



Stacy Steffensen, Commission Department Director
Brookings County
520 3rd St., Suite 210
Brookings, SD 57006
605-696-8205
ssteffensen@brookingscountysd.gov

STAFF REPORT:

Agenda Items:

- 8:15 AM: Oaths of Office—Judge Stoltenburg will administer oaths to newly elected officials, commissioners and the Chief Deputy and Deputy State’s Attorneys.
- 8:30 AM: Photos—Melby Photography will be taking a board photo, along with individual photos of commissioners and department heads.
- Reorganization: Jenna from the Finance Office will call the meeting to order. Once the new chairperson has been elected, they will take over running the meeting from that point.
- 9:15 AM: Todd Kays with the First District will give his annual report.
- Engagement Letter: This is a letter to let the board know that Legislative Audit has begun the FY2015 auditing process.
- Legal Papers: The board chose to have all of the newspapers in the county be legal papers in 2016. The agenda lists them all again for 2017. However, the board can change that if they so desire.
- Official Depositories: This is the list of depositories of county funds for 2017.
- Meeting Pay/Per Diem Resolution: This sets the meeting pay and per diem rates for certain volunteer boards of the county.
- Election Worker Pay Resolution: This sets the pay for election workers if we were to have an election in 2017.
- Cell Phone Reimbursements: This is the list of those employees that currently receive cell phone reimbursements. The full list is approved annually, with changes made on an individual basis throughout the year. This reimbursement has been budgeted for in 2017.
- General Fund Assignment for ECBH: During the budgeting process the board had wanted to put \$45,000 in contingency for potential funding for ECBH in addition to the \$55,000 already budgeted in 2017. Because contingency can only be 5% of the total budget, it was suggested that we wait until 2017 and assign general fund unreserved, fund balance dollars to designate those dollars for ECBH without actually putting them in that budget line. When or if the board chooses to give the additional \$45,000 (or any portion of it) to ECBH, we would need to do a supplemental budget hearing. The board doesn’t have to take any action to set this money aside either.
- Board Assignments: The Chair and Vice-Chair must be the representatives on the East Central Regional Communications Council; the Chair must be on the Housing & Redevelopment Commission; the Chair must be on the Local Emergency Planning Committee and the liaison for Emergency Management. The other assignments are open to any commissioner.

Director’s Report:

➤ The County VFW Holiday Party is scheduled for Tuesday, January 24th at 5:30 p.m.

Upcoming Dates:

- *County Offices will be closed on Monday, January 2, 2017 in honor of the New Year's Day holiday.*
- *County Offices will be closed on Monday, January 16, 2017 in honor of Martin Luther King, Jr. Day.*
- *Commissioners will be traveling to Pierre on Wednesday, January 18, 2017 to participate in Brookings Day at the Legislature.*
- *South Dakota Pipeline Association Coordinated Response Exercise, Thursday, January 19, 2017 at 11:30 a.m. at the Swiftel Center. RSVP Required*

Thank you,

A handwritten signature in cursive script that reads "Stacy Steffensen". The signature is written in black ink and is positioned below the "Thank you," text.

Stacy Steffensen
Commission Department Director
Brookings County, South Dakota