



Stacy Steffensen, Commission Department Director
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STAFF REPORT:

Agenda Items:

- 9:00 AM: Cindy Danningbring is the Executive Director of Inter-Lakes Community Action Partnership. She asked to meet with the board to provide an update on activities happening in Brookings County.
- Letter of Intent: This would authorize Chairperson Krogman to sign the letter included in the packet, indicating the county's intention to purchase the OAC building and property.
- Agreement with Brenda Colombe: This is a similar agreement entered into with Colombe for 2016 to assist the Finance Office. This is a budgeted item in 2017 as well.
- Pay Plan Resolution: This resolution establishes the pay plan for FY2017. It sets the positions and wage grades that those positions fall under in each department.
- Deputy State's Attorney Resolution: By statute, the board may authorize the State's Attorney to hire an additional Deputy State's Attorney. This is done by resolution.
- Contingency Resolution: Vicki and I have continued to look at budgets and anticipate additional expenses. In doing so, more contingency is needed.
- Withdrawal of Automatic Supplement: The State Auditors said we should not use this revenue to supplement the JDC expenses. As far as giving it to the Teen Court program, they said that is a board decision, but it isn't necessary. They suggested leaving it as revenue and not supplementing it anywhere.
- Fire Dept Transfer: This is an annual transfer of remaining budget to the long-term Fire Dept Fund.
- Designations: With the General Fund, I've estimated \$450,000 in additional expenses for 2016 between claims and payroll. The report in the packet indicates what and/or how each line item can be spent and the estimates with the different designation amounts. I've also included items that that board has discussed funding.

Director's Report:

- Please plan to turn in your First District Surveys that were handed out at the meeting on December 20th.
- The first meeting of 2017 is Tuesday, January 3rd. Judge Stoltenburg will administer oaths at 8:15 a.m. Board and Department Head photos will take place at 8:30 a.m. The meeting will begin at 9:00 a.m.

Upcoming Dates:

- *County Offices will be closed on Friday, December 23rd from 12:00 p.m. to 5:00 p.m. and all day on Monday, December 26th in honor of the Christmas holiday.*
- *The board has been invited to attend the retirement celebration of State's Attorney Clyde Calhoon on Thursday, December 29th from 2:00 p.m. to 4:00 p.m. in the Chambers of the City and County Government Center.*
- *The board has been invited to attend a retirement celebration for State's Attorney Clyde Calhoon on Friday, December 30th at 5:00 p.m. at the Elk's Lodge in Brookings.*
- *County Offices will be closed on Monday, January 2nd in honor of the New Year's Day holiday.*

Thank you,

A handwritten signature in cursive script that reads "Stacy Steffensen". The signature is written in black ink and is positioned to the left of the typed name.

Stacy Steffensen
Commission Department Director
Brookings County, South Dakota