberger, Lindsey <Lindsey.Bomesberger@state.sd.us>
Subject: RE: Home Station Reimbursement Request

Bomesberger, Lindsey

From: Branding Iron Bistro <invoicing@messaging.squareup.com>
Sent: Thursday, December 5, 2019 1:50 PM
To: Bomesberger, Lindsey
Subject: [EXT] Your invoice was updated (#000158)



Invoice Updated

\$275.00

Overdue since November 16, 2019

Pay Invoice

September 18

Invoice #000158
December 5, 2019

Bill To

Department Of Education
scott.deslauriers@state.sd.us

Additional Recipients

lindsey.bomesberger@state.sd.us

We appreciate your business.

Catering \$275.00
Enchiladas, chips, dessert

Subtotal \$275.00

Total Due \$275.00

Branding Iron Bistro

brandingironbisto@icloud.com

605-494-3333

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Huber, Dawson

From: Bomesberger, Lindsey
Sent: Thursday, December 12, 2019 2:03 PM
To: Huber, Dawson
Subject: FW: Statewide Data Drilldown 9.18.2019

Does this work?

Lindsey Bomesberger

Senior Secretary
Special Education Programs
lindsey.bomesberger@state.sd.us
phone 605-773-3678, fax 773-3782

"There are two educations. One should teach us how to make a living and the other how to live."
-John Adams-



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From: Trujillo, Wendy <Wendy.Trujillo@state.sd.us>
Sent: Thursday, December 12, 2019 2:02 PM
To: Bomesberger, Lindsey <Lindsey.Bomesberger@state.sd.us>
Subject: RE: Statewide Data Drilldown 9.18.2019

No. I didn't even think about having a sign in sheet but I know who attended.

Jerry Aberle
Dean Kueter
Valerie Johnson *Sioux Falls*
Kathy Schmeichel *Snee*
Marie Ivers *Flandreau*
Steve Helgeland
Calico Hunjah *Chamberlain*
Troy Wiebe
Linda Steele
Renee Rausch *Aberdeen*

Wendy Trujillo - Pierre DOE employee
Linda Turner - Pierre DOE employee
Susan Wagner
Norm Ames
Beth Schiltz - Pierre DOE employee
Brandi Gerry - Pierre DOE employee

Meal/Beverage Request

Event Title: STATEWIDE DATA DRILLDOWN

Dates of Event: 18-Sep-19

Location of Event: LIBRARY COMMONS - MACKAY

Number of People Attending: 20

Person to Contact About Request: KRISTIN JEROME

Purpose of Event:

Company	Subobject	Center	Fund Source	Sub Fund
2024	5203130 08	1232830	K03	A0

Providing:

- Beverages
- Breakfast

Dates Providing : _____ Number of Meals _____
 Approximate Cost: _____ (Cannot exceed \$6 per person)

- Lunch

Dates Providing : 09/18/2019 Number of Meals 20
 Approximate Cost: \$200 (Cannot exceed \$14 per person)

- Dinner

Dates Providing : _____ Number of Meals _____
 Approximate Cost: _____ (Cannot exceed \$20 per person)

Indie Turner
 Program Staff Signature

8/7/19
 Date

I hereby approve the use of state/federal funds for the purchase of meals or beverages.

Mick Elias
 Authorized Signature

8/20/19
 Date

Payment Request

Division DIV OF EDUCATIONAL SUPPORT AND SERVICES Date 12/09/2019

Vendor Name BRANDING IRON BISTRO

Vendor Address

Contract Number Auditor Number

Partial Final

Service Dates of Contract Invoice 9/18/19

Description of invoiced goods and services:
 INV000158. EXPENSES -- STATEWIDE DATA DRILLDOWN MEETING - CATERED FOOD -
 BRANDING IRON BISTRO

** need attendance sheet*

1099 Code	Company	Subobject / BY / GY	Center	Fund Source	Sub Fund	Expense Amount
	2024	5203130-08	1232830	K03	A0	275.00
Total						275.00

Person to Contact about Request Lindsey Bomesberger (SpEd)

Approval

	<i>12/12/19</i> <i>J. Turner</i> Office Administrator	<i>Oppen</i> <i>12.12.19</i> Division Director		
Program Staff			Grants Management	Contract Manager

Accounting and Financial Reporting Use Only

Vendor ID 12526591 Invoice Number

Huber, Dawson

From: Bomesberger, Lindsey
Sent: Thursday, December 12, 2019 2:03 PM
To: Huber, Dawson
Subject: FW: Statewide Data Drilldown 9.18.2019

Does this work?

