

State Board of Finance Meeting Agenda

Tuesday, November 17, 2020
2:00 p.m.

Call in information: +1 312 626 6799
Meeting ID: 857 7656 7211
Password: 521798

- A) Call to order
- B) Approve monthly meeting agenda
- C) Approve minutes from the meeting on October 20, 2020
- D) Professional Recruitment
 - SD Department of Corrections
 - William B. Church
 - Julio Otanez Mena
 - Charles Dobbs
 - SD Department of Education
 - Jessica Gregory
 - Katarina Wasley
 - South Dakota Retirement System
 - Samantha Koldenhoven
 - South Dakota Game, Fish, and Parks
 - Spencer Lynch
 - University of South Dakota
 - Susan Smith
 - Mohamed Siyab Eldin Hussain
 - Karen Hebert
 - Taylor Friemel
 - Dakota State University
 - Katherine Cota
 - South Dakota School of Mines & Technology
 - Venkata Satish Bhattiprolu
- E) State Hosting Reimbursement Request – SDCL 3-9-2.1
 - Department of Tourism
 - Hosted journalists and media breakfast morning of Buffalo Roundup on September 25, 2020 in Custer, SD.
- F) Home Station Per Diem Reimbursement Request – SDCL 3-9-2.2
 - Game, Fish, and Parks
 - Internal Budget Meetings held in Pierre on August 18, 2020.
 - Bureau of Administration
 - BOA Manager's Retreat held during August 4-5, 2020 in Pierre at the River Rock Lodge.

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.*

G) Action Items

- Board of Regents requests reimbursement for over state lodging expenses from the Buffalo Roundup.
- Department of Agriculture request to reimburse Jeff Lounsbury for travel to Rapid City during June 10-13, 2019.

H) Public Comment

I) Adjournment

Household Moving Allowance State of South Dakota

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

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

Please check one:

- ☐ State Transfer (SDCL 3-9-9)
Full-time continuous employment for 6 months.
- ☐ Professional Recruitment (SDCL 3-9-12)
Attach a written copy of the offer of employment and of payment of moving expenses.

PLEASE NOTE: The request and all supporting documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT eight days prior to the Board of Finance meeting on the third Tuesday of the month. Documentation received after that time will be processed at the next Board of Finance meeting. All documentation MUST comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

Application

William B Church
Name of Applicant

36,477-36 Garrison, MT
Yearly Salary City, State Moving From

060336

Bureau of Human Resources Class Code

Correctional Officer
New Position Title

Springfield
New Post of Duty (City)

10-19-2020
Employment Date with the State

DOC/MDSP
Agency Employed By

10/2020
Expected Month/Year of Move

I hereby request authorization and approval to submit a voucher for reimbursement of actual household moving expenses subject to the limitations established by South Dakota law. I shall attach to said voucher evidence of actual household moving expenses.

I understand that household moving allowance is considered taxable income according to IRS regulations, and I am responsible for all applicable payroll taxes. I know I may contact my agency's finance officer for options.

B Church
Signature of Applicant

10-20-2020
Date

Authorization

☐ The undersigned agent hereby certifies that the above individual is employed in a full-time position with the above agency, that the agency ordered the applicant to move as indicated, and that the move will be for the benefit of the State of South Dakota. The Agent further declares that, to the best of the Agent's knowledge and belief, the request and authorization for reimbursement of actual household moving expenses are true and correct.

MIKE LEIDHOLT
Name of Authorized Agent

Mike Leidholt 10-27-20
Signature of Authorized Agent Date

SECRETARY OF CORRECTIONS
Position/ Title of Authorized Agent

DEPT OF CORRECTIONS
Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State
Board of Finance on

Date

Signature of Secretary, State Board of Finance

South Dakota
BHR
Bureau of Human Resources

Bureau of Human Resources
500 East Capitol Avenue
Pierre, South Dakota 57501-5070
Phone: 605.773.3148 Fax: 605.773.4344
<http://bhr.sd.gov>

October 7, 2020

William Church
514 Americas Way #9903
Box Elder SD 57719

Dear William:

Welcome to the Department of Corrections!!! This letter will serve as a written follow up to our verbal offer of employment as a Correctional Officer position with the Mike Durfee State Prison at an hourly rate of \$17.47. The effective date will be Monday October 19, 2020. Please report to the Mike Durfee State Prison at 8:00am.

The Department of Corrections will allow you reimbursement of moving expenses you accrue up to one month of your salary. In order for the expenses to be reimbursed you must submit the Household Moving Allowance Application, this offer letter and any receipts of payment for moving.


Casual dress attire is preferred. Cell phones are not allowed on the facility.

This offer is contingent upon negative drug screening results. Please make an appointment with my office (605-369-4427) to schedule a date and time prior to starting to have the drug screening completed.

Also, please be aware that you will be serving a six-month probationary period. During this time period your performance will be reviewed periodically to determine if you will be recommended for status in the South Dakota Career Service system. Also, please note that your health insurance coverage will not begin until one month and one day after your start date (indicated above).

We look forward to having you on our staff. We hope your employment with Mike Durfee State Prison will be rewarding experience. If there are any questions, please contact the Human Resource Office at 605-369-4427.

Sincerely,


Mary Ann Kloucek
Human Resource Specialist
Mike Durfee State Prison
Department of Corrections

Household Moving Allowance State of South Dakota

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

State Board of Finance
Office of Secretary of State
500 E Capitol Ave
Pierre SD 57501

Phone: 605-773-3537

Please check one:

☐

State Transfer (SDCL 3-9-9)

Full-time continuous employment for 6 months.

☐

Professional Recruitment (SDCL 3-9-12)

Attach a written copy of the offer of employment and of payment of moving expenses.

PLEASE NOTE: The request and all supporting documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT eight days prior to the Board of Finance meeting on the third Tuesday of the month. Documentation received after that time will be processed at the next Board of Finance meeting. All documentation MUST comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

Application

Julia Stance Mena

Name of Applicant

\$36,479.36

36479.36

Yearly Salary

New York, NY

City, State Moving From

060336

Bureau of Human Resources Class Code

Correctional Officer

New Position Title

Springfield

New Post of Duty (City)

10/19/20

Employment Date with the State

DOC/MDSP

Agency Employed By

Expected Month/Year of Move

I hereby request authorization and approval to submit a voucher for reimbursement of actual household moving expenses subject to the limitations established by South Dakota law. I shall attach to said voucher evidence of actual household moving expenses.

I understand that household moving allowance is considered taxable income according to IRS regulations, and I am responsible for all applicable payroll taxes. I know I may contact my agency's finance officer for options.

[Signature]
Signature of Applicant

10/20/2020
Date

Authorization

☐ The undersigned agent hereby certifies that the above individual is employed in a full-time position with the above agency, that the agency ordered the applicant to move as indicated, and that the move will be for the benefit of the State of South Dakota. The Agent further declares that, to the best of the Agent's knowledge and belief, the request and authorization for reimbursement of actual household moving expenses are true and correct.

MIKE LEIDHOLT

Name of Authorized Agent

Mike Leidholt

Signature of Authorized Agent

10-27-20
Date

SECRETARY OF CORRECTIONS

Position/ Title of Authorized Agent

DEPT OF CORRECTIONS

Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State
Board of Finance on

Date

Signature of Secretary, State Board of Finance

South Dakota
BHR
Bureau of Human Resources

Bureau of Human Resources
500 East Capitol Avenue
Pierre, South Dakota 57501-5070
Phone: 605.773.3148 Fax: 605.773.4344
<http://bhr.sd.gov>

October 14, 2020

Julio Otanez Mena
356 West 145th St Apt 2
New York, NY 10039

Dear Julio:

Welcome to the Department of Corrections!!! This letter will serve as a written follow up to our verbal offer of employment as a Correctional Officer position with the Mike Durfee State Prison at an hourly rate of \$17.47. The effective date will be Monday October 19, 2020. Please report to the Mike Durfee State Prison at 8:00am.

The Department of Corrections will allow you reimbursement of moving expenses you accrue up to one month of your salary. In order for the expenses to be reimbursed you must submit the Household Moving Allowance Application, this offer letter and any receipts of payment for moving.

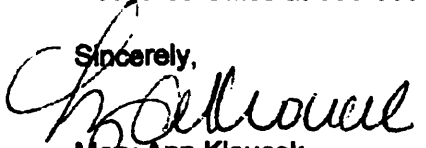
Casual dress attire is preferred. Cell phones are not allowed on the facility.

This offer is contingent upon negative drug screening results. Please make an appointment with my office (605-369-4427) to schedule a date and time prior to starting to have the drug screening completed.

Also, please be aware that you will be serving a six-month probationary period. During this time period your performance will be reviewed periodically to determine if you will be recommended for status in the South Dakota Career Service system. Also, please note that your health insurance coverage will not begin until one month and one day after your start date (indicated above).

We look forward to having you on our staff. We hope your employment with Mike Durfee State Prison will be rewarding experience. If there are any questions, please contact the Human Resource Office at 605-369-4427.

Sincerely,



Mary Ann Kloucek
Human Resource Specialist
Mike Durfee State Prison
Department of Corrections

October 15, 2020

Charles Dobbs
276 S 7th St
Cedar Springs M 49534

Dear Charles:

Welcome to the Department of Corrections!!! This letter will serve as a written follow up to our verbal offer of employment as a Correctional Officer position with the Rapid City Community Work Center/ Mike Durfee State Prison at an hourly rate of \$17.47. The effective date will be Sunday October 18, 2020.

The Department of Corrections will allow you reimbursement of moving expenses you accrue up to one month of your salary. In order for the expenses to be reimbursed you must submit the Household Moving Allowance Application, this offer letter and any receipts of payment for moving.

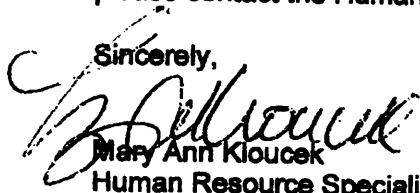
Casual dress attire is preferred. Cell phones are not allowed on the facility.

This offer is contingent upon negative drug screening results. Please make an appointment with my office (605-369-4427) to schedule a date and time prior to starting to have the drug screening completed.

Also, please be aware that you will be serving a six-month probationary period. During this time period your performance will be reviewed periodically to determine if you will be recommended for status in the South Dakota Career Service system. Also, please note that your health insurance coverage will not begin until one month and one day after your start date (indicated above).

We look forward to having you on our staff. We hope your employment with Rapid Community Work Center/Mike Durfee State Prison will be rewarding experience. If there are any questions, please contact the Human Resource Office at 605-369-4427.

