

State Board of Finance Minutes

Tuesday, December 18, 2018
2:00 p.m.

Governor's Large Conference Room
Capitol Building

Board members present: Teresa Bray, Office of the Secretary of State; Ann Holzhauser, Office of the Attorney General; Jason Lutz, Office of the State Auditor; Leah Svendsen, Bureau of Administration; and Colin Keeler, Bureau of Finance and Management. Guests included: Ashley Waibel, Department of Agriculture.

Call to order: Teresa Bray called the meeting to order at 2:04 p.m.

Agenda: A motion was made by Colin Keeler and seconded by Jason Lutz to approve the agenda as presented. A voice vote was taken. Motion carried.

Minutes: A motion was made by Colin Keeler and seconded by Leah Svendsen to approve the minutes from the meeting on November 20, 2018. A voice vote was taken. Motion carried.

Professional Recruitment: A motion was made by Colin Keeler and seconded by Leah Svendsen to approve the following Professional Recruitments. A roll call vote was taken, and the motion carried unanimously.

- Dakota State University
 - Tyler Flaagan
 - Shawn Zwach
- Northern State University
 - Elvira Sanatullova-Allison
- South Dakota State University
 - Lynn Sargeant
 - Charlene Wolf-Hall
- South Dakota School of Mines and Technology
 - Peter McKeon
 - Sayan Roy
- University of South Dakota
 - Carmen M. Simone
 - Ruslan Podviianiuk

Home Station Reimbursement Requests – SDCL 3-9-2.2: Initially a motion was made by Colin Keeler and seconded by Jason Lutz to approve the all the Home Station Per Diem Reimbursement requests from the Department of Agriculture. After a lengthy discussion, it was decided to make individual substitute motions for the 5 requests.

Regarding the first request from Department of Agriculture for the meals provided to the firefighters during the Vineyard Fire, it was noted according to federal law firefighters are to be provided 6,000 calories per day. This request involves two separate things. One is the Home Station Per Diem request, wherein a list of the home station employees was not included. The second falls more as an action item, with the breakfast and lunch cost per individual being higher than the state rate. A motion was made by Leah Svendsen and seconded by Colin Keeler to defer action on the request until more information could be obtained regarding the list of names or the number of individuals meals were provided to. A roll call vote was taken, and the motion carried unanimously.

A motion was made by Leah and seconded by Colin to approve the State Fair Commissioners and office personnel request. Regarding the request, it was noted the request covered the time period of 2:00 to 7:30 pm. This would not be compliant with SDCL 3-9-2.2 which requires “business at an event extending entirely through a meal time without interruption.” According to ARSD 5:01:02:17, the time period to receive per diem for dinner must be from 5:31 to 7:59 pm, which this request did not cover in its entirety. A substitute motion was made by Ann Holzhauser and seconded by Jason Lutz to defer action on the request pending determination of the exact time the event ended. A roll call vote was taken, and the motion carried unanimously.

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

Regarding the request for the all staff meeting for the Department of Agriculture the morning of November 8, 2018, it was noted the time was from 8:00 to 10:00 am., which would not fall under the requires under ARSD 5:01:02:17. A motion was made by Colin Keeler and seconded by Leah Svendsen to deny the request. A roll call vote was taken, and the motion carried unanimously.

A motion was made by Colin Keeler and seconded by Jason Lutz to approve the following Home Station Per Diem requests. A roll call vote was taken, and the motion carried unanimously.

- Department of Agriculture
 - All staff Department of Agriculture afternoon meeting held in Pierre on November 8, 2018.
 - 12-month strategic planning review session held in Pierre on November 7, 2018.

A motion was made by Colin Keeler and seconded by Leah Svendsen to approve the following Home Station Per Diem requests. A roll call vote was taken, and the motion carried unanimously.

- Animal Industry Board
 - African Swine Fever Exercise held in Pierre on November 28, 2018.

A motion was made by Leah Svendsen and seconded by Colin Keeler to approve the following Home Station Per Diem requests. A roll call vote was taken, and the motion carried unanimously.

- Board of Dentistry
 - Board of Dentistry Board meeting held in Pierre on October 12, 2018.

Regarding the request for the South Dakota Retirement System, a motion was made by Colin Keeler and seconded by Jason Lutz to defer action until a list of those attended the meeting could be obtained. A roll call vote was taken, and the motion carried unanimously.

Action Items: A motion was made by Colin Keeler and seconded by Leah Svendsen to approve the request from the Department of Agriculture for over state rate lodging expense for Doug Hanson who stayed in Brookings on September 21, 2018. It was noted the invoice for this was a direct bill. The prior day had been billed at state rate; however, the hotel did not honor state rates for the 21st. A roll call vote was taken, and the motion carried unanimously.

A motion was made by Colin Keeler and seconded by Jason Lutz to approve the request from Department of Agriculture for over state rate lodging expense for Kyle Holt who attended the Precision Ag Groundbreaking on October 6, 2018 in Brookings. Ashley Waibel noted that comparables and prior authorization had been received for the other employees attending the event; however, Kyle Holt's name had inadvertently but omitted. A roll call vote was taken, and the motion carried unanimously.

A motion was made by Colin Keeler and seconded by Leah Svendsen Request from Department of Health for over state rate lodging for Marty Link who stayed in Mitchell on his way back from Sturgis on October 24, 2018. A roll call vote was taken, and the motion carried unanimously.

Public Comment: Meeting was opened for public comment. There was none.

Adjournment: A motion was made by Jason Lutz and seconded by Leah Svendsen to adjourn the meeting. The meeting was adjourned at 2:50 p.m.