Lindsey Bomesberger

Senior Secretary
Special Education Programs
lindsey.bomesberger@state.sd.us
phone 605-773-3678, fax 773-3782

"There are two educations. One should teach us how to make a living and the other how to live."
-John Adams-



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From: Trujillo, Wendy <Wendy.Trujillo@state.sd.us>
Sent: Thursday, December 12, 2019 2:02 PM
To: Bomesberger, Lindsey <Lindsey.Bomesberger@state.sd.us>
Subject: RE: Statewide Data Drilldown 9.18.2019

No. I didn't even think about having a sign in sheet but I know who attended.

Jerry Aberle
Dean Kueter
Valerie Johnson *Sioux Falls*
Kathy Schmeichel *Snee*
Marie Ivers *Flandreau*
Steve Helgeland
Calico Hunjah-*Chamberlain*
Troy Wiebe
Linda Steele
Renee Rausch-*Aberdeen*

Wendy Trujillo - *Pierre DOE employee*
Linda Turner - *Pierre DOE employee*
Susan Wagner
Norm Ames
Beth Schiltz - *Pierre DOE employee*
Brandi Gerry - *Pierre DOE employee*

Invoice

Kalie Olson
605-295-0324

629611

SOLD TO	Doreen #773-3411	SHIP TO	Big Toms Capitol Cafeteria
ADDRESS	BFM	ADDRESS	500 E. Capitol Ave
CITY, STATE, ZIP		CITY, STATE, ZIP	Pierre SD 57501

CUSTOMER ORDER NO.	SOLD BY	TERMS	F.O.B.	DATE
--------------------	---------	-------	--------	------

ORDERED	SHIPPED	DESCRIPTION	PRICE	UNIT	AMOUNT
		bowl chicken noodle soup	11.50	25	
		hoagie sandwich		25	
		chocolate chip cookie			
					287 50
			10% serv fee		28 75
					287 50
					\$316 25

**Governor Council Economic Advisors Meeting
January 29, 2020 Attendee List**

Members	Home Station	29-Jan
Ralph Brown	Vermillion	x
Jim Terwilliger	Pierre	x
Liza Clark	Pierre	x
Mark Quasney	Pierre	x
Dan Newell	Sioux Falls	x
Doug Sharp	Brookings	no
Evert Vandersluis	Brookings	x
Susan Johnson	Rapid City	x
Steve Zellmer	Rapid City	x
Dan Noteboom	Sioux Falls	x
Curt Everson	Pierre	x
Joel Rosenthal	Sioux Falls	x
John Hemmingstad	Vermillion	x
David Chicoine	Brookings	x
Roger Musick	Mitchell or Sioux Falls	x
Carla Gatzke	Brookings	x
Eluned Jones	Brookings	x
Matt Dierson	Brookings	no
Mike Allgrunn	Vermillion	x

Invited Guest

Sec Jim Hagen	Pierre	x
Kirk Hulstein, Tour	Pierre	x
Sen. John Wiik	Pierre	x
Rep. Chris Karr	Pierre	x
Sen. Ryan Maher	Pierre	x
Rep. Jean Hunhuff	Pierre	x
Jeff Mehlhaff, LRC	Pierre	x
Tammy Darnell, LRC	Pierre	x

In-town	12
Out-town	13
Total	25



**DEPARTMENT OF EXECUTIVE MANAGEMENT
BUREAU OF FINANCE AND MANAGEMENT**

500 East Capitol Ave. • Pierre, South Dakota 57501-5070 • Voice: (605) 773-3411 • Fax: (605) 773-4711

**Governor's Council of Economic Advisors Meeting
January 29, 2020**

**Governor's Large Conference Room
Capitol Building
Pierre, SD 57501**

11:00 AM – 12:00 PM

Roundtable Discussion of Economic, Business, and Industry Trends

- Council discussion on specific regional areas of the state and how those regions are performing economically, including any possible positive or negative developments that could impact the state economy and the revenue streams for the state in 2019-2021.

