

# Travel/Education Request Form

Name(s) Michael Holzhauser

Department Veterans Affairs Position VSO

**Travel/Education**

Date(s)	Beginning Odometer	Ending Odometer	Destination
Aug 22-25 2016			Pierre

**Reason for Travel:**

To attend Veterans Benefits School

**Passengers:** \_\_\_\_\_

**Estimated Expenses:**

•Method of Travel:  County Vehicle  Private Auto  Air  
 400 \_\_\_\_\_ Miles \$ 0.42 \_\_\_\_\_ /mile =\$ 168.00

•Meals: 3 \_\_\_\_\_ Breakfast @ \$ 6.00 \_\_\_\_\_ =\$ 18.00  
 4 \_\_\_\_\_ Lunch @ \$ 11.00 \_\_\_\_\_ =\$ 44.00  
 3 \_\_\_\_\_ Dinner @ \$ 15.00 \_\_\_\_\_ =\$ 45.00

*Employees will not be reimbursed for meals that are included in the registration fee.*

•Additional Expenses (taxi, parking, etc.):  
 Please list \_\_\_\_\_ =\$ \_\_\_\_\_

•Lodging: \_\_\_\_\_ Estimated number of days/nights =\$ \_\_\_\_\_

•Registration: \_\_\_\_\_ Estimated Cost =\$ \_\_\_\_\_

*Total Cost Estimate* =\$ 275.00

•Department Head designated mileage rate: \$ \_\_\_\_\_ /mile

•A travel advance form is attached to this request  Yes  No

  
 Department Head Signature

8-12-16  
 Date

SOUTH DAKOTA VETERANS SERVICE OFFICERS ASSOCIATION



MEMBERSHIP DUES INVOICE

Dues are now due for your SDVSO membership for the Year **2016**.

This year's conference will be held at the Best Western Ramkota Inn, Pierre, SD August 22-25.

NOTICE: Please make sure the check/money order for your membership is sent to the address on this form and included with the check/money order is a list of ALL those for whom membership is being paid. **IF A NEW MEMBER, OR INFORMATION HAS CHANGED IN THE LAST YEAR, PLEASE SEND A FULLY COMPLETED FORM AND PLEASE PRINT LEGIBLY. Thank you.**

MEMBERSHIPS:

- Active Membership-\$50.00-Individual members
- Conference Registration Best Western Ramkota Inn held in Pierre SD \$35.00.  
This pays for the conference registration and included amenities.

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

COUNTY: \_\_\_\_\_ REGION: \_\_\_\_\_

RETURN FORM AND PAYMENT TO: **SDVSA -C/O**  
**Secretary/Treasurer**  
**South Dakota Veteran Service Officer Association**  
**PO BOX 258**  
**Herrick, SD 57538**  
**Email- [rfarabee@threeriverwb.et](mailto:rfarabee@threeriverwb.et)**

# Travel/Education Request Form

Name(s) Michael Holzhauser

Department Veterans Affairs Position VSO

**Travel/Education**

Date(s)	Beginning Odometer	Ending Odometer	Destination
9/1/2016			Huron

**Reason for Travel:**

To attend Veterans day at the fair and take part in Don Bren receiving the Veterans Of the Year award.

**Passengers:** \_\_\_\_\_

**Estimated Expenses:**

•Method of Travel:  County Vehicle  Private Auto  Air  
150 Miles \$ 0.42 /mile = \$ 63.00

•Meals: \_\_\_\_\_ Breakfast @ \$ 6.00 = \$ 0.00  
1 Lunch @ \$ 11.00 = \$ 11.00  
 \_\_\_\_\_ Dinner @ \$ 15.00 = \$ 0.00

*Employees will not be reimbursed for meals that are included in the registration fee.*

•Additional Expenses (taxi, parking, etc.):  
 Please list \_\_\_\_\_ = \$ \_\_\_\_\_

•Lodging: \_\_\_\_\_ Estimated number of days/nights = \$ \_\_\_\_\_

•Registration: \_\_\_\_\_ Estimated Cost = \$ \_\_\_\_\_

*Total Cost Estimate* = \$ 74.00

•Department Head designated mileage rate: \$ \_\_\_\_\_ /mile

•A travel advance form is attached to this request  Yes  No

  
 Department Head Signature

8-12-16  
 Date

# Travel/Education Request Form

Name(s) Michael Holzhauser

Department Veterans Affairs Position VSO

**Travel/Education**

Date(s)	Beginning Odometer	Ending Odometer	Destination
Sept 14/17 2016			Las Vegas NV

**Reason for Travel:**

To attend The Enlisted Association Convensiton to provide input for changes to the VA system. All expenses paid by TREA.