Sincerely,


Mary Ann Kloucek
Human Resource Specialist
Mike Durfee State Prison
Department of Corrections

Household Moving Allowance State of South Dakota

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

State Board of Finance
Office of Secretary of State
500 E Capitol Ave
Pierre SD 57501

Phone: 605-773-3537

Please check one:

- ☐ State Transfer (SDCL 3-9-9)
Full-time continuous employment for 6 months.
- ☒ Professional Recruitment (SDCL 3-9-12)
Attach a written copy of the offer of employment and of payment of moving expenses.

PLEASE NOTE: The request and all supporting documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT eight days prior to the Board of Finance meeting on the third Tuesday of the month. Documentation received after that time will be processed at the next Board of Finance meeting. All documentation MUST comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

Application

Jessica Gregory

Name of Applicant

45,936.00

Yearly Salary

030792

Bureau of Human Resources Class Code

Osborne KS

City, State Moving From

40-0847

New Position Title

Pierre

New Post of Duty (City)

10/19/2020

Employment Date with the State

Education

Agency Employed By

10/2020

Expected Month/Year of Move

I hereby request authorization and approval to submit a voucher for reimbursement of actual household moving expenses subject to the limitations established by South Dakota law. I shall attach to said voucher evidence of actual household moving expenses.

I understand that household moving allowance is considered taxable income according to IRS regulations, and I am responsible for all applicable payroll taxes. I know I may contact my agency's finance officer for options.

Signature of Applicant

Date

Authorization

☒ The undersigned agent hereby certifies that the above individual is employed in a full-time position with the above agency, that the agency ordered the applicant to move as indicated, and that the move will be for the benefit of the State of South Dakota. The Agent further declares that, to the best of the Agent's knowledge and belief, the request and authorization for reimbursement of actual household moving expenses are true and correct.

BENJAMIN F. JONES

Name of Authorized Agent

Benja F. Jones 10/29/2020

Signature of Authorized Agent Date

Cabinet Secretary

Position/ Title of Authorized Agent

Department of Education

Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State
Board of Finance on

Date

Signature of Secretary, State Board of Finance

September 18, 2020

Jessica Gregory
206 S 4th St
Osborne Kansas 67473

Dear Ms. Gregory,

This letter is to confirm your appointment to the position of Review and Compliance Archeologist with the state of South Dakota, Department of Education. Your employment will begin Monday, October 19, 2020, at an hourly rate of \$22.00.

As discussed, the Department of Education will pay up to one month's salary, approximately \$3,828.00, for actual moving expenses based on the rules established by the Board of Finance. Receipts are required and expenses must be eligible expenses. Attached, please find the guidelines for household moving allowances and the moving expense form. **Please sign the Household Moving Allowance Form and return it to me as soon as possible.**

Prior to your first day of work, we invite you take the time to complete the on-line orientation process. Completion of the on-line orientation process is voluntary. If you decide to forego the on-line process prior to beginning work, you will be asked to complete the same process on your first day of work.

Please go to the following link to complete the new employee forms:
<http://onlineorientation.sd.gov/new.aspx>

You can log into the system using the following ID and password:



You will be prompted to set and confirm a new password upon entering the above and selecting, "login".

***This is a secured system that is user name & password protected.**

NOTE: You can complete this on-line orientation as time permits. You can save the information that you enter as you step through the process. Therefore, if you need to come back to complete the process at a later date or time, you may do so by entering your user ID and password. You may need to disable the pop-up blocker on your computer in order to access the orientation material.

In compliance with the Immigration Reform and Control Act of 1986, the State of South Dakota hires only citizens and nationals of the United States and aliens authorized to work in the United States. Upon reporting to work, you will be required to provide identification and proof of citizenship or authorization to work per the list on the I-9 Form, which you can find on the above website. In addition, please provide us a copy of your social security card for payroll purposes. Direct Deposit is mandatory and you will need to provide a voided check blank to your supervisor.

Welcome to the Department of Education. If you have any questions, please contact me or Tammy Binger in the Human Resource office at (605) 773-4714.

Sincerely,

Deb Olson (78)

Deb Olson
Human Resource Manager

Cc: Ted Spencer
Personnel File

**Household Moving Allowance
State of South Dakota**

RECEIVED

NOV 06 2020

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

State Board of Finance
Office of Secretary of State
500 E Capitol Ave
Pierre SD 57501

Phone: 605-773-3537

Please check one:

- ☐ State Transfer (SDCL 3-9-9)
Full-time continuous employment for 6 months.
☒ Professional Recruitment (SDCL 3-9-12)
Attach a written copy of the offer of employment and of payment of moving expenses.

S.D. SEC. OF STATE

PLEASE NOTE: The request and all supporting **documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT eight days prior to the Board of Finance meeting on the third Tuesday of the month.** Documentation received after that time will be processed at the next Board of Finance meeting. All documentation **MUST** comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

Application

Katarina Wasley

Name of Applicant

Senior Secretary

New Position Title

Education

Agency Employed By

35,496.00

Vermillion, SD

Pierre

10/2020

Yearly Salary

City, State Moving From

New Post of Duty (City)

Expected Month/Year of Move

020215

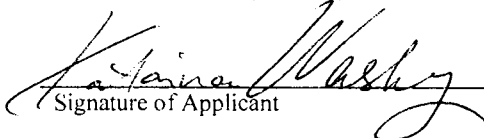
10/13/2020

Bureau of Human Resources Class Code

Employment Date with the State

I hereby request authorization and approval to submit a voucher for reimbursement of actual household moving expenses subject to the limitations established by South Dakota law. I shall attach to said voucher evidence of actual household moving expenses.

I understand that household moving allowance is considered taxable income according to IRS regulations, and I am responsible for all applicable payroll taxes. I know I may contact my agency's finance officer for options.


Signature of Applicant

10-13-20
Date

Authorization

☒ The undersigned agent hereby certifies that the above individual is employed in a full-time position with the above agency, that the agency ordered the applicant to move as indicated, and that the move will be for the benefit of the State of South Dakota. The Agent further declares that, to the best of the Agent's knowledge and belief, the request and authorization for reimbursement of actual household moving expenses are true and correct.

BENJAMIN F. JONES
Name of Authorized Agent

Cabinet Secretary
Position/ Title of Authorized Agent

Benjamin F. Jones **11/6/2020**
Signature of Authorized Agent Date

Department of Education
Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State
Board of Finance on

Date

Signature of Secretary, State Board of Finance



Bureau of Human Resources
500 East Capitol Avenue
Pierre, South Dakota 57501-5070
Phone: 605.773.3148 Fax:
605.773.6947 <http://bhr.sd.gov>

October 5, 2020

Katie Wasley
113 N Yale St
Vermillion SD 57069

Dear Ms. Wasley,

This letter is to confirm your appointment to the position of Senior Secretary with the state of South Dakota, Department of Education. Your employment will begin Tuesday, October 13, 2020, at an hourly rate of \$17.00.

As discussed, the Department of Education will pay up to one month's salary, approximately \$2,958.00, for actual moving expenses based on the rules established by the Board of Finance. Receipts are required and expenses must be eligible expenses. Attached, please find the guidelines for household moving allowances and the moving expense form. **Please sign the Household Moving Allowance Form and return it to me as soon as possible.**

Prior to your first day of work, we invite you take the time to complete the on-line orientation process. Completion of the on-line orientation process is voluntary. If you decide to forego the on-line process prior to beginning work, you will be asked to complete the same process on your first day of work.

Please go to the following link to complete the new employee forms:
<http://onlineorientation.sd.gov/new.aspx>

You can log into the system using the following ID and password:



confirm a new password upon entering the above and selecting, "login".
Your user name & password protected.

NOTE: You can complete this on-line orientation as time permits. You can save the information that you enter as you step through the process. Therefore, if you need to come back to complete the process at a later date or time, you may do so by entering your user ID and password. You may need to disable the pop-up blocker on your computer in order to access the orientation material.

In compliance with the Immigration Reform and Control Act of 1986, the State of South Dakota hires only citizens and nationals of the United States and aliens authorized to work in the United States. Upon reporting to work, you will be required to provide identification and proof of citizenship or authorization to work per the list on the I-9 Form, which you can find on the above website. In addition, please provide us a copy of your social security card for payroll purposes. Direct Deposit is mandatory and you will need to provide a voided check blank to your supervisor.

Welcome to the Department of Education. If you have any questions, please contact me or Tammy Binger in the Human Resource office at (605) 773-4714.

Sincerely,

Deb Olson (78)

Deb Olson
Human Resource Manager

Cc: Ted Spencer
Personnel File

Household Moving Allowance State of South Dakota

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

State Board of Finance
Office of Secretary of State
500 E Capitol Ave
Pierre SD 57501

Phone: 605-773-3537

Please check one:

- ☐ State Transfer (SDCL 3-9-9)
Full-time continuous employment for 6 months.
- ☒ Professional Recruitment (SDCL 3-9-12)
Attach a written copy of the offer of employment and of payment of moving expenses.

PLEASE NOTE: The request and all supporting documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT eight days prior to the Board of Finance meeting on the third Tuesday of the month. Documentation received after that time will be processed at the next Board of Finance meeting. All documentation MUST comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

Application

Samantha Koldenhoven Associate General Counsel SDRS
Name of Applicant New Position Title Agency Employed By

\$ 66,628 St. Louis, MO Pierre
Yearly Salary City, State Moving From New Post of Duty (City) Expected Month/Year of Move

263214 09/14/2020
Bureau of Human Resources Class Code Employment Date with the State

I hereby request authorization and approval to submit a voucher for reimbursement of actual household moving expenses subject to the limitations established by South Dakota law. I shall attach to said voucher evidence of actual household moving expenses.

[Signature]
Signature of Applicant

11/6/2020
Date

Authorization

☐ The undersigned agent hereby certifies that the above individual is employed in a full-time position with the above agency, that the agency ordered the applicant to move as indicated, and that the move will be for the benefit of the State of South Dakota. The Agent further declares that, to the best of the Agent's knowledge and belief, the request and authorization for reimbursement of actual household moving expenses are true and correct.

Travis W. Almond Executive Director
Name of Authorized Agent Position/Title of Authorized Agent

[Signature] 11/6/2020 SDRS
Signature of Authorized Agent Date Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State
Board of Finance on

Date

Signature of Secretary, State Board of Finance

RECEIVED

NOV 06 2020

S.D. SEC. OF STATE

Household Moving Allowance State of South Dakota

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

State Board of Finance
Office of Secretary of State
500 E Capitol Ave
Pierre SD 57501

Phone: 605-773-3537

Please check one:

☐

State Transfer (SDCL 3-9-9)

Full-time continuous employment for 6 months.

