

State Board of Finance Minutes

Tuesday, June 16, 2015
2:00 p.m.

Governor's Small Conference Room
Capitol Building

Board members present: Shantel Krebs, Secretary of State; Steve Barnett, State Auditor, Marianne Gabriel, Office of the State Treasurer; Mike Mehlhaff, Office of School & Public Lands; Leah Svendsen, Bureau of Administration; Jason Dilges, Commissioner of the Bureau of Finance and Management; Dennis Keith, Office of State Auditor; Jason Lutz, Office of State Auditor.

Call to order: Shantel Krebs, Secretary of State, called the meeting to order at 2:00 p.m.

Agenda: Mike Mehlhaff moved and Marianne Gabriel seconded to approve the agenda. Motion carried.

Minutes: Steve Barnett moved and Leah Svendsen seconded to approve the minutes from May 19, 2015. Motion carried.

State Transfers: Steve Barnett moved and Leah Svendsen seconded to approve the following state transfers. Motion carried.

Game Fish and Parks					
Spencer M. Downey	Conservation Officer	\$36,670.00	Ames, IA	Presho, SD	May 2015

Highway Patrol					
Shane Snyder	HP Sergeant	\$57,900.24	Mobridge, SD	Huron, SD	May 2015

Professional Recruitment: Jason Dilges moved and seconded by Steve Barnett to approve the following professional Recruitments. Motion carried.

State Veterans Home					
Lisa M. Pederson	Registered Nurse	\$ 29,910.60	Rapid City, SD	Hot Springs, SD	June 2015

Bureau of Human Resources					
Amanda Weber	Organizational Psych.	\$ 49,000.00	Winsted, MN	Pierre, SD	May 2015

South Dakota School of Mines & Technology					
Andrea Brickey	Assoc. Professor, Mining Eng. & Mgmt. Dept.	\$ 84,000	Arvada, CO	Rapid City, SD	August 2015
Timothy Brenza	Asst. Professor Chemical & Biological Eng.	\$ 84,000	Ames, IA	Rapid City, SD	August 2015

University of South Dakota					
Matthew Houston	Asst. Coach, Strength & Conditioning	\$ 33,000	Honolulu, HI	Vermillion, SD	May 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.

Edwin C. Gerrish	Asst. Professor	\$ 70,000	Bloomington, IN	Vermillion, SD	June 2015
Thomas H. Goehle	Asst. Coach Women's Basketball	\$ 55,000	Myrtle Beach, SC	Vermillion, SD	June 2015
Bridget K. Welch	Asst. Professor	\$ 59,500	Macomb, IL	Vermillion, SD	July 2015
Daniel Hajovsky	Asst. Professor	\$ 53,500	Lawrence, KS	Vermillion, SD	Summer 2015
David DeJong	Asst. Professor	\$ 58,000	Pella, IA	Vermillion, SD	Summer 2015
Daniel Mourlam	Asst. Professor	\$ 53,000	Waterloo, IA	Vermillion, SD	Summer 2015
Gabriela Walker	Asst. Professor	\$ 53,000	Mansfield, OH	Vermillion, SD	Summer 2015
Gabrielle Strouse	Asst. Professor	\$ 54,000	Toronto, ON	Vermillion, SD	Summer 2015
Bernie Wone	Asst. Professor	\$ 70,000	Sparks, NV	Vermillion, SD	July 2015

South Dakota State University					
Qin Ma	Asst. Professor	\$ 82,000	Athens, GA	Brookings, SD	August 2015
Semhar K. Michael	Asst. Professor	\$ 79,336	Tuscaloosa, AL	Brookings, SD	August 2015
Matthew Ryan Olson	4-H Youth Advisor	\$ 35,500	Tucson, AZ	Rapid City, SD	June 2015
Erianto (Indra) Putra	Post-Doctoral Fellow	\$ 52,000	Jakarta, Indonesia	Brookings, SD	August 2015
Pirita See	Instructor	\$ 50,000	Oxford, OH	Brookings, SD	July/August 2015
Severine Van slambrouck	Asst. Professor	\$ 72,845	Miami Lakes, FL	Brookings, SD	June 2015
Sheri Marshall	Aviation Faculty	\$ 60,000	Holly Springs, MS	Brookings, SD	August 2015
Jacob Wallace	Asst. Professor	\$ 57,000	Durant, OK	Brookings, SD	July 2015

