**Tuesday, March 21, 2023 Teleconference Meeting**

**2:01 p.m. Capitol Building – Governor’s Large Conference Room**

**Board members present**: Katie Hruska, Office of the Governor; Tom Deadrick, Office of the Secretary of State; Jenna Latham, Office of the State Auditor; Anissa Grambihler, Office of the State Treasurer; Justin Nagel, Office of School and Public Lands; Ann Holzhauser, Office of the Attorney General; Leah Haugan, Bureau of Administration and Steven Kohler, Bureau of Finance and Management. Guests included Heather Forney, Board of Regents; Heather, Julie & Shelly Brandt, USD Finance office staff members; Kayla Dowling & Jeannell Scott, Office of the Secretary of State; and Chris Peterson, Game, Fish, and Parks. The meeting was held via teleconference and in the Governor’s Large Conference Room.

**Call to order:** Katie Hruska called the meeting to order at 2:01 p.m.

**Minutes:** A motion was made by Anissa Grambihler, Office of the State Treasurer, and seconded by Leah Haugan to approve the minutes from the February 21, 2023, meeting. A roll call vote was taken, and the motion carried unanimously.

**Agenda:** A motion was made by Tom Deadrick and seconded by Steven Kohler to approve the agenda. A roll call vote was taken, and the motion carried unanimously.

**State Hosting Request Reimbursements:** A motion was made by Leah Haugan and seconded by Steve Kohler to approve the following State Hosting Reimbursement Request. A roll call vote was taken, and the motion carried unanimously.

* Department of Tourism (1 Request Form) Amend – Tourism
	+ Hosted travel writers from Canada on October 19, 2022, in Sioux Falls.
	+ Hosted travel writers from Italy on November 9, 2022, in Pierre.
* Discussion use of updated State Hosting Reimbursement Request form.

**Home Station Request Reimbursements:** A motion was made by Leah Haugan and seconded by Jenna Latham to approve the following Home Station Reimbursement Requests. A roll call vote was taken, and the motion carried unanimously.

* Department of Game, Fish, and Parks
	+ Wildlife Training Officer Duties for Eric Voigt for January 9, 2023, through February 16, 2023.
	+ Wildlife Training Officer Duties for Shane Pederson for January 9-23, 2023.
* Department of Education
* Teacher of the Year and Milken Legislative Day luncheon held in Pierre on February 6, 2023.
* Workgroup of SD Educators and Administrators meeting held in Pierre on February 14-15, 2023.
* Animal Industry Board
	+ Animal Health Division meeting held in Pierre on March 7, 2023
* Department of Corrections
	+ Design meeting for the new Female Correctional Facility held in Pierre on March 2, 2023.
* South Dakota Retirement System
* SDRS Trustees Board meeting held in Pierre on December 1, 2022

**Action Items:** A motion was made by Steven Kohler and seconded by Jenna Latham to approve the following Action Item request. A roll call vote was taken, and the motion carried unanimously.

* Department of Corrections
	+ Requesting approval for excess in-state lodging rate for Brittni Skipper, Bridget Coppersmith, and John Stewart’s stay in Sioux Falls on December 10th, 2023.

**Debt Write Offs:** A motion was made by Steven Kohler and seconded by Anissa Grambihler to approve the following Debt Write Off Requests. A roll call vote was taken, and the motion carried unanimously.

* University of South Dakota
	+ Requesting one debt write off totaling 123,543.79.
* Department of Transportation
	+ Requesting fourteen debt write offs totaling $32,293.95.

**Public Comment:** No public comment.

**Adjournment:**  A motion was made by Steven Kohler and seconded by Tom Deadrick to adjourn the meeting. A roll call vote was taken, and the motion carried unanimously. The meeting was adjourned at 2:21 p*.*m.

Tom Deadrick, Deputy Secretary of State