



SouthDakota

Legislative
Research
Council

MINUTES
Executive Board

Senator Ryan Maher, Chair
Representative Lance Carson, Vice Chair

Second Meeting
2014 Interim
May 8, 2014

Room 413
State Capitol Building
Pierre, South Dakota

Thursday, May 8, 2014

The second meeting of the Executive Board for the 2014 Interim was called to order by Senator Maher at 10:05 a.m. (CDT) in room 413 of the State Capitol, Pierre, South Dakota.

A quorum was determined with the following members answering the roll call: Senator Ryan Maher, Chair; Representative Lance Carson, Vice Chair; Senators Corey Brown, Phyllis Heineman, Deb Peters, Deb Soholt, and Craig Tieszen; and Representatives Brian Gosch, Spencer Hawley, Isaac Latterell, Betty Olson, Kathy Tyler and Steve Westra. Excused were Senator Larry Lucas and Representative Charles Hoffman.

Staff members present included Fred Schoenfeld, Interim Director; Sue Cichos, Deputy Director; Carol Huber, Finance Officer; Annie Mehlhaff, Chief Fiscal Analyst; and Cindy Tryon, Legislative Secretary.

NOTE: For purpose of continuity, the following minutes are not necessarily in chronological order. Also, all referenced documents distributed at the meeting are attached to the original minutes on file in the Legislative Research Council office. This meeting was web cast live. The archived web cast is available at the LRC web site at <http://legis.sd.gov>.

Approval of Minutes

REPRESENTATIVE CARSON MOVED, SECONDED BY REPRESENTATIVE WESTRA, THAT THE MINUTES OF THE APRIL 23, 2014, MEETING BE APPROVED. The motion prevailed on a voice vote.

Approval of Agenda

REPRESENTATIVE CARSON MOVED, SECONDED BY REPRESENTATIVE GOSCH, TO ADD A REPORT REGARDING THE LEGISLATOR TRAVEL POLICY FROM MS. CAROL HUBER, LRC FINANCE OFFICER, TO THE AGENDA. The motion prevailed on a voice vote.

REPRESENTATIVE WESTRA MOVED, SECONDED BY SENATOR SOHOLT, THAT THE BOARD GO INTO EXECUTIVE SESSION JUST PRIOR TO ADJOURNMENT. The motion prevailed on a voice vote.

SENATOR TIESZEN MOVED, SECONDED BY SENATOR HEINEMAN, TO ADD REVISITING THE NEW MEAL POLICY TO THE AGENDA. The motion failed on a voice vote.

SENATOR SOHOLT MOVED, SECONDED BY REPRESENTATIVE WESTRA, TO APPROVE THE AGENDA AS AMENDED. The motion prevailed on a voice vote.

Legislator Travel Policy Update

Ms. Carol Huber, LRC Finance Officer, reported that there are two changes to the state's travel reimbursement policy that affect all legislators. The first change is that hotel/motel receipts must show that the bill has been paid which means the receipt must state that there is a zero balance due. Legislators will need to look closely at their room receipts before checking out of a hotel/motel.

The second policy change is that travel vouchers must be submitted to the State Auditor's office within 60 days of the trip's return date. **Senator Corey Brown** did point out that a voucher more than sixty days since the return date can be submitted but a letter from the agency head explaining the reason for the delay must accompany the late voucher. The Board agreed that the LRC Director would be the agency head who would be responsible for submitting late travel vouchers.

Ms. Huber said that additional internal revisions to the state's travel policy were made by the State Auditor's Office to make the process more secure.

Computer Technology Subcommittee Report

Representative Isaac Latterell, Vice Chair of the Technology Subcommittee, reported on the Technology Subcommittee meeting that was held earlier in the day. Representative Latterell said that the subcommittee had discussed four topics: the chambers' sound system upgrades; the 2.4 GHz internet connection; the stipend option; and the four-year lease program.

Representative Latterell said the switch boards, amplifiers, and microphones, along with the needed hardware, are being installed and are funded under the current budget. He explained that the software and new voting system will fall under the 2015 budget.