**Passengers:** \_\_\_\_\_

**Estimated Expenses:**

•Method of Travel:  County Vehicle  Private Auto  Air  
 \_\_\_\_\_ Miles \$ \_\_\_\_\_ /mile =\$ 0.00

•Meals: \_\_\_\_\_ Breakfast @ \$ 6.00 =\$ 0.00  
 \_\_\_\_\_ Lunch @ \$ 11.00 =\$ 0.00  
 \_\_\_\_\_ Dinner @ \$ 15.00 =\$ 0.00

*Employees will not be reimbursed for meals that are included in the registration fee.*

•Additional Expenses (taxi, parking, etc.):  
 Please list \_\_\_\_\_ =\$ \_\_\_\_\_

•Lodging: \_\_\_\_\_ Estimated number of days/nights =\$ \_\_\_\_\_

•Registration: \_\_\_\_\_ Estimated Cost =\$ \_\_\_\_\_

*Total Cost Estimate* =\$ 0.00

•Department Head designated mileage rate: \$ \_\_\_\_\_ /mile

•A travel advance form is attached to this request  Yes  No

  
 Department Head Signature

0-12-16  
 Date

## **Timeline for the 2016 TREA's 53<sup>rd</sup> Annual Convention**

### **Wednesday, September 14<sup>th</sup>:**

Registration – noon to 4pm

Welcome Reception – 4pm to 6pm

Open Bar - Light snacks will be provided

Presentations by TREA's Legislative Affairs Office, TREA's Memorial Foundation and The Senior Citizens League (an affiliate of TREA)

### **Thursday, September 15<sup>th</sup>:**

Opening Ceremonies – 8am to 9am

1<sup>st</sup> Business Meeting – 9am to noon

Lunch – box lunch will be provided – noon to 1pm

1<sup>st</sup> Business Meeting, cont. – 1pm to 3pm

Vendor Alley – 3pm to 5pm

Attendees will have the ability to visit and converse with our Vendors and attend presentations by: AAFES, USAA, Mr. Hollis, Ph.D. and Mr. Mascali, Esq. Enter to win free registration to the 54<sup>th</sup> TREA Convention!

Hospitality – 5pm to 7pm (first hour in a hospitality room overlooking the pool, second hour during the first hour of the President's Dinner)

President's Dinner – 6pm to 8pm, a fun and exciting evening with a theme of 'It's Vegas, Baby!' Be prepared to be entertained by Dean Martin, Sammy Davis Jr., and Frank Sinatra (impersonators, of course!). Cash bar throughout dinner, Open Bar from 8 pm to 9pm, during the Auction

Auction – 8pm to 9pm, great items to be auctioned, including a 32" LCD TV and a weekend get-away!

### **Friday, September 16<sup>th</sup>:**

2<sup>nd</sup> Business Meeting – 8am to noon

Joint Award Luncheon – noon to 2pm

2<sup>nd</sup> Business Meeting, cont. & voting – 2pm to 4pm (or until business is concluded)

BOD photos – 4pm to 5pm (or immediately following the conclusion of the business meeting)

### **Saturday, September 17<sup>th</sup>:**

Tour of Hoover Dam – pick up at hotel at 9am, return at 1pm - \$15/per person

BOD Post con Meeting – 9am to noon

Hospitality – 5pm to 6pm

Open Bar with light hors d oeuvres

Installation Banquet – 6pm to 9pm, end the 53<sup>rd</sup> TREA Convention in style and class!

Brookings County

# Travel/Education Request Form

Name(s) Bart Sweebe, Kathy Hanson, Matt Christensen

Department: Sheriff's Office and Jail Position: Deputy Sheriff and Sheriff Admin.

