

State Board of Finance

Minutes

Tuesday, July 18, 2017
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; Dennis Keith, Office of the State Auditor; Rich Sattgast, State Treasurer; Leah Svendsen, Bureau of Administration, and Liza Clark, Commissioner of the Bureau of Finance and Management. Guests included Kayla Dowling, Office of the Secretary of State; Anthony Galbraith, South Dakota Lodging Association; John Poncelet, Governor's Inn; and Rick Murray, South Dakota Lodging Association.

Call to order: Teresa Bray called the meeting to order at 2:02 p.m.

Agenda: Teresa Bray moved and Rich Sattgast seconded to amend the agenda to include a discussion regarding state lodging rate. A voice vote was taken. Motion carried.

Minutes: Leah Svendsen and Liza Clark moved and seconded to approve the minutes from the meeting on June 20, 2017. A voice vote was taken. Motion carried.

State Transfer: Rich Sattgast moved and Dennis Keith seconded to approve the following State Transfer. A roll call vote was taken and the motion carried unanimously.

- Department of Game, Fish, and Parks
 - Christopher Dekker

Professional Recruitment: Leah Svendsen moved and Dennis Keith seconded to approve the following Professional Recruitments. A roll call vote was taken and the motion carried unanimously.

- Department of Game, Fish, and Parks
 - Taniya Bethke
- South Dakota Board of Regents
 - Chelsey Cox
- Dakota State University
 - Joseph Bottum
 - Robert Girtz
 - Dillon Pearson
 - Richard Wicklein
- South Dakota School of Mines & Technology
 - Jennifer L. Boldue
 - Nickolaus Bruno
 - Philip N. Hunt
 - Pierre Larochelle
- South Dakota State University
 - Brian Bergstrom
 - Maaz Gardezi
 - Laura Hasselquist
 - Andrew Janssen
 - John T. McMaine
- University of South Dakota
 - Talin Louder
 - Steven P. Mohs
 - Hyang Suk Yang

State Hosting Reimbursement Request – SDCL 3-9-2.1: A motion was made by Dennis Keith and seconded by Lisa Clark to approve the following State Hosting Reimbursement requests. A roll call was taken and the motion carried unanimously.

- Governor's Office of Economic Development
 - Jeff Haverly
- Department of Tourism
 - Patrick Baker
 - Stephanie Palmer

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.*

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.

- Department of Game, Fish, and Parks
 - Western Region Advisory Panel meeting on May 30, 2017 in Rapid City.
 - Robert Teachout seasonal orientation meeting on May 15, 2017 in Aberdeen.
 - Mike Ullrich seasonal orientation meeting on May 15, 2017 in Aberdeen.
 - Jenna Cooper attended the law enforcement academy and training on May 1, 2017 to June 10, 2017 in Pierre.
 - Working lunches for Parks Division on May 23-24, 2017 in Pierre.
 - Travis March attended the law enforcement academy and training on May 5, 2017 to June 9, 2017 in Pierre.
- South Dakota School of Mines and Technology
 - Geological Field Camps held between May 14, 2017 to June 12, 2017 on School of Mines and Technology campus.
- South Dakota Retirement System
 - SDRS Board of Trustees quarterly meeting on June 14, 2017 in Sioux Falls.

Action Item: The item that was deferred from the previous meeting for Department of Corrections was discussed. A motion for the item was moved by Rich Sattgast and seconded by Liza Clark to defer the item once more until the agency receives the information regarding the final commission invoice the hotel received from the third party.

The item regarding debt write offs and what is required by the Board for documentation was discussed. Leah Svendsen indicated that the Bureau of Administration takes the word of the agency as to whether they have followed the procedures when it comes to submitting debt to the ORC. Documentation to prove death or bankruptcy is not needed. Ann Holzhauser requested that the universities indicate in a letter with their submissions of what their policies are for debt write offs and if they were followed.

A discussion was held regarding state lodging rates at the request of South Dakota Hotel & Lodging Association. Rick Murray requested that the Board reconsider the rate increase for state rate lodging. He pointed out the costs it is for hotels to operate and services provided. Liza Clark stated that the State as a whole is in the same situation it was in earlier in 2017 concerning revenue. Considering state agencies were just recently asked to cut their budgets, she stated that she did not feel it was a good time to bring forth a price increase for state rate lodging. She suggested another discussion at the November meeting to discuss the increase prior to the Governor's budget address..

Debt Write Off Requests:

- A motion was made by Leah Svendsen and seconded by Liza Clark to approve the debt write offs for Department of Corrections that were deferred from the previous month's meeting. A roll call vote was taken and the motion carried unanimously.
- A motion was made by Ann Holzhauser and seconded by Rich Sattgast to defer the debt write offs submitted by South Dakota School of Mines and Technology until next month. More information is needs to be submitted by the school as to what policies they followed in submitting the debts to the Board.

Adjournment: Ann Holzhauser moved and Dennis Keith seconded to adjourn the meeting. The meeting was adjourned at 2:21 p.m.