12:00 PM – 12:30 PM

Update on Tourism Industry

- Jim Hagen and Kirk Hulstein will present on how the tourism industry performed in 2019 and expectations and trends for 2020

12:30 PM – 2:00 PM

Update on most recent US economic forecast/SD economic trends

- Dr. Ralph Brown will present the most recent IHS Economics forecast for the United States economy as well as recent trends in the South Dakota economy including trends in employment, income and various other economic indicators specific to South Dakota.
- Council discussion on agriculture, tourism, manufacturing, financial services as well as other sectors that have a large presence in the state and how those specific sectors are performing or are expected to perform over 2019-2021.

2:00 PM – 3:00 PM

Overview of SD economic forecast and recent tax collection trends

- Jim Terwilliger and Mark Quasney will present the most recent SD specific forecast for specific SD economic indicators from IHS Economics.
- Jim Terwilliger and Mark Quasney will present recent general fund revenue collection trends for major revenue sources that populate the state general fund and how those collection trends compare to the most recent budgeted levels and historical growth rates.

3:00 PM

Other Items

Public Comment

Adjourn



STATE OF SOUTH DAKOTA
OFFICE OF THE GOVERNOR

KRISTI NOEM | GOVERNOR

January 13, 2020

Board of Finance
Secretary of State
500 East Capitol Ave, Suite 204
Pierre, SD 57501-5070

RE: Excess In-State Lodging

Please accept this letter as this Office's request for approval of excess in-state lodging for Senior Policy Advisor Kara Semmler. Kara attended a meth summit as part of her job duties and stayed at the Quality Inn in Mission, South Dakota. The Quality Inn did not honor a state rate. There are very limited hotel accommodations near the Sinte Gleska University where the meth summit was located and scheduled to begin at 8:00 a.m. both mornings. Kara paid \$219.24 for two nights on November 18 and 19, 2019.

I am requesting approval from the State Board of Finance to exceed the state rate to pay this hotel bill to the employee. Please let me know if you need any further information. Supporting documentation is attached.

Sincerely,

A handwritten signature in black ink, appearing to be "Tom Hart", written over a circular stamp or seal.

Tom Hart
General Counsel

TH:mn

Semmler, Kara

From: Customer Support <support@reservations.com>
Sent: Monday, January 13, 2020 1:15 PM
To: karasemmler@gmail.com; Semmler, Kara
Subject: [EXT] RECEIPT:256-4694712

Your reservation details are below.

Guest Details

Name: Kara Semmler
Contact Email: kara.semmler@states.sd.us

Reservation Details

Booking Status: CONFIRMED
Reservation Number: R1286160948
Itinerary Number: 256-4694712
Check-in Date: Monday, November 18, 2019
Check-out Date: Wednesday, November 20, 2019

Hotel Details

Quality Inn Rosebud Casino
Highway 83
Mission South Dakota 57555
United States

Room Details

Room 1:
Room Type: DOUBLE TWO QUEEN BEDS
Guests: 1 Adult(s), 0 Children

Payment Details

Room Sub Total:USD \$177.90 (excluding taxes and fees)
Taxes & Fees:USD \$21.35
Sub Total:USD \$199.25
Service Fee:USD \$19.99
Total:USD \$219.24 (including taxes and fees)

Hotel Cancellation Policy

Refundable up to 11/11/2019 : \$199.25, Refundable up to 11/15/2019 : \$199.25 The USD 19.99 fee from Reservations.com included in the total is non-refundable. The room rates listed are for double occupancy per room unless otherwise stated and exclude tax recovery charges and service fees. Any partial hotel stays is subject to be charged for the full reservations amount.

Thank you,
Reservations.com Support Team

--

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Citi ThankYou® Preferred -9406

Transaction Details

256-469-4712

Date	Description	Amount
Nov 13, 2019	WWW.RESERVATIONS.COM 8559562201 FL	\$219.24
Additional Details		
Purchased On	Nov 13, 2019 09:32 AM ET	
Posted On	Nov 13, 2019	
Purchase Method	Online	
Category	Lodging - Hotels, Motels, Resorts Lodging	
Merchant Details	WWW RESERVATIONS COM	
	United States	

Semmler, Kara Room: 228
Elite Status:

Arrival: 11/18/19 Account: **685098631**

Departure: 11/20/19 Adults: 1

Room Type: QQ Children: 0

Your rate(s) are as follows

From	To	Rate
11/18/19	11/19/19	

*Additional rate changes apply

Rate is based on length of stay. Additional charges may apply for early departure.