**Travel/Education**

Date(s)	Beginning Odometer	Ending Odometer	Destination
September 15, 2016			Sioux Falls, SD

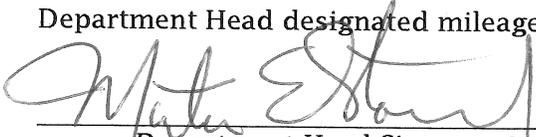
Reason for Travel Zuercher Suite User Conference

Passengers \_\_\_\_\_

**Estimated Expenses**

- Method of Travel:  County Vehicle  Private Auto  
                                   112 Miles @ \$ .42 /per mile = \$ 47.04
  - Meals:
    - Breakfast @ \$ \_\_\_\_\_ = \$ 0.00
    - Lunch @ \$ \_\_\_\_\_ = \$ 0.00
    - Dinner @ \$ \_\_\_\_\_ = \$ 0.00
  - Additional Expenses (taxi, parking, etc):  
 Please list \_\_\_\_\_ = \$ 0.00
  - Lodging: \_\_\_\_\_ Estimated number of days/nights = \$ 0.00
  - Registration \_\_\_\_\_ Estimated cost = \$ Free
- Total Cost Estimate = \$ 47.04

Department Head designated mileage rate: \$ \_\_\_\_\_ /per mile

  
 \_\_\_\_\_  
 Department Head Signature

8-8-14  
 \_\_\_\_\_  
 Date

Zuercher One User Conference attendees rank their experience as highly beneficial, and the 2016 conference won't disappoint! From educational breakout sessions to the hands-on training lab to the roundtable groups, this is an excellent opportunity to learn more about your Zuercher Suite, LETG, or EmergiTech system and how you can more fully leverage its capabilities. And while the conference is focused on helping your agency capitalize on your investment in your public safety system, we also leave room for plenty of networking opportunities and lots of delicious food.

Zuercher One is free of charge for up to four (4) attendees per agency and includes all meals. The cost for each additional attendee is \$300 and will be invoiced after the event. In order to ensure accurate counts, we ask that each person please complete a registration form online. The deadline for registration is August 26, 2016.

## Conference Location and Hotel Information



Zuercher One will be held in the Sioux Falls Convention Center.

1201 N. West Ave.

Sioux Falls, SD 57104

Unfortunately, the Zuercher One block at the Sheraton is sold out and we are unable to add more rooms. However, there are several other close options for hotels near the convention center.

The Sioux Falls Convention Center has provided this list of places to stay while in the area: <http://www.siouxfallsc.com/plan-your-visit/where-to-stay/> (<http://www.siouxfallsc.com/plan-your-visit/where-to-stay/>).

# Agenda



Date	Time	Event
Wednesday, September 14	2:00 PM – 5:00 PM	Registration; Tours of Zuercher Office (optional)
Wednesday, September 14	5:00 PM – 8:00 PM	Welcome Reception in Exhibit Hall
Thursday, September 15	7:30 AM – 8:30 AM	Breakfast and Exhibits Open
Thursday, September 15	8:30 AM – 5:30 PM	Sessions, Exhibits, and Training Lab Open
Thursday, September 15	5:30 PM – 9:00 PM	Closing Networking Dinner at Carnaval Brazilian Grill
Friday, September 16	7:30 AM – 8:30 AM	Breakfast and Exhibits Open
Friday, September 16	8:30 AM – 11:00 AM	Opening Keynote, Breakout Sessions, Exhibits, and Training Lab Open
Friday, September 16	11:00 AM – 12:00 PM	Closing Notes and Raffle

# Sponsors



Zuercher One brings together Zuercher, LETG, and EmergiTech users. Covering over 800 across North America, Zuercher One presents an excellent venue to showcase your company's product and services to a targeted audience of decision makers of small to medium public safety agencies.

Sponsorship at Zuercher One provides a great value toward your company's sales and customer service initiatives. As a sponsor, you will be able to meet and build relations with current and prospective customers, get valuable feedback on your products and services, and conduct product demonstrations.

Thank you to our current Z1 Sponsors:

Gold – PulsePoint (<http://www.pulsepoint.org/>)

Gold – Nuance Communications (<http://www.nuance.com/index.htm>)

Exhibit Only – CryWolf Public Safety (<https://www.crywolf.us/>)

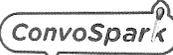


If your company or organization is interested in being an Official Sponsor of the 2016 Zuercher One, please contact Cheri Lane at [Z1@zuerchertech.com](mailto:Z1@zuerchertech.com) (<mailto:Z1@zuerchertech.com>) or 563-387-4858 for more information and to view our Sponsorship Prospectus.

