

State Board of Internal Control Agenda

Date: March 24th, 2020

Location: Room 414 and Digitally Via Zoom
State Capitol Building (4th floor)
500 E. Capitol Ave.
Pierre, SD

Time: 1:30 PM to 1:43 PM

1. Roll Call of Board Members

- A. Liza Clark called the meeting to order at 1:30 PM
- B. Allysen Kerr called the roll

Members present:

- i. Kellie Beck – DOT
- ii. Liza Clark – BFM
- iii. Heather Forney – BOR
- iv. Greg Sattizahn – UJS
- v. Kari Williams – DOH
- vi. Rich Sattgast – State Auditor
- 1. Quorum is present

Also in attendance:

Ann Holzhauser – Board Council, Asst Attorney General

2. Approval of Agenda

- A. Motion to approve agenda
 - i. IT WAS MOVED by Rich Sattgast, seconded by Greg Sattizahn
 - ii. Roll call vote:
 - 1. Kellie Beck – Aye
 - 2. Liza Clark – Aye
 - 3. Heather Forney – Aye
 - 4. Greg Sattizahn – Aye
 - 5. Kari Williams – Aye
 - 6. Rich Sattgast – Aye
 - iii. All present vote aye – motion carries

3. Approval of Minutes

- A. Motion to approve minutes from December 18th, 2019
 - i. IT WAS MOVED by Kari Williams, seconded by Heather Forney
 - ii. The motion carried with unanimous voice vote.
 - iii. Roll call vote:
 - 1. Kellie Beck – Aye
 - 2. Liza Clark – Aye
 - 3. Heather Forney – Aye
 - 4. Greg Sattizahn – Aye
 - 5. Kari Williams – Aye
 - 6. Rich Sattgast – Aye

iv. All present vote aye – motion carries

4. Recurring Discussion Items

A. Sub-recipient Audit Notifications from DLA (SDCL 1-56-9)

i. Kerr - None to talk about this meeting

B. GOAC Update

i. Clark- Provided a brief review of the last GOAC meeting

5. Internal Control Quarterly Report

A. Statewide

i. GRC Technology Demo – Postponed

1. Kerr- Provided an update on the work that has been done. The first workshop occurred February 26th & 27th. In addition to BFM, representatives from DOR and DOC attended and provided input and customization suggestions on the ServiceNow GRC application suite.
2. The implementation process is an 11-week process. They are currently in week 5 of that process, which is the data load and configuration phase. They will be in the data load and configuration phase until mid-April when user testing begins, then the go-live version will be launched at the end of April.

B. Agency

i. No updates this meeting.

6. Framework Project Update

A. Agency framework implementation for DOC will tentatively start in the beginning of May with work wrapping up at the end of June.

7. Other Discussion Items

A. Sub-Recipient Grant Agreement Template Update-

Kerr- This change is to ensure we are in compliance with Executive Order 2020-01 signed by Governor Noem earlier this year

Holzhauser- Discussed the updates done to the template in order to be in compliance with the executive order. The order makes BOA responsible for enforcement and implementation of the order and any waivers. I have asked Jessica Filler from BOA to be on the line in case there are any questions on that process.

Clark – We are putting this out for all agencies to see and review and then we would adopt at the next meeting.

8. Agenda Items for Next Meeting

A. Clark- We will talk through the technology demo at that meeting as well as the updated template.

9. Public Comment

A. Clark- I would ask for public comment. No comment was provided.

10. Adjourn

- A. Motion to approve adjourn
 - i. IT WAS MOVED by Rich Sattgast, seconded by Heather Forney
 - ii. Roll call vote:
 - 1. Liza Clark – Aye
 - 2. Heather Forney – Aye
 - 3. Greg Sattizahn – Aye
 - 4. Kari Williams – Aye
 - 5. Rich Sattgast – Aye
 - iii. All present vote aye – motion carries

Note: This meeting is being held in a physically accessible location. Individuals with disabilities who require a reasonable accommodation in order to participate in the meeting should contact the Bureau of Finance and Management at 605-773-3411. Please request the accommodation at least 2 business days prior to the meeting.