Rate Acceptance: _____

GTD/Payment: CREDIT CARD

XXXXXXXXXXXX5157

Rewards Program ID:

Address: UNKNOWN

Company:

Guest ID:

This rate is not eligible for partner rewards.

RELEASE OF LIABILITY
I HEREBY RELEASE AND HOLD HARMLESS THE
ROSEBUD CASINO QUALITY INN, AND THE
ROSEBUD SIOUX TRIBE, WITH RESPECT TO ANY
AND ALL INJURY, DISABILITY, DEATH, LOSS OR
DAMAGE TO PERSON.

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or association fails to pay the full amount of these charges.

Guest Signature: _____



Your Room Number is: 228

Our telephone number is: (605) 378-3360

Our fax number is: (605) 378-3367

Check Out Time: 11:00 AM

Our mailing address is: 30421 US Hwy 83

Valentine, NE 69201

Our email address is: GM.SD038@choicehotels.com

For reservations at this hotel please call (800) 228-5151, or to make reservations at other Quality Inn hotels please call (800) 228-5151.



Quality Inn Rosebud Casino (SD038)

30421 US Hwy 83
Valentine, NE 69201
(605) 378-3360
GM.SD038@choicehotels.com

Account: 685098631

Date: 11/20/19

Room: 228 LWTO

Arrival Date: 11/18/19

Departure Date: 11/20/19

Check In Time: 11/18/19 10:18 PM

Check Out Time: 11/20/19 6:59 AM

Rewards Program ID:

You were checked out by: adecor

You were checked in by: lballa

Total Balance Due: 0.00

Semmler, Kara
XXXX
Mission, SD 57555

Post Date	Description	Comment	Amount
			0.00
Folio Summary			
			0.00
		Balance Due:	0.00

This rate is not eligible for partner rewards.

If payment by credit card, I agree to pay the above total charge amount according to the card issuer agreement.

x _____





The Rosebud Sioux Tribe and the South Dakota Department of Tribal Relations would like to announce the following:

Tribal-State Meth Summit II 2019

WHEN: *NOVEMBER 19TH-20TH, 2019*

WHERE: *SINTE GLESKA UNIVERSITY, ROSEBUD SIOUX TRIBE
MULTI-PURPOSE BUILDING
3201 W. INDUSTRIAL ST. MISSION, SD 57555*

PURPOSE: *TO PROVIDE UPDATES FROM THE FIRST SUMMIT AND TO DISCUSS TREATMENT METHODS AND COLLABORATE IDEAS TO HELP EACH OTHER COMBAT METH AND OTHER ILLICIT DRUGS THAT AFFECT OUR SOCIETY AND COMMUNITIES.*

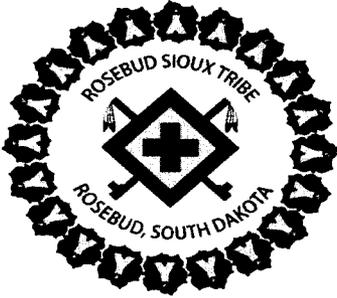
*******AGENDA WILL BE AVAILABLE NOVEMBER 5TH*******

NOTE**** Room availability is limited throughout the local area, please plan accordingly.

Rosebud Casino Quality Inn – 30421 US Hwy. 83, Valentine, NE 605-378-3360

Holiday Inn Express Hotel & Suites – 803 E. Hwy. 20 Valentine, NE 402-307-5670

Comfort Inn – 101 S. Main St., Valentine, NE 402-376-3300



November 19th – 20th, 2019
Sinte Gleska University (SGU)
Multi-Purpose Building
3201 W. Industrial St. Mission, SD 57555



Facilitated by the Rosebud Sioux Tribe & South Dakota Department of Tribal Relations

This Tribal-State Meth Summit is designed to share information on treatment practices that have resulted in successful recovery, share ideas on ways to improve prevention and intervention, and to share other important data to use in collaboration efforts to combat the meth epidemic.

November 19th

8:15 AM – 8:30 AM: Opening Ceremonies – Prayer, Posting of Staff and Colors:

Sicangu Lakota Warriors

Tokala Inajinyo Youth Mentors/Sicangu Youth Council

8:30 AM – 8:45 AM: Opening Remarks:

Rosebud Sioux Tribe, President Rodney Bordeaux

South Dakota Department of Tribal Relations, Secretary Dave Flute

Session 1.