☒

Professional Recruitment (SDCL 3-9-12)

Attach a written copy of the offer of employment and of payment of moving expenses.

PLEASE NOTE: The request and all supporting documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT eight days prior to the Board of Finance meeting on the third Tuesday of the month. Documentation received after that time will be processed at the next Board of Finance meeting. All documentation MUST comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

Application

Spencer Lynch

Name of Applicant

\$36,768

Yearly Salary

GH

Bureau of Human Resources Class Code

St. James, MO

City, State Moving From

Wildlife Damage Sp

New Position Title

Sturgis, SD

New Post of Duty (City)

9-9-2020

Employment Date with the State

Game, Fish & Parks

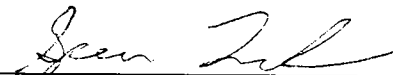
Agency Employed By

09-2020

Expected Month/Year of Move

I hereby request authorization and approval to submit a voucher for reimbursement of actual household moving expenses subject to the limitations established by South Dakota law. I shall attach to said voucher evidence of actual household moving expenses.

I understand that household moving allowance is considered taxable income according to IRS regulations, and I am responsible for all applicable payroll taxes. I know I may contact my agency's finance officer for options.


Signature of Applicant

10-3-2020
Date

Authorization

☒ The undersigned agent hereby certifies that the above individual is employed in a full-time position with the above agency, that the agency ordered the applicant to move as indicated, and that the move will be for the benefit of the State of South Dakota. The Agent further declares that, to the best of the Agent's knowledge and belief, the request and authorization for reimbursement of actual household moving expenses are true and correct.

Kelly R. Hepler
Name of Authorized Agent


Signature of Authorized Agent

Date

11/2/20

Cabinet Secretary
Position/ Title of Authorized Agent

Game, Fish & Parks
Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State
Board of Finance on

Date

Signature of Secretary, State Board of Finance



SOUTH DAKOTA DEPARTMENT OF GAME, FISH AND PARKS

4130 ADVENTURE TRAIL | RAPID CITY, SD 57702

HIRE LETTER

August 25, 2020

Spencer Lynch
484 Dunham Rd
St. James, MO 65559

Dear Spencer,

This letter will serve as your official hire letter for the position of Wildlife Damage Specialist with the Game, Fish and Parks in Region 1. The effective date of your appointment will be September 9th, 2020. I will serve as your immediate supervisor and direct your daily work. Your new position is classified as a GH level. Your starting salary will be \$19.15 per hour, or \$36,768 annually.

Because you have been recruited as professional staff, I also want to advise you that the Department will request payment of actual expenses associated with your move from Missouri to Sturgis, SD up to a maximum of one month's salary. I have pasted a link below to the Household Moving Allowance Form that I would ask you to complete and return the original to me as soon as possible. This will allow us to have the paperwork in place and get you reimbursed in a timely manner.

<https://sdsos.gov/about-the-office/assets/HouseholdMovingAllowance.pdf>

If you have any questions please don't hesitate to contact me. I look forward to working with you and I am confident that your knowledge, skills and abilities will be a great asset to the SD Game, Fish and Parks.

Sincerely,

Jack Alexander

Cc: Jeff Wilson, Human Resource Manager – BHR
Rachel Comes, Executive Secretary
Tom Kirschenmann, Director
John Kanta, Regional Supervisor – Region 1
Trenton Haffley, Regional Terrestrial Resources Supervisor – Region 1
Personnel File

Household Moving Allowance State of South Dakota

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

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

Please check one:

- ☒ State Transfer (SDCL 3-9-9)
Full-time continuous employment for 6 months.
☐ Professional Recruitment (SDCL 3-9-12)
Attach a written copy of the offer of employment and of payment of
moving expenses.

PLEASE NOTE: The request and all supporting documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT eight days prior to the Board of Finance meeting on the third Tuesday of the month. Documentation received after that time will be processed at the next Board of Finance meeting. All documentation MUST comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

Application

Susan Smith
Name of Applicant

Program Specialist CPCM/USD
New Position Title Agency Employed By

55,000 Brookings, SD
Yearly Salary City, State Moving From

Siboux Falls, SD 11/20
New Post of Duty (City) Expected Month/Year of Move

00560
Bureau of Human Resources Class Code

9-17-2007
Employment Date with the State

I hereby request authorization and approval to submit a voucher for reimbursement of actual household moving expenses subject to the limitations established by South Dakota law. I shall attach to said voucher evidence of actual household moving expenses.

I understand that household moving allowance is considered taxable income according to IRS regulations, and I am responsible for all applicable payroll taxes. I know I may contact my agency's finance officer for options.

Susan Smith
Signature of Applicant

10/20/20
Date

Authorization

☒ The undersigned agent hereby certifies that the above individual is employed in a full-time position with the above agency, that the agency ordered the applicant to move as indicated, and that the move will be for the benefit of the State of South Dakota. The Agent further declares that, to the best of the Agent's knowledge and belief, the request and authorization for reimbursement of actual household moving expenses are true and correct.

Emery Wasley

Name of Authorized Agent

Emery Wasley 11/9/20
Signature of Authorized Agent Date

Assistant Vice President, HR

Position/ Title of Authorized Agent

University of South Dakota

Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State
Board of Finance on

Date

Signature of Secretary, State Board of Finance



UNIVERSITY OF
SOUTH DAKOTA

MEMORANDUM

DATE: September 4, 2020

TO: Susan Smith

FROM: Carrie Sanderson, Director, Center for Prevention of Child Maltreatment, University of South Dakota

RE: Appointment with CPCM, School of Health Sciences, University of South Dakota

I am pleased to offer you, subject to approval by the Board of Regents, a non-faculty/exempt appointment as a Program Specialist in the Center for the Prevention of Child Maltreatment. The effective date of this appointment is September 22, 2020. Your annual salary is \$55,000 based on 12 months at 100% time. I will be your direct supervisor. As with all employees, you will be evaluated annually. This offer is contingent on the favorable results of a background check.

The administrative appointment shall commence on September 22, 2020 and shall not extend beyond June 21, 2021. Annual fiscal year appointment dates are June 22nd through June 21st. The administrative employment may be renewed at the sole pleasure of the Board. If the Board elects to renew an administrative appointment, it may do so under whatever changed or additional terms and conditions it chooses. The administrative employment offered herein shall be at the pleasure of the Board and may be terminated without notice or cause.

This position has been identified as exempt from Fair Labor Standards Act (FLSA) and therefore not subject to overtime.

The University, in accordance with annual salary policy approved by the state legislature, the Board of Regents compensation policies, your performance, and institutional priorities, will determine any future annual pay increases. Payroll dates begin on the 22nd of the month through the 21st with payroll on the last day of the month. Eligible leave will be accrued in accordance with your appointment and all employees are required to request leave through the payroll system to ensure leave is recorded accurately. Benefits are administered through the State of South Dakota and are provided to any employee that is in a regular position that is employed at 50% or greater time. Your current benefits and leave will transfer with you.

Your position is eligible for state benefits to include household moving allowance as outlined in SDCL 3-9-12. The University of South Dakota will provide up to \$4,583.33 in moving expenses. Reimbursed moving expenses are considered taxable income.

The Board of Regents manages employee-created intellectual property pursuant to the South Dakota Board of Regents Intellectual Property Policy, Board Policy No. 4:34. The provisions of this policy are enclosed. Please review the policy and sign electronically where indicated. In addition, you will receive a conflict of interest form via email. When you receive it, please review and sign where indicated.

The appointment and terms of appointment are subject to and governed by the laws of the State of South Dakota and the policies, rules, and regulations of the South Dakota Board of Regents and of University of South Dakota. Withholding statements (W-4's) and proof of identity and eligibility to work in the United States, pursuant to the Immigration Reform laws (I-9) are available from your Human Resources Office. Your portion of these forms must be completed on or before your first day of employment. BOR requires direct deposit of payroll checks for all employees.

As a new employee, you will be scheduled to attend New Hire Orientation. At this time, orientation is presented via online webinar. You will receive a link and calendar invitation to attend the online webinar. Orientation covers the

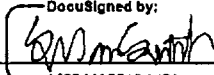


UNIVERSITY OF
SOUTH DAKOTA

following topics: General Campus Introduction, Benefits, Time & Leave Reporting, Information Security, Diversity & Inclusive Excellence, and Discrimination & Harassment Prevention.

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by electronically signing this offer, and the accompanying documents, by September 8, 2020.

I accept the job offer outlined above.

DocuSigned by: 	9/7/2020
_____ Signature of Appointee	_____ Date Signed

Encs: Personal Data Sheet
I-9 (Employment Eligibility Verification)
W-4
Direct Deposit Form
Intellectual Property Policy

cc: Sharon Myers, Senior Human Resources Generalist
Jana Richardson, Department payroll representative

DS
SM

Household Moving Allowance State of South Dakota

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

State Board of Finance
Office of Secretary of State
500 E Capitol Ave
Pierre SD 57501

Phone: 605-773-3537

Please check one:

☐

State Transfer (SDCL 3-9-9)

Full-time continuous employment for 6 months.

☒

Professional Recruitment (SDCL 3-9-12)

Attach a written copy of the offer of employment and of payment of
moving expenses.

PLEASE NOTE: The request and all supporting documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT eight days prior to the Board of Finance meeting on the third Tuesday of the month. Documentation received after that time will be processed at the next Board of Finance meeting. All documentation MUST comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

Application

Mohamed Siyab Eldin Hussain

Name of Applicant

\$48,500

Yearly Salary

Euless, TX

City, State Moving From

00508

Bureau of Human Resources Class Code

Postdoc Researcher

New Position Title

Vermillion

New Post of Duty (City)

10/22/2020

Employment Date with the State

BOR USD

Agency Employed By

10/2020

Expected Month/Year of Move

I hereby request authorization and approval to submit a voucher for reimbursement of actual household moving expenses subject to the limitations established by South Dakota law. I shall attach to said voucher evidence of actual household moving expenses.

I understand that household moving allowance is considered taxable income according to IRS regulations, and I am responsible for all applicable payroll taxes. I know I may contact my agency's finance officer for options.



Signature of Applicant

10/22/2020

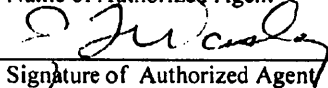
Date

Authorization

☒ The undersigned agent hereby certifies that the above individual is employed in a full-time position with the above agency, that the agency ordered the applicant to move as indicated, and that the move will be for the benefit of the State of South Dakota. The Agent further declares that, to the best of the Agent's knowledge and belief, the request and authorization for reimbursement of actual household moving expenses are true and correct.