Representative Latterell also reported that the 2.4 GHz wireless network currently only works for a few users. The subcommittee believes that the public should be able to access the wireless network making it important to install the system throughout the entire capitol and agreed to proceed with the current BIT arrangement.

Representative Latterell said that further discussion is necessary and a very strict waiver would have to be signed by any legislator using the stipend option and a draft of that waiver will be prepared for the next Executive Board meeting.

Representative Latterell said that LRC currently leases computers for Legislators on a two-year basis and then has the option to purchase the computers at a very low cost. Some states are going to a four-year lease program, but the subcommittee does not see that program as being a benefit to South Dakota's Legislature.

Senator Maher asked if the contract with International Roll Call had been signed as of this meeting date. Mr. Schoenfeld said that it has not.

REPRESENTATIVE CARSON MOVED, SECONDED BY REPRESENTATIVE HAWLEY, THAT THE LRC DIRECTOR BE GIVEN AUTHORITY TO SIGN THE CONTRACT WITH INTERNATIONAL ROLL CALL. The motion prevailed on a voice vote.

Code Commission Subcommittee Report

Representative Brian Gosch, Chair of the Code Commission Subcommittee, reported on the Code Commission Subcommittee meeting that was held earlier in the day. The subcommittee had discussed the reduced need for disks purchased from West Publishing Contract because of the increased number of Legislators using iPads. Speaker Gosch also reported that the subcommittee encourages the full Executive Board to reappoint Mike DeMersseman to the Code Commission.

A MOTION WAS MADE BY REPRESENTATIVE GOSCH, SECONDED BY REPRESENTATIVE OLSON, TO REAPPOINT MIKE DEMERSSEMAN TO THE CODE COMMISSION. The motion prevailed on a roll call vote with 13 voting AYE, 2 EXCUSED. Those voting AYE: Brown, Heineman, Peters, Soholt, Tieszen, Gosch, Hawley, Latterell, Olson, Tyler, Westra, Carson, Maher. Those EXCUSED: Lucas, Hoffman.

Budget Subcommittee Report

Senator Deb Peters, Chair of the Budget Subcommittee, reported on the Budget Subcommittee meeting that was held earlier in the day. Senator Peters said that the Budget Subcommittee reviewed the expenses from the fourth floor renovation fund. She listed the renovations that have been completed and those that are underway.

Senator Peters said that funding had been put in the budget for a spring NCSL meeting that was not held. That money was used to offset some of the unanticipated costs, will be used to cover the expenses for the LRC Director interview process, and the remainder will go toward wiring costs.

Ms. Annie Mehlhaff, Chief Budget Officer, distributed copies of the information that was distributed at the subcommittee meeting (**Document #1**).

Personnel Subcommittee Report

Senator Corey Brown, Chair of the Personnel Subcommittee, reported on the Personnel Subcommittee meeting that was held earlier in the day. Senator Brown distributed the lists of recommended members for the Alcoholic Beverage Shipping and Distribution Interim Committee and the Highway Needs and Financing Interim Committee (Document #2).

A MOTION WAS MADE BY REPRESENTATIVE CARSON, SECONDED BY REPRESENTATIVE WESTRA, TO APPROVE THE RECOMMENDED INTERIM COMMITTEE MEMBER LISTS AS PRESENTED BY THE PERSONNEL SUBCOMMITTEE. The motion prevailed on a roll call vote with 11 voting AYE, 2 voting NAY, 2 EXCUSED. Those voting AYE: Brown, Heineman, Peters, Soholt, Tieszen, Gosch, Hawley, Tyler, Westra, Carson, Maher. Those voting NAY: Latterell, Olson. Those EXCUSED: Lucas, Hoffman.

Members appointed to the Alcoholic Beverage Interim Committee are Senators Bradford, Brown, Maher, Tieszen, and Representatives Greenfield, Heinert, Johns, Rounds, Solum, with Solum serving as Chair and Brown serving as Vice Chair.

Members appointed to the Highway Needs and Financing Interim Committee are Senators Ewing, Hunhoff, Omdahl, Tidemann, Vehle, Welke, White, and Representatives Anderson, Cammack, Duvall, Parsley, Schaefer, Verchio, Werner, with Vehle serving as Chair and Duvall serving as Vice Chair.

