

State Board of Finance

Minutes

Tuesday, July 19, 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; Jason Lutz, Office of the State Auditor; Rich Sattgast, State Treasurer; Leah Svendsen, 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 2:05 pm.

Agenda: A motion was made by Teresa Bray to amend the agenda to add the action item request received from the Department of Health for over state rate lodging expenses for the Eagleson Biosafety Workshops and for Scott Bollinger to present information regarding the Obligatory Recovery Center. Rich Sattgast seconded. A voice vote was taken. The motion carried.

Minutes: Jason Lutz moved and Leah Svendsen seconded to approve the minutes from the meeting on June 21, 2016. A voice vote was taken. Motion carried.

State Transfers: Jason Lutz moved and Rich Sattgast seconded to approve the following state transfers. A roll call vote was taken and the motion carried unanimously.

- Department of Game, Fish and Parks
 - William Collignon

Professional Recruitment: Rich Sattgast moved and Jason Lutz seconded to approve the following professional recruitments. A roll call vote was taken and the motion carried unanimously.

- Bureau of Information and Telecommunications
 - Lee Strubinger
- Department of Health
 - Cassandra Block
- Dakota State University
 - Sulabh Bhattarai
- South Dakota School of Mines and Technology
 - Lisa Rebenitsch
 - Haley Armstrong
 - Brian Hardy
 - Mengistu Geza Misrani
 - Gokce Ustunisik
- South Dakota State University
 - James Doyle
 - Julia Keller
 - Patrick Hales
 - Staci Born
 - Justin Parks
- University of South Dakota
 - Sarah Layne
 - Deborah Gearhart
 - Julia Hellwege

Home Station Per Diem Reimbursement Request – SDCL 3-9-2.2: A motion was made by Rich Sattgast and seconded by Leah Svendsen to approve the following Home Station Per Diem Reimbursement Requests. 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.*

- Department of Labor and Regulation
 - Annual Leadership Meeting, April 20, 2016
 - WIOA Program Meeting, June 7, 8, 21, and 22, 2016 (4 requests)
 - Executive Team Meeting, June 29, 2016

Action Item: A request was received from the Department of Corrections for lodging expense for Brooke Jackson on June 5-6, 2016, in the amount of \$302.00. A motion was made by Jason Dilges and seconded by Rich Sattgast to approve the request. A roll call vote was taken and the motion carried unanimously.

A request was received from the Department of Health for lodging expenses that were over state rate for the employees that attended the Eagleson Biosafety Workshop from June 19-21, 2016, in Sioux Falls and from June 21-23, 2016, in Rapid City. A motion was made by Jason Lutz and seconded by Rich Sattgast to approve the request. A discussion was held regarding the purpose of the hardship rule and seeking approval after the fact, as opposed to seeking prior approval for over state rates. It was noted that even though the expenses will be reimbursed by the Centers for Disease Control, a contract prior to the conferences was in place for the lodging expense. The board agreed that the motion be deferred to the next meeting and the agency be asked to attend the meeting to explain the procedures they took in seeking prior approval.

A discussion was held regarding the guidelines developed by the State Auditor's office for handling the State Hosting and Home Station Per Diem Reimbursements. The board agreed that the guidelines were sufficient and they be implemented. If further clarification is required, that will be addressed.

A discussion was held regarding the draft administrative rule revisions. There were no comments or changes requested. Ann Holzhauser discussed the changes needed for allowing an electronic signature. It was agreed that changes would be made to add this revision for presentation at the August meeting.

Scott Bollinger, Bureau of Administration, spoke regarding the Obligatory Recovery Center and the procedures developed for debt recovery. Agencies are beginning to go onboard with the new procedures. After 180 days of efforts to collect, the debt will be transferred to one of three third party collection agencies that will have one year to attempt collection. There are categories of debts that will not go through these procedures – death, bankruptcy, under \$25, no documentation for the expense, statute of limitations and debts of other governmental agencies. Jason Dilges requested that the timeline for onboarding of agencies be provided to the board, along with the list of the debts not going through the procedure. It was clarified that the universities would be onboarding in August. Foreign debts will go directly to the collection agency. For those debts involving military, if they are active duty and overseas, the debt is placed on hold until they are back in the states, after which the collection efforts will resume.

Adjournment: Jason Dilges moved and Rich Sattgast seconded to adjourn the meeting. The meeting was adjourned at 2:42 p.m.

Shantel Krebs, Secretary of State