Emery Wasley

Name of Authorized Agent



Signature of Authorized Agent

Date

11/9/20

Assistant Vice President, HR

Position/ Title of Authorized Agent

University of South Dakota

Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State
Board of Finance on

Date

Signature of Secretary, State Board of Finance



UNIVERSITY OF
SOUTH DAKOTA

MEMORANDUM

DATE: September 14, 2020

TO: Mohamed Siyab Eldin Hussain

FROM: Steve Waller, Associate Dean, Basic Biomedical Sciences, University of South Dakota *Shelli*

RE: Appointment with Basic Biomedical Sciences, SSOM, University of South Dakota

I am pleased to offer you, subject to approval by the Board of Regents, an appointment as a Post-Doctoral Research Fellow in Dr. Xuejun Wang's laboratory, Division of Basic Biomedical Sciences. The effective date of this appointment is October 22, 2020. Annual appointment dates are June 22nd through June 21st. Your salary is \$48,500 based on 12 months at 100% time. I will be your supervisor for timekeeping purposes. As with all employees, you will be evaluated annually. This offer is contingent on the favorable results of a background check.

The administrative appointment shall commence on October 22, 2020 and shall not extend beyond June 21, 2021. The position is grant funded and the continuation of the position is contingent on the availability of funding. The administrative employment may be renewed at the sole pleasure of the Board. If the Board elects to renew an administrative appointment, it may do so under whatever changed or additional terms and conditions it chooses. The administrative employment offered herein shall be at the pleasure of the Board and may be terminated without notice or cause.

This position has been identified as exempt from Fair Labor Standards Act (FLSA) and therefore not subject to overtime. The University, in accordance with annual salary policy approved by the state legislature, the Board of Regents compensation policies, your performance, and institutional priorities, will determine any future annual pay increases. Payroll dates begin on the 22nd of the month through the 21st with payroll on the last day of the month. Eligible leave will be accrued in accordance with your appointment and all employees are required to request leave through the payroll system to ensure leave is recorded accurately. Benefits are administered through the State of South Dakota and are provided to any employee that is in a regular position that is employed at 50% or greater time. Your position is eligible for state benefits to include household moving allowance as outlined in SDCL 3-9-12. The University of South Dakota will provide up to \$1,250 in moving expenses. Reimbursed moving expenses are considered taxable income.

The Board of Regents manages employee-created intellectual property pursuant to the South Dakota Board of Regents Intellectual Property Policy, Board Policy No. 4:34. Please review the policy, sign the form and return with this offer memo. In addition, you will receive a conflict of interest form via email. When you receive it, please review and sign where indicated.

The appointment and terms of appointment are subject to and governed by the laws of the State of South Dakota and the policies, rules, and regulations of the South Dakota Board of Regents and of University of South Dakota. Withholding statements (W-4's) and proof of identity and eligibility to work in the United States, pursuant to the Immigration Reform laws (I-9) are available from your Human Resources Office. Your portion of these forms must be completed on or before your first day of employment. BOR requires direct deposit of payroll checks for all employees.

As a new employee, you will be scheduled to attend New Hire Orientation. At this time, orientation is presented via online webinar. You will receive a link and calendar invitation to attend the online webinar. Orientation covers the following topics: General Campus Introduction, Benefits, Time & Leave Reporting, Information Security, Diversity & Inclusive Excellence, and Discrimination & Harassment Prevention.



UNIVERSITY OF
SOUTH DAKOTA

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by electronically signing this offer, and the accompanying documents, by September 21, 2020.

I accept the job offer outlined above.

<div data-bbox="227 478 349 500" data-label="Text"><p>DocuSigned by:</p></div> <div data-bbox="211 500 885 563" data-label="Text"><p>Mohamed Siyab Eldin Elsdig Ahmed Hussain</p></div> <div data-bbox="227 553 373 574" data-label="Text"><p>DRSS37AB84EM4EE</p></div> <div data-bbox="121 553 381 595" data-label="Text"><p>Signature of Appointee</p></div>	<div data-bbox="755 468 787 489" data-label="Text"><p>DS</p></div> <div data-bbox="738 489 885 553" data-label="Text"><p>MS EELH</p></div> <div data-bbox="657 563 812 606" data-label="Text"><p>Date Signed</p></div>
--	--

Encs: Personal Data Sheet
I-9 (Employment Eligibility Verification)
W-4
Direct Deposit Form
Intellectual Property Policy

cc: Dr. Xuejun Wang, Supervisor/Professor
Sharon Myers, Senior Human Resources Generalist
Jackie Rubida, EPAF Representative

DS
SM

Household Moving Allowance State of South Dakota

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

State Board of Finance
Office of Secretary of State
500 E Capitol Ave
Pierre SD 57501

Phone: 605-773-3537

Please check one:



State Transfer (SDCL 3-9-9)

Full-time continuous employment for 6 months.



Professional Recruitment (SDCL 3-9-12)

Attach a written copy of the offer of employment and of payment of moving expenses.

Application

Karen Hebert

Name of Applicant

82,500

Yearly Salary

Nutley, NJ

City, State Moving From

00703

Bureau of Human Resources Class Code

Assistant Professor

New Position Title

Vermillion, SD

New Post of Duty (City)

09/22/2020

Employment Date with the State

University of South Dakota

Agency Employed By

September, 2020

Expected Month/Year of Move

I hereby request authorization and approval to submit a voucher for reimbursement of actual household moving expenses subject to the limitations established by South Dakota law. I shall attach to said voucher evidence of actual household moving expenses.

I understand that household moving allowance is considered taxable income according to IRS regulations, and I am responsible for all applicable payroll taxes. I know I may contact my agency's finance officer for options.

Karen E. Hebert

Signature of Applicant

10/28/20

Date

Authorization

☒ The undersigned agent hereby certifies that the above individual is employed in a full-time position with the above agency, that the agency ordered the applicant to move as indicated, and that the move will be for the benefit of the State of South Dakota. The Agent further declares that, to the best of the Agent's knowledge and belief, the request and authorization for reimbursement of actual household moving expenses are true and correct.

Emery Wasley

Name of Authorized Agent

Emery Wasley

Signature of Authorized Agent

11/9/20

Date

Assistant Vice President, HR

Position/ Title of Authorized Agent

University of South Dakota

Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State
Board of Finance on

Date

Signature of Secretary, State Board of Finance



UNIVERSITY OF
SOUTH DAKOTA

MEMORANDUM

DATE: September 9, 2020
TO: Karen Hebert
FROM: Ranella Nissen, Department Chair, University of South Dakota
RE: Appointment with Occupational Therapy, University of South Dakota

I am pleased to offer you, subject to approval by the Board of Regents, an appointment as Assistant Professor in the Occupational Therapy. The effective date of this appointment is September 22, 2020. Annual appointment dates are June 22nd to June 21st. Your annual salary is \$82,500 based on 12 months at 100% time. I will serve as your direct supervisor. As with all employees, you will be evaluated annually. This offer is contingent on the favorable results of a background check.

This position has been identified as exempt from Fair Labor Standards Act (FLSA) and therefore not subject to overtime.

You are required to provide an official transcript for your highest degree within 30 days of accepting this position. Please send your official transcript to the Occupational Therapy. The Board of Regents manages employee-owned intellectual property pursuant to the South Dakota Board of Regents Intellectual Property Policy, Board Policy No. 4134. The provisions of this policy are enclosed. Please review the policy and sign electronically where indicated. In addition, you will receive a conflict of interest form via email. When you receive it, please review and sign where indicated.

The appointment and terms of appointment are subject to and governed by the laws of the State of South Dakota and the policies, rules, and regulations of the South Dakota Board of Regents and of the University of South Dakota. Withholding statements (W-4's) and proof of identity and eligibility to work in the United States, pursuant to the Immigration Reform laws (I-9) are available from your Human Resources Office. Your portion of these forms must be completed on or before your first day of employment. The Board of Regents requires direct deposit of payroll checks for all employees.

Your position is eligible for state benefits to include household moving allowances of up to 1 month salary as outlined in SDCL 3-9-12. The University of South Dakota will provide up to \$6875.00 in moving expenses. Reimbursed moving expenses are considered taxable income.

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by electronically signing this offer, and the accompanying documents, by September 14, 2020.

I accept the job offer outlined above.

Karen R. Hebert
Signature of Appointee

9/14/20
Date

Encs: Personal Data Sheet

MEMORANDUM

The appointment and terms of appointment are subject to and governed by the laws of the State of South Dakota and the policies, rules, and regulations of the South Dakota Board of Regents and of the University of South Dakota.

Dr. Friemel, we are very pleased to offer you this position. We look forward to working with you and welcome you to the Division. If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing below and completing the documents within DocuSign no later than n August 31, 2020, retaining a copy for your records. Send the signed documents to:

Jackie Rubida
Human Resources, Lee Med 204
University of South Dakota
414 E. Clark Street
Vermillion, SD 57069

cc: *William Mayhan, Dean, Basic Biomedical Sciences*
Lisa Sorensen, Director Health Affairs Human Resources
Jackie Rubida, HR/Payroll representative
Jackie Wilcox, Faculty Appointment

I accept the job offer outlined above.

DocuSigned by:
Taylor Friemel
7BC8938F9236489...

8/24/2020

Signature of Appointee

Date

Household Moving Allowance State of South Dakota

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

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

Please check one:

- ☐ State Transfer (SDCL 3-9-9)
Full-time continuous employment for 6 months.
- ☐ Professional Recruitment (SDCL 3-9-12)
Attach a written copy of the offer of employment and of payment of moving expenses.

PLEASE NOTE: The request and all supporting documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT eight days prior to the Board of Finance meeting on the third Tuesday of the month. Documentation received after that time will be processed at the next Board of Finance meeting. All documentation **MUST** comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

Application

Katherine Cota

Name of Applicant

\$80,000.00

Yearly Salary

00344

Bureau of Human Resources Class Code

West Des Moines, IA

City, State Moving From

Director of Economic Development

New Position Title

Madison, SD

New Post of Duty (City)

November 9, 2020

Employment Date with the State

Dakota State University

Agency Employed By

November 2020

Expected Month/Year of Move

I hereby request authorization and approval to submit a voucher for reimbursement of actual household moving expenses subject to the limitations established by South Dakota law. I shall attach to said voucher evidence of actual household moving expenses.