Bureau of Finance & Management					
Brittni Skipper	Budget Analyst	\$ 46,594.08	Belle Fourche, SD	Pierre, SD	June 2015

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

The State Auditor's Office provided handouts for HB1048. A draft copy of the Home Station Per Diem Reimbursement Request Form pursuant to SDCL-3-9-2.3 and the State Hosting Reimbursement Request Form pursuant to SDCL-3-9-2.2 were handed out by the State Auditor's Office. Handouts are attached. A letter prescribing the forms will be coming from the Governor's Office.

Discussion was held regarding the request from the Department of Revenue, dated June 2, 2015. A motion was made by Mike Mehlhaff and seconded by Steve Barnett to approve the request from Secretary Gerlach regarding hosting the ARCI summer Board of Directors meeting and Model Rules Practices Committee meeting in Deadwood, July 14-16, 2015. Motion approved. An approval letter will be written from the State Board of Finance to Secretary Gerlach.

Jason Dilges gave a brief overview regarding the pending write off requests. The RFP regarding the new debt collection agency was mailed out last week. No action will be taken on the pending write off requests until the outcome of the RFP is known. The debt write offs will continue to be held in the Secretary of State's Office.

Adjournment: Jason Dilges moved and Leah Svendsen seconded to adjourn the meeting. The meeting was adjourned at 2:25 p.m.

Shantel Krebs, Secretary of State

State Hosting 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

Application

Date: _____ Agency: _____

Agency Address: _____

Agency Phone Number: _____

Employee Requesting Reimbursement: _____

Total Amount of Reimbursement: _____

Date(s) of Hosting Expense: _____ Receipts Attached: Y / N

Explanation of official business performed: _____

I hereby request authorization and approval for reimbursement of expenses, set forth in the voucher attached hereto, that were incurred while hosting a prospect for business development, trade, or a tourism promotional activity. I certify that the expenses were incurred through necessary duties of my employment with the State of South Dakota and in the furtherance of state's interests, concerns, and activities and are supported by the attached receipts. I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Signature of Employee

Date

Authorization

I hereby certify that the above employee was authorized to incur the claimed expenses while performing necessary duties of their employment on behalf of the State of South Dakota. I attest that the employee's claims were in the furtherance of state interests relating to hosting a prospect for business development, trade, or a tourism promotional activity.

Name of Department/Office Head

Position/Title of Agency Official

Signature of Department/Office Head

Date

State Board of Finance Approval

Approval Date: _____

Signature of Secretary, State Board of Finance

Note: When completed, attach the original form and receipts to voucher to be sent to the State Auditor's Office.

Home Station Per Diem Reimbursement Request – SDCL 3-9-2.3

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

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

Application

Date: _____ Agency: _____

Agency Address: _____

Agency Phone Number: _____

Employee Requesting Reimbursement: _____

Total Amount of Reimbursement: _____

Date(s) of Expense: _____

Event Leave Time: _____ Event Return Time: _____

Explanation of official business performed: _____

I hereby request authorization and approval for reimbursement of expenses, set forth in the voucher attached hereto, that were incurred while conducting state business at my headquarters station or place of residence. I certify that the event extended entirely through a meal time without interruption and included a meal provision for which I was billed. I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Signature of Employee

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.

Name of Department/Office Head

Position/Title of Agency Official

Signature of Department/Office Head

Date

State Board of Finance Approval

Approval Date: _____

Signature of Secretary, State Board of Finance

Note: When completed, attach the original form to voucher to be sent to the State Auditor's Office.