**BE A SPONSOR**  
**([HTTPS://TRITECH2016.CONVOSPARK.COM/](https://tritech2016.convospark.com/))**

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Powered by:  (<http://www.convospark.com/>)

# Travel / Education Request Form

Name(s): Dave Biteler

Department: Sheriff's Office

Position(s): Deputy Sheriff

**Travel/Education**

Date(s)	Beginning Odometer	Ending Odometer	Destination
10/04/16 & 10/05/16			Swiftel Center Brookings, SD

**Reason for Travel:** Domestic Violence trainings

**Passengers:** None

**Estimated Expenses**

- Method of Travel:  County Vehicle     Private Auto
    - \_\_\_\_\_ miles    @    \$\_\_\_\_\_/per mile    = \$0
  - Meals:
    - \_\_\_\_\_ Breakfast    @ \$ \_\_\_\_\_ = \$0
    - \_\_\_\_\_ Lunch    @ \$ \_\_\_\_\_ = \$0
    - \_\_\_\_\_ Dinner    @ \$ \_\_\_\_\_ = \$0
  - Additional Expenses (taxi, parking, etc)
    - Please list \_\_\_\_\_ = \$0
  - Lodging: \_\_\_\_\_ Estimated number of days/ nights = \$0
  - Registration    1    Estimated cost = \$54.48
- Total Cost Estimate = \$54.48

Department Head designated mileage rate: \$ \_\_\_\_\_/per mile

*[Handwritten Signature]*

8-8-16



# **Domestic Violence Institute**

**October 4-5, 2016**

**Swiftel Center**

**Brookings, SD**

**Presented by:**

The South Dakota Network

Against Family Violence & Sexual Assault

with the Brookings Domestic Abuse Shelter



# Conference Information

We invite you to attend this year's program, addressing aspects of domestic violence intervention.

This Institute is designed to help participants assess their community's current response, develop a strong interagency approach to intervention, and encourage community partners to work together in positive and effective ways.

Law Enforcement Officers, State's Attorneys, Judges, Probation & Court Service Officers, Corrections Officers, Victim Advocates, Counselors, Social Workers, Nurses, Clergy, and College Students are all encouraged to attend.

Please keep the following information in mind:

## **ACCOMMODATIONS**

If you require auxiliary aids or services for a disability in order to participate during the conference, please note them on the registration form.

## **FINANCIAL ASSISTANCE/SCHOLARSHIPS**

For information regarding financial assistance or scholarships, please contact Verzella Bauman at the Network at 605.731.0041 or [verzellab@sdnafvsa.com](mailto:verzellab@sdnafvsa.com).

## **CONTINUING EDUCATION**

Continuing education credits will be applied through The SD Board of Counselor Examiners, the SD Board of Social Workers, and the Board of Addiction and Prevention Professionals and will be available at no additional cost.

## **INFORMATION BOOTHS**

Space will be available for information booths at no additional charge. This includes one skirted table and two chairs. You must complete a registration form in order to set up a booth.

If your booth requires additional space or items such as extension cords, you will need to make these arrangements directly with the Swiftel Center and related charges will be at your expense.

Your registration for booth space will be confirmed by email and/or mail.

## **REGISTRATION**

Registration: \$50 (includes lunch on the second day) or \$25 per day

**Registration deadline is September 19, 2016**

Register at <http://www.eventbrite.com/e/domestic-violence-institute-tickets-25939087509>.

A safe room will be available during the entire conference for attendees that need some time alone or time with a listener. We encourage and welcome survivors to all conference events.

## **QUESTIONS?**

Questions may be directed to Verzella Bauman with The Network at 605.731.0041 or email [verzellab@sdnafvsa.com](mailto:verzellab@sdnafvsa.com). Additional information may be found on our website ([www.sdnafvsa.com](http://www.sdnafvsa.com)).

## AGENDA

### Swiftel Center

#### Pre Conference - October 3rd

**5:00PM - 8:00PM**

**25th Anniversary Banquet for The Network**

#### Day 1 - October 4th

**7:30AM - 8:30AM**

Registration

Light Breakfast Served

**8:30AM - 8:45AM**

Welcome

**8:45AM - 9:45AM**

Keynote Speaker: Bill Jenkins

*Victimology & Trauma*

**9:45AM - 10:00AM**

Break

**10:00AM - 11:30AM**

Breakout Sessions

1. Bill Jenkins: *Caregiver Resilience*

2. Alicia Aiken: *HMIS & Survivor Confidentiality*

3. Patricia Powers: *Trial Preparation: from Investigation to Courtroom; Going Forward without the Victim: Evidence-Based Prosecution of Domestic Violence.*

4. Shawn Imitates Dog: *Two Spirits One Journey (Oglala Lakota)*

**11:30AM - 1:00PM**

Lunch (on own)