Katherine Cota

Signature of Applicant

October 30, 2020

Date

Authorization

☐ The undersigned agent hereby certifies that the above individual is employed in a full-time position with the above agency, that the agency ordered the applicant to move as indicated, and that the move will be for the benefit of the State of South Dakota. The Agent further declares that, to the best of the Agent's knowledge and belief, the request and authorization for reimbursement of actual household moving expenses are true and correct.

Stacy Krusemark

Name of Authorized Agent

Stacy Krusemark

Signature of Authorized Agent

October 30, 2020

Date

Vice President for Business & Administrative Services

Position/ Title of Authorized Agent

Dakota State University

Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State
Board of Finance on

Date

Signature of Secretary, State Board of Finance



DAKOTA STATE
UNIVERSITY

MEMORANDUM

DATE: October 27, 2020

TO: Katherine Cota
katherine.cota@gmail.com

FROM: José-Marie Griffiths, Ph.D.
Dakota State University President

RE: New Appointment within Dakota State University

Title: Director of Economic Development
Contract Dates: June 22, 2020 – June 21, 2021
Start Date: November 9, 2020
Annual Salary: \$80,000.00 based on 12 months
Supervisor: Ashley Podhradsky, Interim Vice President for Research and Economic Development

SPECIAL TERMS AND CONDITIONS:

Your salary will be at an annualized rate of \$80,000.00 for the period of June 22, 2020, to June 21, 2021, and is based on 12 months at 100%. This salary will be prorated to reflect the later starting date, November 9, 2020 and period left in the fiscal year. **This position is subject to continued grant funding.** Our current fiscal year is defined as June 22, 2020 to June 21, 2021. Contract dates reflect the payroll period which is the 22nd of the month through the 21st of the following month, with deposits issued on the last working day of the month. Therefore, you will receive your first paycheck for November 9th – November 21st on November 30th. Your supervisor will be Ashley Podhradsky, Interim Vice President for Research and Economic Development. As with all administrative, professional, CSA, and Faculty employees, you will be evaluated annually. This position has been identified as exempt from Fair Labor Standards Act (FLSA) and therefore not subject to overtime.

This position requires a presence on campus. You may begin the position remotely on November 9, 2020 but the expectation will be that you be on campus by December 1, 2020.

This appointment and terms of appointment are subject to and governed by federal regulations, the laws and regulations of the State of South Dakota, the policies, rules, and regulations of the South Dakota Board of Regents ("SD BOR") and corresponding Institutional policies and procedures.

Specific duties during the appointment period will be assigned by the president, whether directly or through a designee. The title and duties are subject to reassignment without notice or cause and, where such changes are made, contract length and related compensation may be adjusted accordingly as set forth by SD BOR and corresponding Institutional policies and procedures.

This notice is effective only when executed by the prospective employee and the president, or when approved by the SD BOR, as required by Board policy. Only the president, or designee, of Dakota State University has the authority to extend any offer of employment or reemployment or to modify or to adjust the proffered terms relating to title, assignment, start and end dates, compensation, or special terms or conditions, in conformity with SD BOR policy and corresponding Institutional policies.

This appointment shall automatically terminate upon expiration of its term subject to the right of an employee holding tenure as a faculty member to continuing employment in a faculty role. This agreement creates no obligation of the Institution or SD BOR for continued employment beyond the end date of the appointment and non-renewal of this agreement is not an action which can be grieved under SD BOR or Institutional policy.

This offer is contingent on approval by the South Dakota Board of Regents, the successful completion of a pending background authorization check and successful receipt of employment authorization paperwork. Should the background report come back with information that would change the contents of this contract, or you are unable to provide employment authorization documents, DSU has the right to take additional action which may include requesting additional information from you or rescinding of the job offer.

The Board of Regents manages employee-created intellectual property pursuant to the South Dakota Board of Regents Intellectual Property Policy, Board Policy No. 4:34. The provisions of this policy are enclosed. Please review the policy, sign where indicated in DocuSign, retaining a copy for your records. In addition to the intellectual properties, also enclosed is a link to an online conflict of interest form. Please review the policy and follow the steps necessary to complete your annual conflict of interest statement. Please indicate your acceptance of this appointment by signing this letter of acceptance and all related employment documents through DocuSign, which offers an electronic, legally binding signature. The appointment and terms of appointment are subject to and governed by the laws of the State of South Dakota and the policies, rules, and regulations of the South Dakota Board of Regents and of Dakota State University.

As a Director of Economic Development, your position is eligible for state benefits. Benefits will include household moving reimbursement allowance of up to 1 month salary as outlined in SDCL 3-9-12 as long as the State's Auditor Office grants approval. Dakota State University will provide up to \$6,666.00 in moving expense reimbursement.

If you desire to accept this offer of employment, please sign below. Acceptance shall be effective upon receipt of the signed contract by the Human Resources Office. This offer is valid for twenty (20) calendar days from the date of offer.

I look forward to having you at Dakota State in this new role.

Sincerely,



José-Marie Griffiths, Ph.D.
Dakota State University President

Enclosures:

Intellectual Property Form
Conflict of Interest Form

cc: Ashley Podhradsky
Human Resources/Payroll
Personnel File

I accept the job offer outlined above.

Signature of Appointee (Full legal name)

Date

Household Moving Allowance State of South Dakota

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

State Board of Finance
Office of Secretary of State
500 E Capitol Ave
Pierre SD 57501

Phone: 605-773-3537

Please check one:



State Transfer (SDCL 3-9-9)

Full-time continuous employment for 6 months.



Professional Recruitment (SDCL 3-9-12)

Attach a written copy of the offer of employment and of payment of moving expenses.

PLEASE NOTE: The request and all supporting documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT eight days prior to the Board of Finance meeting on the third Tuesday of the month. Documentation received after that time will be processed at the next Board of Finance meeting. All documentation **MUST** comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

Application

Venkata Satish Bhattiprolu

Name of Applicant

\$62,000.00

Yearly Salary

Crawfordsville, IN

City, State Moving From

00504

Bureau of Human Resources Class Code

Research Scientist II

New Position Title

Rapid City

New Post of Duty (City)

November 23, 2020

Employment Date with the State

SD School of Mines & Technology

Agency Employed By

November 2020

Expected Month/Year of Move

I hereby request authorization and approval to submit a voucher for reimbursement of actual household moving expenses subject to the limitations established by South Dakota law. I shall attach to said voucher evidence of actual household moving expenses.

I understand that household moving allowance is considered taxable income according to IRS regulations, and I am responsible for all applicable payroll taxes. I know I may contact my agency's finance officer for options.

DocuSigned by:

Venkata Satish Bhattiprolu

Signature of Applicant

10/26/2020 | 10:55:46 AM MDT

Date

Authorization

☒ The undersigned agent hereby certifies that the above individual is employed in a full-time position with the above agency, that the agency ordered the applicant to move as indicated, and that the move will be for the benefit of the State of South Dakota. The Agent further declares that, to the best of the Agent's knowledge and belief, the request and authorization for reimbursement of actual household moving expenses are true and correct.

James M. Rankin

Name of Authorized Agent

James M. Rankin

Signature of Authorized Agent

10/26/2020 | 10:20:52 AM MDT

Date

President

Position/ Title of Authorized Agent

SD School of Mines & Technology

Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State
Board of Finance on

Date

Signature of Secretary, State Board of Finance

SOUTH DAKOTA



SCHOOL OF MINES
& TECHNOLOGY

OFFICE OF THE PRESIDENT

DATE: October 26, 2020

TO: Venkata Satish Bhattiprolu

FROM: James M. Rankin, President
South Dakota School of Mines and Technology

RE: Appointment with Advanced Materials Processing
South Dakota School of Mines & Technology

DocuSigned by:

James M. Rankin

21715B8AE35E43F...

I am pleased to offer you an appointment as Research Scientist II in Advanced Materials Processing, position ME9108. The effective date of this appointment is November 23, 2020. Annual appointment dates are June 22 through June 21. Your yearly salary is \$62,000 based on 12 months at 100% effort. Grant A. Crawford, Director of the Arbogast Materials Processing and Joining Lab and Associate Professor, is your direct supervisor. As with all employees, you will be evaluated annually.

In addition to your base rate, the approximate value of the benefit package you receive is an additional \$19,679 or 32%. The benefit package includes employer contributions for health, life, worker's compensation, unemployment and PEPL insurance, and matching contributions for social security and retirement. Full-time employees earn 120 hours of vacation time each year (15 days). This vacation allowance is accrued at the rate of 10 hours per month based on a full month of service. You may accumulate up to a total of 240 hours of vacation time. Once this maximum accumulation is reached, accrual of vacation leave ceases until such time as you make use of part or all of the accumulated time. Full-time employees accrue sick leave at the rate of 9.34 hours per month based on a full month of service. There is no maximum accumulation of sick leave.

The administrative employment offered herein shall be at the pleasure of the Board and may be terminated without notice or cause. The administrative appointment shall commence on November 23, 2020, and shall not extend beyond June 21, 2021. The administrative employment may be renewed at the sole pleasure of the Board. If the Board elects to renew an administrative appointment, it may do so under whatever changed or additional terms and conditions it chooses.

This position has been identified as exempt from Fair Labor Standards Act (FLSA) and therefore not subject to overtime.

Your supervisor will review your position description with you when you begin your employment. A written performance and planning review document will be completed by you and your supervisor annually by March 15th.

The Board of Regents manages employee-created intellectual property pursuant to the South Dakota Board of Regents Intellectual Property Policy, Board Policy No. 4:34. The provisions of this policy are enclosed. Please review the policy, sign where indicated and return with this offer memo, retaining a copy for your records.

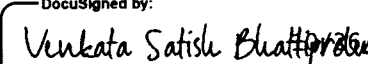
Venkata Satish Bhattiprolu
October 26, 2020
Page Two

The appointment and terms of appointment are subject to and governed by the laws of the State of South Dakota and the policies, rules, and regulations of the South Dakota Board of Regents and of South Dakota School of Mines & Technology. Withholding statement (W-4) and proof of identity and eligibility to work in the United States, pursuant to the Immigration Reform laws (I-9) are available from your Human Resources Office. Your portion of these forms must be completed on or before your first day of employment. BOR requires direct deposit of payroll checks for all employees. Please see the enclosed memo regarding the date and time we will meet to complete the necessary new employee paperwork. The memo also includes additional information regarding items you will need to bring to this meeting. You will also find a General Information form to complete and return with this offer memo.