This session will include a presentation by the Rosebud Sioux Tribe (RST) Attorney General's office to share the current administration's legal efforts and implementation of Rosebud tribal laws. The S.D. Department of Tribal Relations will share an update on the progress that came from the first meth summit and forecast upcoming alliances. The Rosebud Tribal Law Enforcement will share information regarding local statistics and offer solutions to enhance community safety. Finally, the Rosebud Sioux Tribe Tokala Inajinyo Youth Mentors/Sicangu Youth Council will share a presentation from the youth's perspective.

8:45 AM – 9:30 AM: Rosebud Sioux Tribe Attorney General

9:30 AM – 10:15 AM: S.D. Department of Tribal Relations

10:15 AM – 10:30 AM: *Break*

10:30 AM – 11:15 AM: Rosebud Sioux Tribe Law Enforcement

11:15 AM – 12:00 PM: Rosebud Sioux Tribe Tokala Inajinyo Youth Mentors/Sicangu Youth Council

12:00 PM – 1:15 PM: Lunch provided by the South Dakota Department of Tribal Relations

Session 2.

This session will include a presentation from the U.S. Attorney's Office. There will also be a presentation from Office of Justice Services to discuss drug crime. The South Dakota Department of Social Services will share an overview of the work SD DSS is conducting related to the meth epidemic and assistance provided to the Rosebud Sioux Tribe's Behavioral Health Department. Finally, the Rosebud Sioux Tribe Behavioral Health Department will share the successes and ongoing efforts of the department.

1:15 AM – 2:00 AM: United States Attorney's Office, District of South Dakota

2:00 AM – 2:45 AM: South Dakota Department of Social Services

2:45 AM – 3:00 AM: Break

3:00 AM – 3:45 AM: Bureau of Indian Affairs/Office of Justice Services

3:45 AM – 4:30 AM: Rosebud Sioux Tribe Behavioral Health Department

November 20th

8:15 AM – 8:30: Opening Ceremonies – Prayer, Posting of Staff and Colors:

Rosebud American Legion Post 125, Chauncey Eagle Horn/Philip Iyotte
The Boys & Girls Club of Rosebud

Session 3.

This session will include a presentation from the Administration for Children and Families, (ACF). ACF is a division of the Department of Health and Human Services and works closely with the Administration for Native Americans. The Rosebud Sioux Tribe Health Administration will share information on local health challenges related to the effects of meth. Finally, there will be an open discussion on ways to improve collaborative efforts and build partnerships to eradicate the meth epidemic.

8:30 AM – 9:15 AM: Rosebud Sioux Tribe Tribal Housing

9:15 AM – 10:00 AM: Administration for Children and Families

10:00 AM – 10:45 AM: Rosebud Sioux Tribe Health Administration

10:45 AM – 11:00 AM: Break

11:00 AM – 12:00 PM: Open discussion/strategic planning

12:00 PM: Lunch provided by the Rosebud Sioux Tribe

*****The agenda may be subject to change*****



STATE OF SOUTH DAKOTA
OFFICE OF THE GOVERNOR
KRISTI NOEM | GOVERNOR

January 17, 2020

Board of Finance
Secretary of State
500 East Capitol Ave, Suite 204
Pierre, SD 57501-5070

RE: Excess Out-of-State Lodging

Please accept this letter as this Office's request for approval of excess out-of-state lodging for the governor's senior advisor and policy director, Maggie Seidel. On October 21, 2019, Maggie traveled to meet with the governor and she was on official state business. Maggie experienced flight delays and was stranded in Chicago. Maggie was booked on a flight the next morning with a 5 a.m. departure time requiring her to stay overnight near the airport.

I am requesting approval from the State Board of Finance to exceed the rate for out-of-state lodging so Maggie may be reimbursed the full cost of her lodging expense. In the alternative, please accept this letter as a hardship request. Please let me know if you need any further information.

Sincerely,

A handwritten signature in black ink, appearing to be "Tom Hart", written over a horizontal line.

