State Board of Finance
Minutes

Tuesday, April 21, 2015
2:00 p.m.

Governor's Small Conference Room
Capitol Building

Board members present: Tony Venhuizen, Office of the Governor; Teresa Bray, Office of the Secretary of State; Jeffrey Hallem, Office of the Attorney General; Dennis Keith, Office of the State Auditor; Richard Sattgast, State Treasurer; Ryan Brunner, Commissioner of School and Public Lands; Mike Mueller, Bureau of Administration; and Ron Wire, Bureau of Finance and Management.

Other Present: Kim Paxton, Office of the Secretary of State

Call to Order: Tony Venhuizen, Chairman, called the meeting to order at 2:00 p.m.

Agenda: Richard Sattgast moved and Mike Mueller seconded to approve the agenda. Motion approved.

Approval of the minutes from the March 17, 2015 meeting: Ryan Brunner moved and Dennis Keith seconded to approve the minutes from the meeting on March 17, 2015. Motion approved.

Approval of the special meeting from March 31, 2015: Teresa Bray moved and Mike Mueller seconded to approve the minutes from the special meeting held on March 31, 2015. Motion approved.

State Transfers: Ryan Brunner moved and Richard Sattgast seconded to approve the following state transfers. Motion approved.

Department of Transportation					
Kirk Henderson	Engineer II	$54,747.36	Pierre, SD	Sioux Falls, SD	March 2015

Professional Recruitment: Ryan Brunner moved and Dennis Keith seconded to approve the following professional recruitments. Motion carried.

University of South Dakota					
Heather A. Love	Assistant Professor	$54,000	Bloomington, IN	Vermillion, SD	July 2015
Martin C. Biagi	Assistant Coach Football	$36,000	Baton Rouge, LA	Vermillion, SD	July 2015

South Dakota State University					
Michael D. Biondo	I.R. Coordinator	$40,275	Los Angeles, CA	Brookings, SD	April 2015
Mary Carlson	Grant Proposal Specialist	$46,000	Burien, WA	Brookings, SD	April 2015
Jessica English	Digital Initiatives Coord.	$40,275	Chapel Hill, NC	Brookings, SD	April 2015
Lauren Kelley	ESL Specialist	$42,000	Lansing, MI	Brookings, SD	March 2015
Kevin Kessler	Instructor	$48,000	Iowa City, IA	Brookings, SD	June 2015
Adam Charles Long	Event Coord. PAL Manager	$45,000	Council Bluffs, IA	Brookings, SD	March 2015

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.*

Aaron Melville	Export Controls Officer	$70,000	Layton, UT	Brookings, SD	March 2015
Dr. Joshua Reineke	Assistant Professor	$80,000	Mount Clements, MI	Brookings, SD	July 2015
Dakota State University					
Heather Gillespie	Director of the Bookstore	$55,000	Portland, OR	Madison, SD	May 2015
Zhe Ren	Assistant Professor	$49,500	Carbondale, IL	Madison, SD	July 2015
Ryan English	Assistant Professor	$48,000	British Columbia Canada	Madison, SD	July 2015

*Reimbursement amount is calculated based on annual salary amount denoted in above requests.

Special Request: Request is being made by Secretary Andy Gerlach from the Department of Revenue to cover the lodging expenses over and above the state rate in Rapid City. South Dakota will be hosting the Midwestern States Association of Tax Administrators conference. There will be approximately 200 participants. The time frame is from August 23-26, 2015, and the room rate is $119.99 plus tax for the Department of Revenue. They are asking for 25 DOR employees to attend this conference.

Ryan Brunner moved and Rich Sattgast seconded to approve the request for the over and above hotel rate for the conference from August 23 to 26, 2015. Jeffrey Hallem reviewed SDAR 5:01:02:14, wherein it states,

> "Upon prior written request of the head of a department or a constitutional officer who hosts a regional or national conference of which the state is a dues-paying member, the Board of Finance may authorize an employee of the department, agency, bureau, or office to be reimbursed for up to the actual costs of lodging if the conference or meeting is in furtherance of the state's interests, concerns, and activities within the scope of the department's, agency's, bureau's, or office's responsibilities; the employee's lodging is required to carry out duties connected with employment; and lodging for the employee at in-state per diem rates is not available."

It was the consensus of the Board that the Department of Revenue had met these requirements. The motion carried. A letter will be forwarded to Secretary Gerlach stating the same.

Update on the Interim Rules Committee Hearing: Ron Wire provided an update from Jason Dilges, who represented the Board of Finance at the Interim Rules Committee Hearing on April 20, 2015. Dilges supported the proposed administrative rules changes regarding the state rate changes. The committee approved the changes, with the notation that the changes will go into effect July 1, 2015. Twenty days prior to July 1, 2015, or June 10, 2015, the rules will be filed with the Secretary of State's Office.

Adjournment: Jeff Hallem moved and Ron Wire seconded to adjourn the meeting. Meeting was adjourned at 2:06 p.m.

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Shantel Krebs, Secretary of State

South Dakota
Department of Revenue

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S.D. SEC. OF STATE

March 24, 2015

Members of the State Board of Finance:

I am writing to you to seek your authorization for reimbursement of the actual costs of lodging incurred by state employees in the performance of their duties following the passage of HB1048 during the 2015 Legislative Session.

The SD Department of Revenue is a member of the Federation of Tax Administrators (FTA), an organization that serves the principle tax collection agencies of the 50 states, the District of Columbia, Philadelphia and New York City. These services include research and information exchange, training, and intergovernmental and interstate coordination. The Department of Revenue is also a member of the FTA's Midwest Region, a collection of 13 state tax agencies.

This year, South Dakota will serve as the host state for the annual Midwestern States Association of Tax Administrators (MSATA) conference. The dates of the conference will be August 23-26, 2015 in Rapid City. We are planning for roughly 200 participants to join us for valuable tax education and networking opportunities. We are also encouraging those participants to bring other guests and explore the Black Hills and the attractions our state has to offer. The conference will be held at the Holiday Inn Civic Center in downtown Rapid City.

While planning for this event, we have sought hotel accommodations for our state employees that meet the reimbursement rates established by your Board. The most reasonable rate we have been able to secure is at one of four Rapid City hotels, not the facility being used for the conference. That rate is $119.99 per night. To ensure we have adequate staff to effectively host the conference, we require 25 DOR employees to be present.

I would appreciate your favorable consideration of this request to reimburse DOR employees for the full cost of their hotel rooms during this event.

Respectfully,

Andy Gerlach
Department Secretary
Department of Revenue