According to current state regulations (SDCL 3-9-12) concerning moving expenses, we are authorized to reimburse you for the cost of moving your household goods up to one month's salary. However, due to budgetary constraints, we are authorized to reimburse you up to \$2,000 for your moving costs. We are bound by current state regulations concerning moving expenses. No specific allowance is provided for crating and packing, per se. If you should elect to perform the move using U-Haul or similar rental facilities, you can be reimbursed for expenses up to a maximum of one month's salary (original receipts and gas receipts required). Information on moving expense reimbursement and allowable household moving expenses is included for your information. Per Diem expenses (meals, lodging (original receipts required), mileage, airfare (boarding pass and itinerary required) are reimbursable. Please sign where indicated and return with this offer memo, retaining a copy for your records.

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing below. Please return this letter, a signed copy of the enclosed Agreement to Assign Intellectual Property, and a signed copy of the Household Moving Allowance form, retaining a copy for your records.

I accept the job offer outlined above.

DocuSigned by:
 2020 | 10:55:46 AM MDT
1683A4FD476E43E...
Signature of Appointee & Date Signed

JR:nlf

Encl: Intellectual Property Agreement
General Information Form
Household Moving Allowance form and information
Information needed to complete payroll paperwork

cc: C Cox
G Crawford
R Davis

State Hosting Reimbursement Request – SDCL 3-9-2.1

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

PLEASE NOTE: The request and all supporting documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT eight days prior to the Board of Finance meeting on the third Tuesday of the month. Documentation received after that time will be processed at the next Board of Finance meeting. All documentation MUST comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

Application

Date: 10/13/20 Agency: Tourism
Agency Address: 711 E Wells Ave
Agency Phone Number: 605-773-3301
Employee Requesting Reimbursement: Stephanie Palmer requesting on behalf of the Bavarian Inn
Total Amount of Reimbursement: \$108.10
Date(s) of Hosting Expense: 9/25/20
Receipts Attached: ☒ N
Explanation of official business performed: Hosted journalist & media breakfast
morning of Buffalo roundup.

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.

The Bavarian Black Hills

855 N 5th st

Custer, SD 57730

Phone: +1 6056732802

Fax: +1 6056734777

Email:

sherry.wahlstrom@bavarianinnsd.com

**Account Statement**

Invoice #: 2653

Date: 10/05/2020

Account Name: Dept. of Tourism Meals

Account #: 092520a

Statement Period: 01/01/1900 - 12/31/2100

To:

,

ACCOUNT SUMMARY

Beginning Balance	\$0.00
New Charges	\$108.10
Payments	\$0.00
Ending Balance	\$108.10

Charges

DATE	PROPERTY	CATEGORY	DESCRIPTION	TAX	AMOUNT
09/26/20	The Bavarian Inn, Black Hills	Restaurant Charges	Restaurant Charges	\$0.00	\$108.10
Subtotal					\$108.10
Taxes					\$0.00
Total Charges					\$108.10

THANK YOU FOR YOUR BUSINESS!

35



Feel Good Cafe
Bavarian Inn, Black Hills
Custer, SD 57730
<https://www.BavarianInnSD.com>

Server: Brandy B
Check #35 Front
Guest Count: 1
Ordered: 10/09/20 11:33 AM

3 Oatmeal Bowl	\$12.00
3 Yogurt Parfait	\$12.00
8 Croissant Sandwich	\$48.00
11 16oz Drip Coffee	\$22.00
3 Hot tea	\$7.50
Subtotal	\$101.50
Tax	\$8.60
Total	\$108.10



TOUCHLESS PAYMENT OPTION

Scan with phone camera to pay

We appreciate you!

Thank You for Choosing Us!

James Hager
Kathryn Richter
Ciara Bruns
Stephanie Palmer
Chad Copress
Ted Stedman
Gabriella Hoffman
Anang Mittal
Nathanael Bilings
Joey Jones
Meg Jones
Kevin Fay
Johnny MacGillivray
Nikki Del Castillo

Home Station Per Diem 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

PLEASE NOTE: The request and all supporting **documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT eight days prior to the Board of Finance meeting on the third Tuesday of the month.** Documentation received after that time will be processed at the next Board of Finance meeting. All documentation MUST comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

Application

Date: 10.7.2020 Agency: Game, Fish and Parks
Agency Address: 523 E. Capitol Avenue
Agency Phone Number: 605.773.3718
Employee Requesting Reimbursement: Korner Grocery
Total Amount of Reimbursement: \$72.00
Date(s) of Expense: 8.18.2020
Event Leave Time: 10:30am Event Return Time: 1:00pm
Explanation of official business performed: Internal Budget Meetings

Attendees: Kelly Hepler, Kevin Robling, Chris Petersen, Tom Kirschenmann,
Scott Simpson, Al Nedved, Emily Kiel, Heather Villa

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

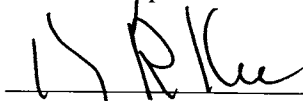
10.7.2020
Date

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.

Kelly R. Hepler
Name of Department/Office Head

Cabinet Secretary / GFP
Position/Title of Agency Official


Signature of Department/Office Head

10/8/20
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.



125 S. Van Buren, Pierre, SD 57501
605-224-6165

Customer's Name Game Night Park

Address 265 West Capital

Quinn

Picture SD 575.1

773-3387

☐ Cash ☐ Charge ☐ ROA

Rcv. _____

Thank

TOTAL AMT. \$72.00

All invoices due 15 days upon receipt.

A 1.5% service charge will be applied to unpaid balances with a minimum \$5.00 fee.

Please pay from this invoice, no statement will be sent.

We know you have many choices. Thank you for choosing us.

Game Fish and Parks

Direct Invoice

Beth

AP

INVOICE WORKSHEET 1

IWS-1T

NEXT FUNCTION: _____ ACTION: _____ 10/17/2020 21:11:44

REQUEST: _____

=====

INVOICE NUMBER : _____ 08653 DATE: 08/18/2020 MODEL: _____

VENDOR SHORT NM: KORNERGROCERY__ KG FOODS INC CURR : _____

VENDOR NUMBER : __12011053__ PIERRE CM/DM : I

PO REFERENCE : _____ APPROVAL NBR: _____ MULTI PYMT: N

TERMS CODE: 001 PYMT DUE DATE: _____ DO NOT USE : _____

REMIT MSG: __ TICKET# 08653 SD_GAME_FISH_AND_PARKS _____

SIGNATURE APPR CD: _____

LINE AMOUNT/PERCENT EXP CO ACCOUNT CENTER PROJ-CO NUMBER
VAT QUANTITY UNIT ITEM NUMBER DESCRIPTION PRORATE (T F A D) USE 99 IRC

0001 _____ 72.00 001 3121 52053900 _____ 0601110 _____

_____ N N N N _____

0002 _____

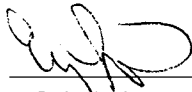
0003 _____

0004 _____

: _____ : _____
: _____ GROSS AMOUNT: _____ 72.00

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.

Claimant Date



Authorization Date

10/17/2020

Authorization Date

Home Station Per Diem 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

PLEASE NOTE: The request and all supporting documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT eight days prior to the Board of Finance meeting on the third Tuesday of the month. Documentation received after that time will be processed at the next Board of Finance meeting. All documentation MUST comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

Application

Date: 11.02.2020 Agency: Bureau of Administration
Agency Address: 320 N Nicollet Ave Pierre SD 57501
Agency Phone Number: 605.773.3688
Employee Requesting Reimbursement: Direct Billing to Pizza Ranch
Total Amount of Reimbursement: \$213.91
Date(s) of Expense: August 4, 2020
Event Leave Time: 9:00 am Event Return Time: 4:00 pm
Explanation of official business performed: BOA Manager's Retreat. All BOA division
directors attended a two day retreat to discuss topics related to the agency
and state employees as a result of 2020 legislative changes, working from home
during COVID19, and other various topics within the agency.

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

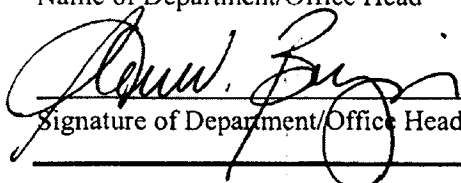
11.02.2020
Date

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.

Scott W. Bollinger
Name of Department/Office Head

Commissioner
Position/Title of Agency Official


Signature of Department/Office Head

11.02.2020
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.



**BUREAU OF
ADMINISTRATION**

320 N. Nicollet Ave, Pierre, South Dakota 57501

605.773.3688 / boa.sd.gov

TO: Board of Finance
FROM: Commissioner Scott W. Bollinger
RE: August BOA Manager's Retreat
DATE: November 3, 2020

We held a manager's retreat on August 4 & 5, 2020. This late request is due to issues obtaining billing from Pizza Ranch and the River Rock Lodge. After multiple attempts, we finally received invoices from them. We were unable to get an itemized receipt from Pizza Ranch so we have enclosed email correspondence with the restaurant when arrangements were being made.

We respectfully request Home Station Per Diem payment for these two meals. If approved, we will pay the restaurants directly.

321 E. HUSTAN PO BOX 309
FORT PIERRE SD 57532
(605) 223-9114



Jan 1, 2020 - Oct 29, 2020

ATTN: LEAH SVENDSEN BUREAU OF ADMINISTRATION
320 N NICOLETT AVE
PIERRE SD 57501

TELEPHONE:
(605) 773-4016

[illegible]

FROM DAY FILE

Tell us how we are doing at: 866-835-5871
or by visiting www.pizzaranchfeedback.com

Pizza Ranch #2000
321 E. HUSTAN
FORT PIERRE, SD 57532
605-223-9114

THANK YOU FOR YOUR ORDER!

Ticket # 2
8/4/2020 8:21 am ABBY B
Assigned To: ZAIN BAU
S

***** DELIVERY *****

Required:
8/4/2020 11:50 am

773-4016
BUREAU OF
ADMINISTRATION, ATTN:
LEAH SVENDSEN
320 N NICOLETT AVE
PIERRE

Zone : 5 Dry Run
Road
8/4/20
Deliver to River Rock
Lodge
20940 296th Ave
Pierre, SD 57501
Customer has
requested plates,
napkins, silverware,
serving tongs
& packets for 28
Was Deferred #5672

Medium
California Chicken
Orig Crust

Medium
Cactus Bread

Medium
Sweet Swine
Thin Crust

Medium
Buffalo Chicken Pizz
Orig Crust

Medium
Texan Taco
Orig Crust

medium
Round-Up
Thin Crust

36 Piece Box

Party
Mashed Gravy
Potato Wedges

Party
Mashed Gravy
Potato Wedges

Medium
Cactus Bread

Wagon's West Package \$169.99 169.99

Medium
BBQ Chicken Pizza
Orig Crust

12 Piece Chix Box

Family
Coleslaw

Family
Coleslaw

Medium
Bacon Chzburger
Skillet Crust

Medium
Blueberry Dessert Pi

Rustler Package \$67.99 67.99

Subtotal	237.98
Delivery Charge	10.00
Discount	(8.00)
Discount	(40.99)
State Tax SD	14.92
Total	213.91
House Account	213.91
Balance Owning	0.00

Tip

Total

Ticket # 2
(0400011502)

For Rewards Info:
www.ranchrewards.com
Phone: 855-321-3401

Svendsen, Leah

From: Pizza Ranch <pizzaranch09@gmail.com>
Sent: Monday, August 3, 2020 10:17 AM
To: Svendsen, Leah
Subject: Re: [EXT] Group Meals from Pizza Ranch

Yes we can bring a bill at delivery. Do you have any preferences for your dessert pizzas since we do not have the chocolate?