**1:00PM - 2:30PM**

Breakout Sessions

1. Bill Jenkins: *Caregiver Resilience*

2. Alicia Aiken: *Collaboration with Respect for Confidentiality*

3. Patricia Powers: *Integrating a Trauma-Informed Response and Interviewing Victims*

4. Taneeza Islam & Amanda Bahena: *Options for Immigrant & Undocumented Domestic Violence Victims*

**2:30PM - 2:45PM**

Break

**3:00PM - 4:30PM**

Keynote Speaker: Tiffany Short

*Sextortion*

#### Day 2 - October 5th

**8:00AM - 8:30AM**

Light Breakfast Served

**8:30AM - 8:45AM**

Welcome

**8:45AM - 9:45AM**

Keynote Speaker: Meg Garvin

*Survivors' Voices Through Victim's Rights*

**9:45AM - 10:00AM**

Break

## Day 2 Continued

<b>10:00AM - 11:30AM</b>	Breakout Sessions <ol style="list-style-type: none"><li>1. Luke Comeau: <i>Working with Children with Disabilities</i></li><li>2. Mike Moore: <i>Keeping Victims Safe after Arrest. What You Can Do.</i></li><li>3. Scott Hawks: <i>Meth and Other Drugs in South Dakota</i></li><li>4. Dr. Marcie Moran: <i>Grieving a Loss from Homicide</i></li></ol>
<b>11:30AM - 11:40AM</b>	Break
<b>11:40AM - 1:00PM</b>	Keynote Speaker: Sara June Gray <i>Survivor Story</i> Lunch Served
<b>1:00-1:15pm</b>	Break
<b>1:15pm - 3:15pm</b>	Shannon Schweitzer — SD Department of Social Services Victims' Services Program Manager ( <i>For DSS grantees—see description below</i> )
<b>3:15pm - 3:30pm</b>	Break
<b>3:30pm - 4:30pm</b>	The Network Membership Meeting



### **DSS Grantee Session Description:**

Agencies are required to track victimizations and services provided to clients. This session will explore the vast array of victimization types and definitions of services provided by agencies. During this interactive session participants will have an opportunity to work with victimizations and services. Additionally, this session will focus on grant-related tips regarding financial management and match requirements.

## KEYNOTE SPEAKERS

### **Bill Jenkins**

In August 1997, sixteen year-old William Jenkins was on his second day of work at a fast-food restaurant in suburban Richmond, Virginia, when the restaurant was robbed at closing time. While cooperating fully with the robber, William was shot and died instantly. His father, Bill Jenkins, quickly found that there were virtually no readily available, practical, concise, authoritative resources written by victims for victims that could answer his many questions as a survivor of a traumatic loss.

Taking what he learned first-hand in the aftermath of his son's murder Bill wrote and self-published *What to do When the Police Leave: A Guide to the First Days of Traumatic Loss*. This landmark book on grief and bereavement quickly became an important resource for families dealing with the sudden or traumatic death of a loved one and the caregivers who work with them. He has received many awards and recognitions over the years from the victim and victim advocacy communities for his contributions to the field most notably the National Organization of Victim Assistance's prestigious *Edith Surgan Victim Activist of the Year* award in 2006.

A professional theatrical designer and artist living in the Chicago, IL area Bill somehow finds the time to be active in many victims' rights and support activities and organizations. He has been an instructor with the Virginia Institute of Forensic Science and Medicine, leads seminars on victims' perspectives and needs at national and local conferences, and speaks at victim impact panels for youthful offenders. He has also written a critically praised play, *Hearts Full of Tears*, which draws on his own experiences and presents the devastating impact of traumatic loss to audiences in an intensely personal and powerful way.

Returning to his educational roots and love of biology, his latest research is in the neurobiology of trauma and stress, how our brains respond to traumatic experiences, and what treatments are most helpful to victims and their families. He hopes that his own personal perspective and unique voice using the latest authoritative scientific discoveries will help victims understand how their brains respond to crisis and inform caregivers how best to help trauma victims in their work.

