

# State Board of Finance Minutes

Tuesday, August 20, 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: 966 364 263#

**Board members present:** Jon Kotilnek, Office of the Governor; Brent Kempema, Attorney General; Tom Deadrick, Office of the Secretary of State; Jenna Latham, Office of the State Auditor; Jason Williams, Office of the State Treasurer; Leah Haugan, Bureau of Human Resources & Administration; Steven Kohler, Bureau of Finance & Management; Brock Greenfield, School & Public Lands.

**Guests included:** Chris Petersen, Game, Fish & Parks 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:** Jon Kotilnek called the meeting to order at 2:01 p.m. CST.

**Minutes:** A motion was made by Brock Greenfield and seconded by Steven Kohler to approve the draft minutes from the July 16<sup>th</sup>, 2024, meeting. A roll call vote was taken, and the motion carried unanimously.

**Agenda:** A motion was made by Tom Deadrick and seconded by Jenna Latham 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 Reimbursement Requests. A roll call vote was taken, and the motion carried unanimously.

- Department of Tourism
  - Media Hosting held in Brookings, SD on May 30<sup>th</sup>, 2024.
  - Provided Lunch for Tourism Board meeting at Fort Sisseton on July 11<sup>th</sup>, 2024.

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

- Department of Labor & Regulations
  - Teacher Apprenticeship Orientation held July 16<sup>th</sup>, 2024 in Pierre, SD.
  - Summer Passport MTC Event held in Mitchell, SD on July 11<sup>th</sup>, 2024 11:00am to 3:45pm.

A motion was made by Brock Greenfield and seconded by Brent Kempema to approve the following Home Station Reimbursement Requests. A roll call vote was taken, and the motion carried unanimously.

- Department of Game, Fish & Parks
  - Orientation for all Seasonal and Volunteer Staff/ Help for Summer 24 Season Meeting held at Game, Fish & Park Office Garretson, SD May 9<sup>th</sup>, 2024 9:00am to 4:00pm.
  - May Commission Meeting at Custer State Park May 1<sup>st</sup>, 2024 5:00pm to May 3<sup>rd</sup>, 2024 8:00pm.

A motion was made by Tom Deadrick 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 Education
  - Teacher of the Year selection day July 25<sup>th</sup>, 2024 8:00am to 5:00pm.
  - Division of Learning and Instruction Monthly Meeting with working lunch July 24<sup>th</sup>, 2024 8:00am to 5:00pm.

A motion was made by Jenna Latham and seconded by Leah Haugan to defer action the following Home Station Reimbursement Requests to provide actual invoice/receipt with costs of purchase. A roll call vote was taken, and the motion carried unanimously.

- Department of Revenue
  - Statewide Meeting May 6<sup>th</sup>, 2024 1:00pm to May 8<sup>th</sup>, 2024 5:00pm held at Ramkota Pierre, SD.

A motion was made by Jenna Latham and seconded by Tom Deadrick to defer action the following Home Station Reimbursement Requests to provide actual invoice/receipt with costs. A roll call vote was taken, and the motion carried unanimously.

- South Dakota School of Mines & Technology
  - National Summer Transportation Institute Camp June 9<sup>th</sup> to June 14<sup>th</sup>, 2024 held in Rapid City, SD staff members Dr Saurav Kumar Dubey, Olivia Daynes, & Mercedes Thompson.

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.*

A motion was made by Brock Greenfield 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 Social Services Human Services Center
  - Working meetings for doctors and physician assistants at the Human Services Center dates: 06/26, 06/27, 07/03, 07/18, 07/31 & 08/01/24.
  - Working lunch for Jennifer Luke Discharge preparation for Human Service Center patient on 07/22/2024 10:00am to 1:15pm
  - Working lunch for Tiffany Lowery Discharge planning for Human Service Center patient on 07/22/2024 10:00am to 1:15pm

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 the motion carried unanimously.

- Department of Transportation (*Deferred Action need itemized invoice of purchase from July 16, 2024 meeting*)
  - Intern Appreciation Day 2024 held by SD DOT at Pierre Area Chamber Office in Pierre, SD on June 26<sup>th</sup>, 2024 9:30am to 3:30pm.

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

- Department of Education
  - Requesting approval for excess lodging three nights for Rebecca Frerichs on June 23<sup>rd</sup> – June 25<sup>th</sup> 2024 Hyatt Regency Seattle, Seattle, WA conference held at this hotel.
  - Requesting approval for United Airline on July 20<sup>th</sup>, 2024 as Delta Airline cancelled due to global CrowdStrike outage on July 19<sup>th</sup>, 2024 and excess lodging at Residence Inn by Marriott to attend School Nutrition Association Annual National Conference in Boston, MA.

A motion was made by Jenna Latham and seconded by Leah Haugan to approve the following Action Items Reimbursement Request. A roll call vote was taken, and motion carried unanimously.

- Department of Corrections
  - Requesting approval for excess lodging Ramkota Inn in Pierre June 23<sup>rd</sup> – 27<sup>th</sup>, and June 30<sup>th</sup>, 2024.
  - Requesting approval for excess lodging Hampton Inn Egg Harbor, NJ July 19<sup>th</sup>, 2024, and airline had to change his return trip ticket extra \$50.00 external res service fee.

A motion was made by Jenna Latham and seconded by Leah Haugan to defer back to agency does not exceed over \$275.00 per night and does not need State Board of Finance approval for the following Action Items Reimbursement Request. A roll call vote was taken, and motion carried unanimously.

- South Dakota Brand Board
  - Requesting approval for excess lodging three employees attended conference in Billings, MT on July 14<sup>th</sup> – July 18<sup>th</sup>, 2024

**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.

- Department of Social Services
  - Requesting debt write off totaling \$5,476.32.

**Public Comment:** No public comment.

**Adjournment:** A motion was made by Tom Deadrick 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 2:17 p.m. CST.

  
Thomas J. Deadrick, Deputy Secretary of State