Lee Gerlach
Owner
Fort Pierre Pizza Ranch
605-223-9114

On Aug 3, 2020, at 9:50 AM, Svendsen, Leah <Leah.Svendsen@state.sd.us> wrote:

Also, even though you will bill directly, could we get a copy of the bill at delivery so I can turn it in with the roster to our Board of Finance for approval?

Leah Svendsen
BOA/773.4016

Please consider the environment and only print this e-mail if necessary.

From: Fort Pierre Pizza Ranch <pizzaranch09@gmail.com>
Sent: Saturday, August 1, 2020 3:55 PM
To: Svendsen, Leah <Leah.Svendsen@state.sd.us>
Subject: Re: [EXT] Group Meals from Pizza Ranch

Hi Leah,

We would be happy to deliver your order that day to the River Rock Lodge by about 11:50 so you can eat at noon. A Rustler and Wagons West package sounds great, and yes we can sub potato wedges for the party sides. The pizza selection looks great. For the desserts we have unfortunately discontinued the chocolate cactus bread but we do have 4 different fruit varieties available to choose from: blueberry, peach, apple, or cherry, if you would like to choose two of those. The chicken is a variety pack, yes. And we are able to do a direct bill, what department should we bill that to and who should I make it attention to? Thank you and we look forward to seeing you Tuesday!

Lee

On Fri, Jul 31, 2020 at 3:56 PM Svendsen, Leah <Leah.Svendsen@state.sd.us> wrote:

Hi Lee!

No problem at all... weird things happen. 😊

Our retreat is next Tuesday, August 4. Lunch is scheduled to be served at noon. Do you deliver to the River Rock Lodge? 20940 296th Ave Pierre, SD 57501

Can I order a rustler package AND a wagon's west package? And can I substitute potato wedges for the party sides and then get coleslaw for the family sides?

Pizzas:

1 round up

2 stampede

3 texan

4 buffalo chicken

5 sweet swine

6 bacon cheeseburger

7 bbq chicken

8 california chicken

Desserts:

1 cactus bread

2 chocolate cactus bread

3 seasonal fruit cactus bread

I assume the chicken is just a variety pack? One 12 piece and one 36 piece?

I have attached our tax exemption form and check with our finance dept to make sure you are on the state's accounting system. Do you bill directly? Or do we pay upon delivery?

Thank you!

Leah Svendsen

BOA/773.4016

Please consider the environment and only print this e-mail if necessary.

From: Fort Pierre Pizza Ranch <pizzaranch09@gmail.com>

Sent: Wednesday, July 29, 2020 11:53 AM

To: Svendsen, Leah <Leah.Svendsen@state.sd.us>

Subject: [EXT] Group Meals from Pizza Ranch

Hi Leah,

Sorry again for the confusing calls earlier! Thank you for your interest in having us cater your event at River Rock Lodge on August 4th. Attached is our a flyer with our package deal options. If you were looking for something a little different with just pizza and sides or just chicken and sides please let me know and we can do prices for that as well. In the meantime, if you have any questions please let me know! Thank you,

Lee Gerlach

605-223-9114

Working Lunch

Rules of Engagement.

BOA Manager's Retreat 2020

Aug. 4, 2020

1. Leah S Leah Svendsen
2. Catherine Williamson Catherine Williamson
3. Steve Pers Steve Pers
4. Steve Kortse Steve Kortse
5. Kevin Fudley Kevin Fudley
6. Brent Gill Brent Gill
7. Kristine Schlomer Kristine Schlomer
8. Jessica Eller Jessica Eller
9. Craig Ambach Craig Ambach
10. Michael Moura Michael Moura
11. Andy Gerlach Andy Gerlach
12. Andy Gerlach Andy Gerlach
13. Dana McFarland Dana McFarland
14. Dana Hoffer Dana Hoffer
15. Scott Bollinger Scott Bollinger
16. Eric Hildebrandt Eric Hildebrandt
17. Kaelene Borkowski Kaelene Borkowski
18. Jade Milli Jade Milli
19. Lennis Folk Lennis Folk
20. Steve Kortse

Home Station Per Diem Reimbursement Request – SDCL 3-9-2.2

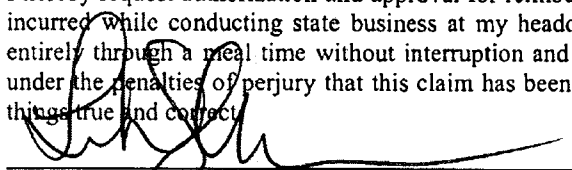
When Application and Authorization sections are completed, please submit the original to:
State Board of Finance - Office of Secretary of State
Capitol Building - 500 E Capitol Ave - Pierre, SD 57501
Phone: 605-773-3537

PLEASE NOTE: The request and all supporting documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT eight days prior to the Board of Finance meeting on the third Tuesday of the month. Documentation received after that time will be processed at the next Board of Finance meeting. All documentation MUST comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

Application

Date: 11.02.2020 Agency: Bureau of Administration
Agency Address: 320 N Nicollet Ave Pierre SD 57501
Agency Phone Number: 605.773.3688
Employee Requesting Reimbursement: Direct Billing to La Minestra
Total Amount of Reimbursement: \$278.30
Date(s) of Expense: August 5, 2020
Event Leave Time: 8:00 am Event Return Time: 1:30 pm
Explanation of official business performed: BOA Manager's Retreat. All BOA division directors attended a two day retreat to discuss topics related to the agency and state employees as a result of 2020 legislative changes, working from home during COVID19, and other various topics within the agency.

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

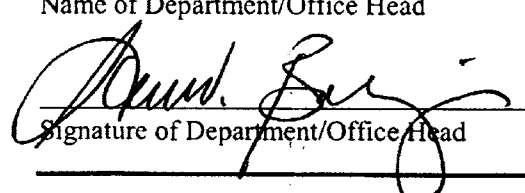
11.02.2020
Date

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.

Scott W. Bollinger
Name of Department/Office Head

Commissioner
Position/Title of Agency Official


Signature of Department/Office Head

11.02.2020
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.

106 La Minestra
106 East Dakota Ave
Pierre, SD 57501
(605) 224-8090

Check#: 80910
Date: 08/05/20 Time: 10:41am
Table: TOG050

[Seat 1]

Amt Due:

\$0.00

« ToGo 1 »
22 Soup & Sandwich
Amt Due:

\$264.00
\$278.30

Subtotal:

\$264.00

Tax::

\$0.00

Togo Surcharge:

\$14.30

Amt Due:

\$278.30

Please pay your server
Mark

Working Lunch

Rules of Engagement

BOA Managers Retreat 2020

Aug 5, 2020

PRINT NAME:

1. Leah Stendsen
2. Jessica Filler
3. Kathy Stasch
4. Brent Gill
5. Catherine Williamson
6. ~~Dana McFarland~~
7. ~~Dana McFarland~~ Craig Ambach
8. Dana Hoffer
9. Cheryl Charleen Gill
10. Eric Hildebrandt
11. MRS GERTZ
12. Kaedene Babowski
13. Jade Milli
14. Kristine Schlomer
15. Roger Gertz
16. Steve Berg
17. Scott Hollinger
18. Kevin Fidler
19. ~~Frank~~ Lemus Folk
20. Torrey Rae
21. ~~Rick Augustin~~ Rick Augustin
22. ~~Steven Kohler~~ Steven Kohler

Rules of Engagement: BOA Manager's Retreat 2020

AGENDA
August 4, 2020 - Day 1

9:00 am - 9:15 am

9:15 am - 10:00 am

10:00 am - 11:00 am

11:00 am - noon

Noon - 1:00 pm

EMPLOYEE OVERSIGHT COMMITTEE: Craig & Jessica

1:30 pm - 2:00 pm

2:00 pm - 2:30 pm

BOA DASHBOARD: Deputy Commissioner Andy Gerlach

2:30 pm - 3:00 pm

3:00 pm - 4:00 pm

5:00 PM HOUR: Team Building Exercises

Rules of Engagement: BOA Manager's Retreat 2020

AGENDA

August 5, 2020 - Day 2

8:00 am - 9:00 am

9:00 am - 10:00 am

10:00 am - 10:30 am

10:30 am - 11:00 am

BOA BRANDING: Tara Berg

Noon - 1:00 pm

1:00 pm - 1:30 pm





River Rock Lodge
1004 7th Ave. N.
Brandon SD 57005
605-582-2400

Service Invoice

Invoice#: 276

Date: 10/09/2020

License:

Billed To: The Bureau Of Administration
Attn: Leah Svendsen
320 N. Nicollet Ave.
Pierre SD 57501

Project:
Attn: Leah Svendsen
320 N. Nicollet Ave.
Pierre SD 57501

Scheduled: 10/09/2020

Employee:

Order#:

Part#	Description	Quantity	Price	Ext Price	Sales Tax
	Lodge Rental (8/4/20 - 8/5/20) Two Day Conference	1.00	850.00	850.00	Y

*Supporting Document -
Paid with BOA training funds*

Thank you for your prompt payment!

Non-Taxable Amount:	0.00
Taxable Amount:	850.00
Sales Tax:	51.00
Amount Due	901.00

850.00

Soto, Dana

From: Dowling, Kayla
Sent: Friday, October 30, 2020 2:15 PM
To: Soto, Dana
Cc: Lutz, Jason; Stein, Jeryllynn; Weisgram, Molly
Subject: FW: [EXT] BOF Agenda item for Approval: Lodging Approval for Dr. Maher at Governor Buffalo Roundup
Attachments: Governor's Buffalo Roundup and Crazy Horse.; Park Pass for Governor Noem's Buffalo Roundup; Governor Noem's Buffalo Roundup; Brian Maher Lodging-Buffero Round-up 2020.pdf

Dana -

Please add this request from the Board of Regents to the November 17th Board of Finance agenda.

Thank you!