### **Tiffany Short | FBI**

Tiffany Short is the Child Victim Program Coordinator for the FBI Office for Victim Assistance at the Violent Crimes against Children Unit. Prior to working as the child matter expert she worked 15 years providing direct services to child and adolescent victims of crime. As a Victim Specialist with the FBI she gained her expertise providing direct services to federal victims of child maltreatment, kidnapping, homicides, minor & adult victims of sexual exploitation, minor victims of pornography, victims of human trafficking, and victims of mass casualty. As an FBI instructor and adjunct faculty member, Ms. Short continues to routinely provide professional presentations on child/adolescent victimization throughout the country and internationally. Her audiences range from law enforcement agencies, Non-governmental organizations, lawyers, judges, social workers, advocates, mental health providers, medical providers, juvenile justice professionals, professors, college students, community members and international delegations. She currently heads the FBI Innocence Lost Working Group and was a member of the FBI Human Trafficking National Working Group for several years as well as a member of the Child Pornography National Working Group since 2011.

Ms. Short has been recognized for her leadership in identifying and developing resources within a community, advocacy and provision of services for federal victims. Prior to the FBI Ms. Short was a Medical Social Worker on the Child Abuse Evaluation Team for Driscoll Children's Hospital in Corpus Christi, Texas. She has a Bachelors of Art in Social Work from Augustana College, a Masters of Clinical Social Work from Texas State University and is a Licensed Clinical Social Worker.

### **Meg Garvin, M.A., J.D. | National Crime Victim Law Institute**

Meg Garvin, M.A., J.D., is the executive director of the National Crime Victim Law Institute (NCVLI) and a clinical professor of law at Lewis & Clark Law School. Ms. Garvin is recognized as a leading expert on victims' rights. She has testified before Congress, state legislatures, and the Judicial Proceedings Panel on Sexual Assault in the Military. In 2014, she was appointed to the Victims Advisory Group of the United States Sentencing Commission and during 2013-2014 she served on the Victim Services Subcommittee, of the Response Systems to Adult Sexual Assault Crime Panel of the United States Department of Defense. She has served as a Board member of Oregon's Citizens' Crime Commission and of the National Organization of Victim Assistance, and as an Advisory Board Member for the Red Lodge Legal Services Program. She has also served as co-chair of the American Bar Association's Criminal Justice Section Victims Committee, co-chair of the Oregon Attorney General's Crime Victims' Rights Task Force, and as a member of the Legislative & Public Policy Committee of the Oregon Attorney General's Sexual Assault Task Force. Ms. Garvin received the John W. Gillis Leadership Award from National Parents of Murdered Children in August 2015. Prior to joining NCVLI, Ms. Garvin practiced law in Minneapolis, Minnesota and clerked for the Eighth Circuit Court of Appeals. She received her Bachelor of Arts degree from the University of Puget Sound, her Master of Arts degree in communication studies from the University of Iowa, and her J.D. from the University of Minnesota.

### **Sara June Gray | Survivor of Domestic Violence**

Sara Gray was raised in Lennox, SD with her parents and two brothers. She attended South Dakota State University and graduated from University of Sioux Falls with a degree in Theology/Philosophy. After graduation she managed a retail bead store while beginning her jewelry business. She moved to Washington state to pursue a Master's degree and instead married and had two children. She is now a single mother to Evan (7) and Charlie (5) while managing her own handmade jewelry business. Her work is present in several shops and galleries in the Puget Sound area.

## **BREAKOUT SESSION SPEAKERS**

**Alicia L. Aiken, J.D. | Confidentiality Institute**

**Patricia D. Powers, J.D. | Aequitas**

**Shawn Imitates Dog | House of Blues  
Entertainment**

**Taneeza Islam | The Law Office of Taneeza Islam**

**Amanda Bahena | Woods, Fuller, Shultz and Smith P.C.**

**Luke Comeau | Family Visitation Center**

**Michael R. Moore | Beadle County State's Attorney**

**Scott Hawks | SD Division of Criminal Investigation**

**Dr. Marcie Moran | Catholic Family Services**

# Travel/Education Request Form

Name(s) Richard Birk

Department Highway Position superintendent

**Travel/Education**

Date(s)	Beginning Odometer	Ending Odometer	Destination
August 24, 2016			Ferney SD

**Reason for Travel:**

inspect a prefabricated steel bridge to be installed by Hollaway Bridge and Culvert

**Passengers:** \_\_\_\_\_

**Estimated Expenses:**

•Method of Travel:  County Vehicle  Private Auto  Air  
 \_\_\_\_\_ Miles \$ \_\_\_\_\_ /mile = \$ 0.00

•Meals: \_\_\_\_\_ Breakfast @ \$ \_\_\_\_\_ = \$ 0.00  
 \_\_\_\_\_ Lunch @ \$ \_\_\_\_\_ = \$ 0.00  
 \_\_\_\_\_ Dinner @ \$ \_\_\_\_\_ = \$ 0.00

