

# State Board of Finance Minutes

Tuesday, March 19, 2024  
2:00 p.m. CST

Governor's Bear Butte Room  
2<sup>nd</sup> floor Capitol  
Call in information: +1 605 679 7263  
Phone Conference ID: 666 245 913#

**Board members present:** Laura Ringling, Office of the Governor; Brent Kempema, Attorney General; Tom Deadrick, Office of the Secretary of State; Jenna Latham, Office of the State Auditor; Anissa Grambihler, Office of the State Treasurer; Leah Haugan, Bureau of Administration; Steven Kohler, Bureau of Finance & Management; Brock Greenfield, School & Public Lands.

**Guests included:** Kayla Dowling and Jeannell Scott, Office of the Secretary of State. The meeting was held via teleconference and in the Governor's Bear Butte Room.

**Call to order:** Laura Ringling called the meeting to order at 2:00 p.m. CST.

**Minutes:** A motion was made by Steven Kohler and seconded by Anissa Grambihler to approve the draft minutes from the February 20<sup>th</sup>, 2024, meeting. A roll call vote was taken, and the motion carried unanimously.

**Agenda:** A motion was made by Brock Greenfield and seconded by Brent Kempema to approve monthly meeting agenda. A roll call vote was taken, and the motion carried unanimously.

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

- Department of Tourism
  - Bought food to photograph for South Dakota Department of Tourism February 18<sup>th</sup>-23<sup>rd</sup>, 2024.

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

- Department of Human Services Center
  - Weekly working meetings for Doctors and Physician Assistants at the Human Services Center in Yankton on January 4<sup>th</sup>, 11<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>, & 31<sup>st</sup> and February 1<sup>st</sup>, 2024. (Deferred until March 19<sup>th</sup>, 2024) After discussion on rule pertaining to gratuity and tips not allowed and only pay per diem rate \$14.00 minus gratuity approved to pay \$700.00.
  - Working meetings for Doctors and Physician Assistants at the Human Services Center in Yankton on February 7<sup>th</sup>, 8<sup>th</sup>, 14<sup>th</sup>, 15<sup>th</sup>, 21<sup>st</sup>, & 28<sup>th</sup>, 2024. Approved to pay \$602.00. After discussion on rule pertaining to gratuity and only pay per diem rate \$14.00 minus gratuity approve to pay \$602.00.

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

- Department of Tourism
  - Governor's Annual Conference on Tourism in Pierre, SD on January 16<sup>th</sup> – 18<sup>th</sup>, 2024. (Deferred until April 16<sup>th</sup>, 2024 additional information requested pertaining to registration fees and per diem rate \$14.00 per person for 26 state employees home station is Pierre and not eligible for breakfast reimbursement due to time.)

A motion was made by Steven Kohler and seconded by Brent Kempema to approve the following Home Station Reimbursement Requests. A roll call vote was taken, nay from State Auditor and School & Public Lands and the motion carried.

- Consultant meeting with 8 Bridges Consultant-St Paul, MN in Pierre, SD on February 22<sup>nd</sup>, 2024.

A motion was made by Jenna Latham and seconded by Steven Kohler to approve the following Home Station Reimbursement Requests. A roll call vote was taken, and motion carried unanimously.

- Department of Education
  - State Interagency Coordinating Council annual meeting and data retreat lunch in Pierre, SD October 26<sup>th</sup>, 2023.
  - Quarterly meeting of the SD Advisory Panel for children with Disabilities lunch in Pierre, SD on January 26<sup>th</sup>, 2024.

**Action Items:** A motion was made by Steven Kohler and seconded by Anissa Grambihler to approve the following Action Items Reimbursement Request. A roll call vote was taken, Office of The Governor sustained, and motion carried unanimously.

- Governor's Office
  - Requesting approval for excess lodging expense higher than state rate for one room at Holiday City Centre in Sioux Falls, SD for Ben Koisti on January 20<sup>th</sup>, 2024.

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.*

**Debt Write-Off:** A motion was made by Leah Haugan and seconded by Jenna Latham to approve the following Debt Write-Off Request. A roll call vote was taken, and motion carried unanimously.

- Northern State University
  - Requesting fifty debt write offs totaling \$47,973.67

A motion was made by Brock Greenfield and seconded by Leah Haugan to approve the following Debt Write-Off Request. A roll call vote was taken, and motion carried unanimously.

- Department of Transportation
  - Requesting eighteen debt write offs totaling \$20,192.82

**Public Comment:** No public comment.

**Adjournment:** A motion was made by Anissa Grambihler and seconded by Brock Greenfield to adjourn the meeting. A roll call vote was taken, and the motion carried unanimously. The meeting was adjourned at 2:31 p.m. CST.

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Thomas J. Deadrick, Deputy Secretary of State