Kayla Dowling

From: Stein, Jeryl Lynn <Jeryllynn.Stein@sdbor.edu>
Sent: Friday, October 30, 2020 1:56 PM
To: Dowling, Kayla <Kayla.Dowling@state.sd.us>
Cc: Weisgram, Molly <Molly.Weisgram@sdbor.edu>
Subject: [EXT] BOF Agenda item for Approval: Lodging Approval for Dr. Maher at Governor Buffalo Roundup

Good Afternoon,

I received your name from Timica Schaetzle in our office regarding the over state rate for lodging for the Executive Director of the South Dakota Board of Regents.

The Board of Regents received a formal invitation from the Governor's office to attend the Buffalo Round-up, but was not included on the staff list for the room boarding. We would like to request reimbursement for Dr. Maher for his lodging expenses from the Buffalo Round-up which was over the state rate. I have included the emails regarding the Buffalo Round-up along with the copy of the lodging receipt.

Please list this item on the BOF agenda for approval at the next meeting of November 17, 2020.

Should you have any questions, please direct them to Molly Weisgram that has been included on this email or myself. Thank you.

Jeryl Lynn Stein
SD Board of Regents | Office of the Executive Director
306 E. Capitol Ave., Suite 200
Pierre SD 57501-2545
605-773-3455
605-773-5320 (fax)



13389 US Hwy 16A
Custer, SD 57730
605-255-4541 / 605-255-4706 FAX
www.custerresorts.com

Page 1 of 1

TAX ID:

Mr Brian Maher
306 East Capitol Ave, Ste 200
Pierre, SD 57501

Room	Folio	CheckIn	CheckOut	Balance
G527	159623	09/23/2020	09/25/2020	0.00
Master Folio		Daily Rack Rate		

Description / Voucher	Charges	Credits	Balance
Room Taxable	380.00	0.00	380.00
State Sales Tax	17.10	0.00	397.10
Promo Fee	11.40	0.00	408.50
Tourism Tax	5.70	0.00	414.20
Parks & Wildlife Foundation	2.00	0.00	416.20
Deposit Transfer	0.00	416.20	0.00

DMG

09/24/2020 07:27 PM

Thank you for staying with us!

Soto, Dana

From: Lehecka Nelson, Mary
Sent: Sunday, September 20, 2020 12:57 PM
To: Lehecka Nelson, Mary
Subject: Governor's Buffalo Roundup and Crazy Horse.

We are looking forward to having you join us at this year's Buffalo Roundup. You should have all received a message from Ann Gesick Johnson telling you about the change in breakfast at Mt. Rushmore. We are still planning to go to Mt. Rushmore for a self-guided tour and then head straight to Mt. Rushmore. For those not driving themselves, please respond to this email answering a couple of question.

1. Would you prefer to not tour Mt. Rushmore and go straight from the park to Crazy Horse? If you've never been to Mt. Rushmore, it is well worth your time!

Thanks in advance for helping us make your trip here even more memorable.

Mary Lehecka Nelson
South Dakota Governor's Office of Economic Development

Soto, Dana

From: Gesick-Johnson, Ann
Sent: Friday, September 18, 2020 9:45 AM
To: Gesick-Johnson, Ann
Subject: Park Pass for Governor Noem's Buffalo Roundup
Attachments: ParkPass.pdf

Attached is the park pass that will provide you with complimentary entrance to Custer State Park. Please print the pass and place on your dash.

PLEASE NOTE THAT OUR WEBSITE AND EMAIL ADDRESSES HAVE CHANGED. PLEASE UPDATE YOUR CONTACT INFORMATION.



ANN GESICK JOHNSON | SENIOR RESEARCH ANALYST
GOVERNOR'S OFFICE OF ECONOMIC DEVELOPMENT
711 E Wells Ave | Pierre, SD | 57501
605.367.5340 | 1.800.872.6190
ann.gesick-johnson@sdgoed.com | sdgoed.com

Soto, Dana

From: Gesick-Johnson, Ann
Sent: Thursday, September 17, 2020 2:44 PM
To: Maher, Brian
Subject: Governor Noem's Buffalo Roundup

Dear Brian & Peg,

We are pleased that you will be able to join us at Governor Noem's Buffalo Roundup. In these unusual times, there have been some changes to the schedule so we ask you to please read the information carefully. If you need to make any changes to your activities as a result, please let us know.

MEALS/EVENTS

We are planning for you at the following meals and activities:

THURSDAY BREAKFAST: YES

Unfortunately, due to restrictions, we will not have breakfast at Mt. Rushmore. Instead, you are welcome to enjoy the breakfast buffet at the State Game Lodge. Breakfast will be served from 7:00 am to 8:15 AM.

TOUR AT MT. RUSHMORE:

We still invite you to tour the Shrine to Democracy. We will be departing the Game Lodge at 8:30 AM to caravan to Mt. Rushmore. When you arrive at Mt. Rushmore, please enter the parking garage through Lane 4 to receive complimentary parking. Let the attendant know you are with the Governor's Buffalo Roundup.

THURSDAY TOUR WITH LUNCH: Crazy Horse Memorial

THURSDAY DINNER AT THE STATE GAME LODGE: YES

FRIDAY BREAKFAST: YES

Breakfast will be available at the State Game Lodge from 5:30 - 6:45 am.

ROUNDUP: YES

Please plan to check out of the hotel that morning if you depart on Friday, and if you have a personal vehicle, drive that in the caravan as it is easier to depart directly from the corrals. We will depart from the State Game Lodge at 7:30 am. At registration we will provide you a tag for your rearview mirror that identifies you as part of the Governor's group. Please make sure you have that hanging when departing on Friday as we will pass through several checkpoints. Four-wheel drive vehicles will provide transportation up Governor's Hill.

FRIDAY CHUCK WAGON LUNCH: YES

MIXER

PLEASE JOIN US FOR THE MIXER NEAR THE PAVILION FROM 8:00 TO 10:00 PM WEDNESDAY.

ATTIRE

ATTIRE THROUGHOUT THE EVENT IS CASUAL. BLUE JEANS ARE APPROPRIATE FOR ALL EVENTS. TEMPERATURES CAN VARY GREATLY FROM THE EARLY MORNING TO AFTERNOON SO PLAN TO DRESS IN LAYERS. YOU'LL ALSO WANT COMFORTABLE WALKING SHOES FOR MANY OF THE TOURS.

REGISTRATION

Please check in at the registration desk to receive your name badge and additional event information.

The registration desk will be open in the Coolidge Meeting room at the Creekside Lodge during the follow times:

Wednesday – 3:00 pm to 9:00 pm

Thursday – 7:00 am to 8:00 am

Thursday – 4:00 pm to 6:00 pm

Please note, due to the change at Mt. Rushmore, we will no longer be offering registration there.

PARK PASS

Please watch your inbox for a separate email that will contain a park pass for entrance into Custer State Park. Please print the pass and place on the driver's side of your vehicle's dashboard.

CONTACT INFORMATION

If there are any changes in your plans, please respond to this email or call 605-367-5340 through Tuesday, the 22nd. During the event, you can reach the Roundup Headquarters at 605-222-2247 or 605-321-3657.

Ann Gesick Johnson
Roundup Committee



**SOUTH DAKOTA DEPARTMENT OF
AGRICULTURE**

OFFICE OF THE SECRETARY

523 East Capitol Avenue

Pierre, SD 57501

Phone: 605.773.5425 Fax: 605.773.5926

sdda.sd.gov

November 4, 2020

Secretary of State
SD Board of Finance
500 East Capitol Avenue
Pierre, SD 57501

Board of Finance:

Jeff Lounsbury travelled to Rapid City on behalf of the Department of Agriculture back in June of 2019. Unfortunately, the support staff that would have been paying these bills at the time is no longer with the department, so we don't have a lot of insight into why this was not paid or why the state rate wasn't billed.

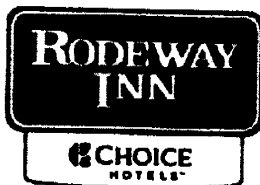
Roadway Inn hotel charged a rate of \$84.49 the first night and \$89.40 the following two nights and is not willing to honor the State Rate of \$70.00. The department did check with Jeff, his direct supervisor, & Marianne at the Auditor's Office, and we were unable to fine any prior over rate approval.

The Department of Agriculture has already paid \$216.59 of the bill, including \$6.59 in taxes that should not have been paid. We are asking for approval to reimburse Jeff Lounsbury (direct billed) for the additional \$46.88 to bring our account balance back to zero.

Thank you for your consideration of this matter.

Hunter Roberts
Interim Secretary of Agriculture

Cc: Ashley Waibel
Encl.



Rodeway Inn (SD079)

1313 N Lacrosse St
Rapid City, SD 57701
(605) 348-3313
GM.SD079@choicehotels.com

Department of Agriculture
Lounsbery, Jeffrey
29045
463rd Ave
Centerville, SD 57014

Account: 656707968

Date: 6/13/19

Room: 221 BAR

Arrival Date: 6/10/19

Departure Date: 6/13/19

Check In Time: 6/10/19 11:48 PM

Check Out Time: 6/13/19 9:55 AM

Rewards Program ID:

You were checked out by: gm

You were checked in by: Tcabal

Total Balance Due: 0.00

6/10/19	Room Charge	#221 Lounsbery, Jeffrey	1	84.49
6/10/19	State Tax		1	3.80
6/10/19	City / County Tax		1	1.69
6/10/19	Occupancy Tax		1	2.11
6/11/19	Room Charge	#221 Lounsbery, Jeffrey	1	89.49
6/11/19	State Tax		1	4.03
6/11/19	City / County Tax		1	1.79
6/11/19	Occupancy Tax		1	2.24
6/12/19	Room Charge	#221 Lounsbery, Jeffrey	1	89.49
6/12/19	State Tax		1	4.03
6/12/19	City / County Tax		1	1.79
6/12/19	Occupancy Tax		1	2.24
6/13/19	Direct Bill		1	(287.19)
<hr/>				
	Room Charge		3	263.47
	State Tax		3	11.86
	City / County Tax		3	5.27
	Occupancy Tax		3	6.59
	Direct Bill		1	(287.19)
				<hr/>
				Balance Due:
				0.00

This rate is eligible for partner rewards. If this rate is changed, you may no longer be entitled to partner rewards.

(287.19) will be billed to: Account 2400254

Department of Agriculture, 523 E. Capital Avenue, Pierre, SD
57501



You could be earning free nights and other great rewards. Join Choice Privileges today, at www.choiceprivileges.com.

Direct Billing
* was included in his original travel
reimbursement - wasn't pulled & paid
at that time - *