*Employees will not be reimbursed for meals that are included in the registration fee.*

•Additional Expenses (taxi, parking, etc.):  
 Please list \_\_\_\_\_ = \$ 0.00

•Lodging: \_\_\_\_\_ Estimated number of days/nights = \$ \_\_\_\_\_

•Registration: \_\_\_\_\_ Estimated Cost = \$ \_\_\_\_\_

*Total Cost Estimate* = \$ 0.00

•Department Head designated mileage rate: \$ \_\_\_\_\_ /mile

•A travel advance form is attached to this request  Yes  No

Richard Birk  
 Department Head Signature

8-16-16  
 Date

## Dick Birk

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**From:** Troy Forbush <Troy.Forbush@TrueNorthSteel.com>  
**Sent:** Monday, August 15, 2016 11:25 AM  
**To:** achwy@goldenwest.net; beadle.highway@midconetwork.com; bchighway@gwtc.net; bhcohwy@hcinet.net; Dick Birk; Dirk.Rogers@browncounty.sd.gov; bchwy@midstatesd.net; buffcohwy@midstatesd.net; buttehwy@buttesd.org; campbellcountyhighwaydept@yahoo.com; cmixhwy@hcinet.net; clarkcountyhighwaydepartment@hotmail.com; clayhwsupt@cedarwb.net; cchighwaydept@vastbb.net; chwy@sdplains.com; gwoodford@custercountysd.com; highway@davisoncounty.org; daycohwy@midconetwork.com; deuelhwy@itctel.com; Dchd1976@yahoo.com; douglascohwy@goldenwest.net; hwy.edco@midconetwork.com; frchydept@gwtc.net; faulkhwy@venturecomm.net; Kerwin.Schultz@state.sd.us; gcohwy30@gwtc.net; haacohwy@gwtc.net; hchdept@itctel.com; handcohwy@yahoo.com; clinton@triotel.net; hchwy@sdplains.com; hwysupt@co.hughes.sd.us; hwy@gwtc.net; hydehwy@sbt.net; jchwydpt@kadokatelco.com; jch@venturecomm.net; jchwy@goldenwest.net; kingsbury@qwestoffice.net; lakehwy@lakecountysd.com; abonnema@lawrence.sd.us; swilliams@lincolncountysd.org; hwy@lymancounty.org; mchwy@triotel.net; mcphersonhwy@valleytel.net; mchighway@venturecomm.net; mchighway@venturecomm.net; lshuck@meadecounty.org; stegethoff@meadecounty.org; jerry.schwarting@state.sd.us; minercohwy@alliancecom.net; dbuthe@minnehahacounty.org; sschultz@minnehahacounty.org; jreaves@minnehahacounty.org; rstansell@minnehahacounty.org; cgriesse@minnehahacounty.org; tpeterson@minnehahacounty.org; rhammer@minnehahacounty.org; anielson@minnehahacounty.org; mschmidt@minnehahacounty.org; mchd2@iw.net; tom.wilsey@pennco.org; marks@pennco.org; pchwy53@sdplains.com; pchy@venturecomm.net; rocohwy@venturecomm.net; snbrncohwy@santel.net; shannonchd@hotmail.com; office.spinkhwy@nrctv.com; tchwydep@gwtc.net; tchd@gwtc.net; tchdkent@vastbb.net; rroggow@iw.net; walcohwy@sbt.net; briang@co.yankton.sd.us; ziebachcounty@yahoo.com; rodejong@iw.net; cbrozik@civildes.com; stevem@clark-eng.com; keving@clark-eng.com; pierceharris@basic.net; brad.stanghor@ulteig.com

**Cc:** Shane Davids  
**Subject:** Brown County Bridge

Good Morning,

Hollaway Bridge & Culvert will be installing a Prefabricated Steel Bridge, manufactured by TrueNorth Steel, for the Brown County Highway Department. The bridge will be installed the week of August 15<sup>th</sup>. The job site is near Ferney, SD, and is located 3.5 miles West of Ferney on 142<sup>nd</sup> St; also known as Brown County Road # 23.

We would like to invite any interested County Superintendents and/or Engineers to take a look at the finished product. If interested, TrueNorth Steel and Hollaway reps will be onsite on the day of Wednesday, August 24<sup>th</sup>. Lunch will be provided for all in attendance around 12:30PM. We would ask to please RSVP by Monday, August 22<sup>nd</sup> to Troy at the TrueNorth Steel office. You can reply to this email or give Troy a call at 605-352-8643.