Tom Hart
General Counsel

TH:mn

Attachment



HILTON CHICAGO O'HARE AIRPORT
 PO BOX 66414
 CHICAGO, IL 60666
 United States of America
 TELEPHONE 773-686-8000 • FAX 773-601-2873
 Reservations
 www.hilton.com or 1 800 HILTONS

Seidel, Maggie

 2696 CENTENNIAL COURT

 ALEXANDRIA VA 22311
 UNITED STATES OF AMERICA

Room No: 5047/D2
 Arrival Date: 10/21/2019 10:10:00 PM
 Departure Date: 10/22/2019
 Adult/Child: 1/0
 Cashier ID: SBROOKS26
 Room Rate: 367.50
 AL:
 HH #
 VAT #
 Folio No/Che 4997070 A

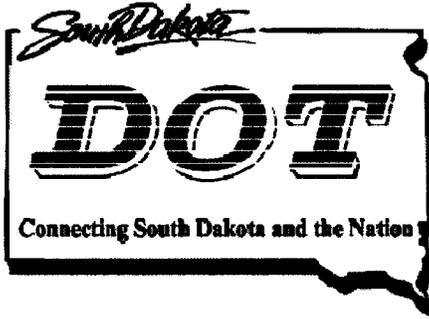
Confirmation Number: 3156239733

HILTON CHICAGO O'HARE AIRPORT 10/21/2019 1:41:00 AM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
10/21/2019	GUEST ROOM	SBROOKS 26	16605531	\$367.50		
10/21/2019	OCCUPANCY TAX-STATE	SBROOKS 26	16605531	\$43.73		
10/21/2019	OCCUPANCY TAX-CITY	SBROOKS 26	16605531	\$16.54		
10/21/2019	OCCUPANCY TAX-COUNTY	SBROOKS 26	16605531	\$3.68		
WILL BE SETTLED TO VS*1311						\$431.45
EFFECTIVE BALANCE OF						\$0.00

EXPENSE REPORT
SUMMARY

	10/21/2019	STAY TOTAL
ROOM AND TAX	\$431.45	\$431.45
DAILY TOTAL	\$431.45	\$431.45



Department of Transportation

Office of the Secretary

700 E Broadway Avenue
Pierre, South Dakota 57501-2586
PHONE: 605/773-3265

January 30, 2020

Board of Finance
Secretary of State of South Dakota
500 East Capitol Ave Ste 204
Pierre, SD 57501-5070

Please accept this letter as the Department's request for payment for a room for a conference that was higher than state rate.

David Karl attended the SDSPLS 37th Annual Convention January 8th – 10th, 2020 at Arrowwood Resort (Cedar Shores) in Chamberlain. His room was reserved by another employee. Upon check-in, Mr. Karl told the hotel front desk person that he needed his bill changed to reflect a state rate and that the room was supposed to be direct billed so no sales tax should be charged. The clerk ran his credit card and stated she would change the bill to state rate and no taxes.

Upon check-out, the bill reflected a rate above the State rate. Again, he informed the clerk that the charges should be at a state rate and direct billed. Per Mr. Karl the clerk was not helpful, and he had concerns that the direct bill would not be correct, so he paid the higher rate using his personal credit card.

The Department is requesting reimbursement for this employee for a rate of \$89.95 plus taxes for two nights.

If you have any questions, concerning this request please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Bergquist", is written over the typed name below.

Darin P. Bergquist
Secretary Department of Transportation



Arrowwood Resort & Conference Center at Cedar Shore
PO Box 308
Chamberlain, SD 57325
605-734-6376

Dave Karl
 220 N Van Buren
 Pierre, SD 57501
 United States

FOLIO NO: 1031BR
 ROOM NO: H201
 ARRIVE: 08-Jan-2020
 DEPART: 10-Jan-2020
 RATE/PACKAGE: 1031OG
 NO IN PARTY: 1

Date	Description	Charges	Payments
08-Jan-20	Room Revenue	89.95	0.00
08-Jan-20	Sales Tax	8.10	0.00
08-Jan-20	Occupancy Tax	2.00	0.00
09-Jan-20	Room Revenue	89.95	0.00
09-Jan-20	Sales Tax	8.10	0.00
09-Jan-20	Occupancy Tax	2.00	0.00
10-Jan-20	Discover Payment	0.00	200.10
Totals for Sub-Folio: 1		200.10	200.10
Totals for Reservation #: 1031BR		200.10	200.10
Reservation Paid in full - Thank You			0.00

End of Folio for Reservation #: 1031BR - Karl, Dave

*Wann Karl
 1-14-20*