Senator Brown reported that appointing members for the remaining statutory committees and task forces would be discussed at the next Executive Board meeting.

Out-of-State Travel Policy

Senator Ryan Maher, Executive Board Chair, discussed the proposed 2014 Legislator Travel Policy and read the change due to the new Board of Finance rule (**Document #3**). **Mr. Fred Schoenfeld**, LRC Interim Director, pointed out that one of the major changes to the policy is the requirement to have travel vouchers submitted to LRC within 30 days from the day the legislator returns from travel so that they can be processed within the Auditor's 60-day limit.

A MOTION WAS MADE BY REPRESENTATIVE GOSCH, SECONDED BY SENATOR PETERS, TO ADOPT THE LEGISLATOR TRAVEL POLICY FOR MAY 1, 2014 – JUNE 30, 2015 AS PROPOSED. The motion prevailed on a roll call vote with 10 voting AYE, 3 voting NAY, 2 EXCUSED. Those voting AYE: Brown, Heineman, Peters, Soholt, Gosch, Latterell, Olson, Westra, Carson, Maher. Those voting NAY: Tieszen, Hawley, Tyler. Those EXCUSED: Lucas, Hoffman.

Legislator Evaluations of LRC Services

Mr. Schoenfeld reported that the Legislator Evaluation forms for evaluating LRC Services were mailed out and the completed forms are starting to be returned to the office. The deadline for submitting the evaluation forms is May 23, 2014.

International Legislative Forum

Representative Spencer Hawley explained that the International Legislative Forum includes several Midwestern states as well as Canadian representation. The Forum members discuss issues that this area faces including agricultural, environmental, and economical topics.

A MOTION WAS MADE BY REPRESENTATIVE TYLER, SECONDED BY REPRESENTATIVE HAWLEY, THAT THE LEGISLATIVE RESEARCH COUNCIL CONTINUES TO FUND MEMBERSHIP AND TRAVEL TO THE INTERNATIONAL LEGISLATIVE FORUM. The motion prevailed on a roll call vote with 11 voting AYE, 2 voting NAY, 2 EXCUSED. Those voting AYE: Brown, Heineman, Peters, Soholt, Tieszen, Gosch, Hawley, Latterell, Tyler, Westra, Maher. Those voting NAY: Olson, Carson. Those EXCUSED: Lucas, Hoffman.

Executive Director Search Update

Representative Steven Westra, Chair of the Director Search Committee, introduced Mr. Mike Harmon, City of Pierre. Representative Westra said that Mr. Harmon often gives community tours to business executives considering Pierre as a possible location. Mr. Harmon said that he should be able to give community tours to the candidates for the Executive Director position when they are in town for interviews if requested by the Executive Board.

Executive Session

A MOTION WAS MADE BY REPRESENTATIVE CARSON, SECONDED BY REPRESENTATIVE WESTRA, THAT THE EXECUTIVE BOARD GO INTO EXECUTIVE SESSION. The motion prevailed on a voice vote.

The Executive Board went into Executive Session at 11:10 a.m.

A MOTION WAS MADE BY REPRESENTATIVE LATTERELL, SECONDED BY SENATOR PETERS, THAT THE EXECUTIVE BOARD COME OUT OF EXECUTIVE SESSION. The motion prevailed on a voice vote.

The Executive Board came out of Executive Session at 11:37 a.m. No action was taken.

Next Executive Board Meeting

The next meeting of the Executive Board will be June 2–3, 2014. At that meeting, the Board will be conducting interviews for the LRC Director position and for the new member of the Investment Council.

Adjourn

REPRESENTATIVE HAWLEY MOVED, SECONDED BY SENATOR PETERS, THAT THE EXECUTIVE BOARD BE ADJOURNED. The motion prevailed unanimously on a voice vote.

The Committee adjourned at 11:38 a.m.

All committee agendas and minutes are available on the LRC website: <http://legis.sd.gov/>. You may subscribe to electronic delivery of agendas and minutes at E-Subscribe on the LRC website.