Please note that we are also installing a bridge in Lyman County, west of Chamberlain, in November. If this would be more convenient for you, you are invited to that one as well. We will be sending out an email with more information when the time comes.

We hope you can make it and look forward to seeing you all.

Thanks,

Shane Davids – TrueNorth Steel – CSP Sales

*Troy Forbush*

**Administrative Sales Rep/Inside Sales  
TrueNorth Steel-Huron  
"I Make It Happen!"**

220 4th Street NW  
Huron, SD 57350  
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[troy.forbush@truenorthsteel.com](mailto:troy.forbush@truenorthsteel.com)



# Travel/Education Request Form

Name(s) Abigail Howard, Tere Nesvold, & Susie Rennich

Department States Attorney Position Deputy SAs & V/W Ass't

### Travel/Education

Date(s)	Beginning Odometer	Ending Odometer	Destination
Oct.4-5, 2016			Brookings, SD

Reason for Travel: Attend Domestic Violence Institute at Swiftel

Passengers: \_\_\_\_\_

### Estimated Expenses

- Method of Travel:  County Vehicle  Private Auto  
 Miles @ \$ .42 /per mile = \$ 0.60
- Meals:  Breakfast @ \$ 6.00 = \$ 0.00  
 Lunch @ \$ 11.00 = \$ 0.00  
 Dinner @ \$ 15.00 = \$ 0.00
- Additional Expenses (taxi, parking, etc):
- Lodging: 0 Estimated number of days/nights= \$ 0.00
- Registration \$53.49 x 3 Actual cost = \$160.47

Total Cost Estimate = \$ 160.47

Department Head designated mileage rate: \$ \_\_\_\_\_/per mile

  
Department Head Signature

August 12, 2016  
Date

# Travel / Education Request Form

Name(s) Misty Moser

Department Weed & Pest department Position(s) Supervisor

**Travel/Education**

Date(s)	Beginning Odometer	Ending Odometer	Destination
9-9-16			Brookings

Reason for Travel Annual Brookings county Weed Tour

Passengers Commissioner Miller, Tim Baker, Steve Olson, Joel Ripley  
Randy Meyer,

**Estimated Expenses**

- Method of Travel:  County Vehicle  Private Auto
    - 64 miles @ \$ 42/per mile = \$ 26.88
  - Meals:
    - Breakfast @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_
    - Lunch @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_
    - 6 Dinner @ \$ 15.00 = \$ 90.00
  - Additional Expenses (taxi, parking, etc)  
Please list ~~0~~ = \$ \_\_\_\_\_
  - Lodging: ~~0~~ Estimated number of days/ nights = \$ \_\_\_\_\_
  - Registration ~~0~~ Estimated cost = \$ \_\_\_\_\_
- Total Cost Estimate = \$ 116.88

Department Head designated mileage rate: \$ \_\_\_\_\_ / per mile

Mos Department Head Signature 8-17-16 Date

# Travel / Education Request Form

Name(s) Misty Moser

Department Weed & Pest department Position(s) Supervisor

**Travel/Education**

Date(s)	Beginning Odometer	Ending Odometer	Destination
9-14 / 9-15-16			Watertown

Reason for Travel Weed & Pest Commission meeting & Fall Weed Tour

Passengers Tim Bauer

**Estimated Expenses**

- Method of Travel:  County Vehicle  Private Auto  
 \_\_\_\_\_ miles @ \$\_\_\_\_\_/per mile = \$\_\_\_\_\_
  - Meals: \_\_\_\_\_ Breakfast @ \$\_\_\_\_\_ = \$\_\_\_\_\_
    - \_\_\_\_\_ Lunch @ \$\_\_\_\_\_ = \$\_\_\_\_\_
    - 2 Dinner @ \$ 15.00 = \$ 30.00
  - Additional Expenses (taxi, parking, etc)  
 Please list \_\_\_\_\_ = \$\_\_\_\_\_
  - Lodging: 0 Estimated number of days/nights = \$\_\_\_\_\_
  - Registration 0 Estimated cost = \$\_\_\_\_\_
- Total Cost Estimate = \$ 30.00

Department Head designated mileage rate: \$ \_\_\_\_\_/per mile

Misty Moser  
 Department Head Signature

8-16-16  
 Date