

# State Board of Finance Minutes

Tuesday, May 17, 2016  
2:00 p.m.

Governor's Small Conference Room  
Capitol Building

**Board members present:** Teresa Bray, Office of the Secretary of State; Ann Holzhauser, Office of the Attorney General; Dennis Keith, Office of the State Auditor; Rich Sattgast, State Treasurer; Ryan Brunner, Commissioner of School & Public Lands; Scott Bollinger, Bureau of Administration, and Jason Dilges, Commissioner of the Bureau of Finance and Management.

**Call to order:** Teresa Bray called the meeting to order at 2:01 pm.

**Agenda:** A motion was made by Ryan Brunner and seconded by Rich Sattgast to approve the agenda as presented. A voice vote was taken. Motion carried.

**Minutes:** Ryan Brunner moved and Rich Sattgast seconded to approve the minutes from the meeting on April 19, 2016. A voice vote was taken. Motion carried.

**State Transfers:** Ryan Brunner moved and Dennis Keith seconded to give conditional approval to the following state transfer, with the expected date of transfer being corrected prior to submission to the State Auditor. A roll call vote was taken and the motion carried unanimously.

- Department of Game Fish and Parks
  - Katherine Ceroll

**Professional Recruitment:** Ryan Brunner moved and Dennis Keith seconded to approve the following professional recruitments. A roll call vote was taken and the motion carried unanimously.

- Black Hills State University
  - Christopher Crawford
- Dakota State University
  - David Roberts
  - David Bishop
- Department of Education
  - Steven Michael Buras
- Department of Health
  - Lucas Bollock
- South Dakota State University
  - Julie L. Tkach
- University of South Dakota
  - Drew Ritchie
  - Phillip L. Waalkes
  - Dyanis Popova
  - Derrick Robinson
  - Russell Rose
  - Dawn Plitzuweit

Regarding the Professional Recruitment request for Kira Kaufman from the Department of Education, the submission was withdrawn because of an error on the listed yearly salary. The request is to be returned for correction and resubmission. In addition it was noted to request that Dakota State University use the updated form.

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.*

**State Hosting Reimbursement Request – SDCL 3-9-2.1:** A motion was made by Ryan Brunner and seconded by Rich Sattgast to approve the following State Hosting Reimbursement Requests. A roll call vote was taken and the motion carried unanimously.

- Governor’s Office of Economic Development
  - Steve Watson (2 requests)
  - Alex Smith

**Home Station Per Diem Reimbursement Request – SDCL 3-9-2.2:** Prior to action being taken on these requests a discussion was held regarding the number of state employees reflected on the backup. It was noted that the total amount of a Home Station Per Diem Reimbursement Request could not exceed the number of state employees in attendance times the per diem rate (such as \$11 for lunch). A notation is to be made on the request from South Dakota Retirement System for maximum reimbursement of \$286 (26 state employees times \$11) unless additional attendees are identified when submitted to the State Auditor. Additionally, a notation is to be made on the request from the Bureau of Finance and Management for a maximum reimbursement of \$902 (82 state employees times \$11) unless additional attendees are identified when submitted to the State Auditor.

A motion was made by Jason Dilges and seconded by Ryan Brunner to approve the following Home Station Per Diem Reimbursement Requests, with conditional approval on the two as noted. A roll call vote was taken and the motion carried unanimously.

- South Dakota Retirement System
  - SDRS Board of Trustees quarterly Board meeting in Pierre on April 6, 2016 (Conditional Approval)
- Department of Tourism
  - Tourism staff meeting with Lawrence & Schiller in Pierre on April 29, 2016
  - Information Center Supervisors meeting in Pierre on April 16, 2016
- Animal Industry Board
  - Animal Industry Board, Supervisor and Compliance Officer meeting in Pierre on May 6, 2016
- Bureau of Finance and Management
  - State Board of Internal Controls meeting in Pierre on May 2, 2016 (Conditional Approval)
- Department of Health
  - State Laboratory meeting in Pierre on May 10, 2016

**Action Item:** A request was received from the Department of Agriculture for lodging reimbursement above state rate for Brandon Beshears. Beshears was returning from an out-of-state conference and was forced to remain in Rapid City on March 25, 2016, because of inclement weather. Dennis Keith advised that when travel involves out-of-state destinations, out-of-state rates apply until the state employee returns to their home destination. In this case Beshears’ home destination was Pierre, so the out-of-state rate for lodging of \$175 would apply. Since the expense was \$100.13, this request did not require submission to the Board of Finance.

**Adjournment:** Jason Dilges moved and Scott Bollinger seconded to adjourn the meeting. The meeting was adjourned at 2:34 p.m.